MEMORANDUM CIRCULAR NO. 027
Series of 1988

TO : ALL LICENSED AGENCIES DEPLOYING ENTERTAINERS

SUBJECT : Guidelines for the Hiring of Filipino Entertainers for Japan

In consonance with the policy of the Administration to promote the interest and welfare of entertainers and, in accordance with the new rules and regulations prescribed by the Japanese Government for the entry of foreign workers particularly entertainers, the following guidelines for the hiring of Filipino entertainers for Japan are hereby adopted effective 1 October 1988:

1. Minimum Salary

   The minimum salary of entertainers bound for Japan is hereby set at US$1500 per month and shall be reflected in the individual employment contract submitted to POEA for processing.

2. Accreditation of Principals

   a) The requirements for the accreditation of foreign principals shall be as follows:

   a.1 Authenticated Service Agreement or Authenticated Special Power of Attorney
   a.2 Official English Translation of Commercial Registration
   a.3 Standard Employment Contract

   b) In addition to the aforementioned requirements, the submission of the duly accomplished Recruitment Order (RO) form shall be required in lieu of the job order form. The RO form shall, among others, contain the names of entertainers to be hired, their skills/categories and salaries.

   c) Upon the effectivity of these guidelines, all job orders previously applied for and approved shall be considered cancelled without prejudice to the application of Recruitment Orders in accordance with the provisions herein.
3. **Processing Employment Contracts**

The following documents are required for the processing of employment contracts at the Employment Contract Processing Branch:

a) Approved Recruitment Order  
b) Individual Employment Contract  
c) Verified xerox copy of the PECC card  
d) Travel Exit Pass  
e) Endorsement Letter to PTA  
f) Insurance Certificate (Proof of Insurance)

4. **Verified of PECC Cards**

A PECC card of an entertainer must be verified by the PECC Secretariat prior to its submission to ECPB. Verification shall be undertaken upon presentation of the following documents:

a) Original visa permit  
b) PECC card

5. **Issuance of Visa**

In consonance with the procedure reached with the Japanese Embassy, only employment contracts of entertainers duly processed by the POEA shall be given due course in the processing of visa application.

6. **Repeal**

All instructions or orders that are contrary to or inconsistent with these guidelines are hereby repealed or modified accordingly.

For the guidance of all concerned.

[Signature]

TOMAS D. ACHACOSO  
Administrator