MEMORANDUM CIRCULAR NO. 25
(Series of 1988)

FOR: ALL LICENSED PRIVATE EMPLOYMENT AGENCIES AND AUTHORIZE HIRING AGENCIES AND CONSTRUCTION AND SERVICE CONTRACTORS

RE: ISSUANCE OF NEW IDENTIFICATION CARDS FOR AUTHORIZED LIAISON OFFICERS

Effective 1 September 1988, the Administration shall require all liaison officers authorized to transact business with the POEA to wear the new aqua-blue identification cards when doing business within POEA premises.

For this purpose, the following guidelines are hereby promulgated:

1. Companies shall submit the accomplished LO information sheet on or before August 15, 1988 together with the LO's two (2) latest colored (1x1) LO pictures and payment of P100.00 as fee. In case of newly appointed liaison officers, the following documents shall be attached:
   a. appointment of the LO(s);
   b. latest NBI clearance of the LO(s); and
   c. bio-data of the LO(s).

2. Each company may be represented by no more than two (2) liaison officers for POEA;

3. Liaison officers can represent only one (1) licensed agency/entity regardless of category. However, an LO can represent two (2) licensed agencies/entities only if these agencies/entities are sister companies;

4. The validity of POEA LO II cards shall be co-terminus with the validity of the company's license/authority unless sooner revoked or cancelled by reason of termination or separation of the liaison officer from the company or the latter's violation of the rules and regulations of the Labor Code;
5. The renewal of POEA LO ID cards shall be processed together with the renewal of the company's license and should therefore be surrendered with the Licensing and Evaluation Division for revalidation, unless as stated above;

6. POEA LO ID cards of terminated or separated LO(s) should be surrendered for cancellation before replacement can be issued. If for one reason or another the said LO ID cards cannot be surrendered, a formal notice of termination of the LO should be furnished the Licensing and Evaluation Division, Licensing Branch, POEA;

7. Replacement of lost LO ID cards and issuance for replacement of dismissed or resigned liaison officers shall be governed by Memorandum Circular No. 19, series of 1984;

8. The Administration reserves the right to deny accreditation of any LO found to have derogatory records;


[Signature]
Administrant