MEMORANDUM CIRCULAR NO. 23
Series of 2003

TO:
    ALL CONCERNED ENTITIES

RE:
    GUIDELINES ON THE REGISTRATION OF PRINCIPALS HIRING IMMIGRANT-WORKERS AND DOCUMENTATION OF IMMIGRANT-WORKERS

Further to Memorandum Circular No. 10 series of 2003, on the recruitment and placement activities of immigration consultancy agencies and other similar entities, the following guidelines are hereby issued:

I. Registration of Foreign Principals/Employers

1. Initial Registration

    The following documents shall be submitted for registration of the principal:

    a. Notarized Special Power of Attorney issued by the principal/employer to the agency;
    b. Manpower Request from the principal, stating the position and salary;
    c. Valid principal's business license or registration certificate or equivalent document;
    d. Master employment contract incorporating, among others, the minimum terms and conditions of employment.

2. Validity of Registration of Principal

    The registration shall be valid for four (4) years, unless sooner revoked by the Administration, on any of the following grounds:

    a. Expiration of the principal's business license
    b. Upon written mutual agreement by the parties to pre-terminate the agreement
c. False documentation or misrepresentation in connection with the application for registration; and

d. Final judgement in a disciplinary action against the foreign principal.

Provisional registration may be granted for a period of ninety (90) days for a principal that substantially meets the registration requirements.

3. Open Registration

The foreign principal/employer may be registered to more than one agency provided that the principal and the agency shall adopt a uniform compensation package. There shall be no minimum number of job order or minimum number of deployed workers that will be registered.

4. Report to POLO on Registered Principals/Employers

The Landbased Center shall furnish the Philippine Overseas Labor Office/Philippine Embassy, a listing of registered principals, on a quarterly basis, for purposes of monitoring and reference.

II. Requirements for Issuance of Exit Clearance

The following shall be submitted/presented to POEA as requirements for the issuance of exit clearance:

a. Request for registration of immigrant-worker
b. Individual employment contract/employment offer or equivalent document
c. Information sheet

III. Name Hiring

The following requirements shall be submitted by the immigrant-worker requesting documentation through the name hire facility:

a. Individual employment contract
b. Visa or equivalent document
The name hire shall be exempted from the medical examination requirement given the medical examination requirement by foreign embassies for immigrant visa holders.

This Circular takes effect 15 days after publication in a newspaper of general circulation.

15 August 2003

ROSALINDA DIMAPILIS-BALDOZ
Administrator