MEMORANDUM CIRCULAR NO. 34
Series of 1990

TO: ALL CONCERNED AGENCIES AND PRINCIPALS

SUBJECT: Requirement of English Translation of Japanese Principal on Original Visa Slip for Entertainers

In order to streamline procedures covering the flow of recruitment orders for Filipino entertainers to Japan, all concerned principals/ agencies are hereby instructed to stamp the English translation of the name of Japanese principal on the original visa slip of the entertainer.

For efficient implementation of this Circular, the following procedures shall apply:

1. Where subject entertainer still holds the old but valid PECC card, the agency shall present the original visa slip together with the xerox copy to Manpower Registry Division (MRD) for verification of the entertainer’s PECC card before proceeding to Accreditation Branch. However, in the case of entertainers holding newly issued Artist Accreditation Certificate (ACC), verification will not be necessary.

2. The Accreditation Branch shall process the recruitment order (RO) on the basis of the prescribed documentary requirements including original visa slip with English translation of Japanese principal’s name.

3. The Employment Contracts Processing Branch (ECPB) shall process individual contracts together with AAC or verified PECC card and other basic processing requirements.

This Circular shall take effect on 01 May 1990.

19 April 1990