MEMORANDUM CIRCULAR NO. 45
Series of 1990

TO : All Concerned Workers and Licensed Manning Agencies/Entities

SUBJECT : Amending Certain Provisions of Memorandum Circular No. 14,
Series of 1990

In line with the policy of the Administration to streamline the registration and documentary processing of workers/seafarer's travel documents and in order to allow manpower agencies meet their contractual obligations and manning commitments in short notice of time, paragraph 3 letter A of Memorandum No. 14, Series of 1990 relative to the registration and processing of contract of overseas workers under the restricted C3 registry is hereby amended to read as follows:

All seafarers/workers under the abovementioned category who apply for registration are required to submit the following documents:

1. Guarantee Undertakings
2. Contract of Employment
3. Engagement Sheet/Approved Crew Order
4. Medical Certificate
5. Seamen's Service Record Book (SSRB) if available

Further, manpower agencies/entities are hereby enjoined to submit to the Employment Branch and Employment Contracts Processing Branch, this Administration, the names and specimen signatures of two (2) designated officials duly authorized to sign the Guarantee Undertakings, prescribed copy of which is hereto attached on or before 13 August 1990.

All other provisions in Memorandum Circular No. 14 shall remain valid and existing.

For the proper guidance and strict compliance of all concerned.

JOSE N. SARMIENTO
Administrator

01 August 1990