BOOKING CONFIRMATION

POEA DEPARTMENT ORDER NO. 3-F, s. 1994, August 02, 1994

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Further to Department Order No. 3 Series of 1994, the following additional guidelines are hereby promulgated:

Section A
Definition of Booking Confirmation

A document prepared by the Licensed Agency for the purpose of specifying the Performing Artist/Members of the Performing Artist Group being contracted by one of its accredited foreign principals. It shall serve as the covering document of the individual employment contracts and similarly verified and authenticated.

Section B
Who are Covered by the Booking Confirmation

All Artists who will be performing individually or as a member of the group shall be covered by a Booking Confirmation (BC)

Section C
Contents of the Booking Confirmation

The Booking Confirmation shall contain the following information:

- Name of Licensed Agency

- Name of Authorized Training Center

- Name and composition of the Performing Artists Group

- Name of the Performing Artist/s

- Name of Performance Venue

- Name of Foreign Principal's Company; its President/Owner; its POEA Accreditation No.

- Signatures of the Licensed Agency President/General Manager, Foreign Principal, Talent Manager/s of the Artist/s and the Artist/s

- Gross Salary

Section D
Validity of the Booking Confirmation

The BC shall be valid for (4) months beginning from the date the Licensed Agency submits the artist's complete documents to the principal. Upon receipt of documents, the principal shall deposit guarantee money with the Licensed Agency equivalent to not less than US$300 for each artists. The artist shall not be booked with any other client or principal during the validity period of the BC.

The Licensed Agency must provide each artist with a copy of the BC and a receipt acknowledging his submission of the documents required by the principal and/or host country.

If the artist/s is/are not deployed within the validity period of the BC, the principal forfeits the guarantee money in favor of the artist/s. The Licensed Agency shall automatically give out the corresponding amount to each artist at the end of the fourth month afterwhich the artist/s may opt to withdraw from the said booking. Upon withdrawal, the principal shall be required to return all documents submitted by the artist/s.

Section E
Complaints Pertinent to the Booking Confirmation

Any complaint arising from the provisions of the BC and its implementation may be lodged with the Welfare Services Branch of the Welfare and Employment Office of the POEA.

Section F
Sanctions Against Violators

The following sanctions shall be imposed against parties found violating this Order:

1. For failure to provide the artist with a copy of his BC, and a receipt acknowledging his documents, the Licensed Agency shall be subject to the following sanctions:

1.a

First Offense: If committed within the validity period of the BC, the Agency shall be given a warning and directed to provide the artist/s with a copy each of the documents being sought for. If the BC has expired and the Agency still has not provided the artist/s with a copy, the Agency shall be given warning and directed to immediately compensate the artist/s with an amount not less than $300.

1.b

Second Offense: Suspension of documentary processing for one (1) month.

1.c

Third Offense: Suspension of documentary processing for three (3) months. Said suspension shall be counted as one (1) demerit point.

2. For failure to turnover to the artist/s the copy of the BC after the same has been transmitted to them by the Licensed Agency, the authorized Training Center shall be subject to the following sanctions:

2.a

First Offense: If committed within the validity period of the BC, the Training Center shall be given a warning and directed to turnover to the artist his copy of the BC. If BC has lapsed and the Training Center has still not turned over the BC to the artist, the Training Center shall be given a warning and directed to immediately cause the compensation of the artist with an amount not less than $300.

2.b

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Second Offense: Suspension of schedule for testing of graduates for one (1) month.

2.c

Third Offense: Suspension of schedule for testing for graduates for three (3) months. Said suspension shall be counted as one (1) demerit point towards revocation of authorization.

3. An artist who books himself with another principal and/or withdraws from the BC within its validity period shall be subject to the following sanctions:

3.a

First Offense: Artist shall be placed in the POEA watchlist and shall be delisted only upon submission of a clearance from the complainant Agency/Training Center.

3.b

Second Offense: Artist shall be blacklisted and the Artist Record Book shall be cancelled.

4. All other offenses committed that are not specified in this Order shall be penalized in accordance with the pertinent Rules and Regulations of the POEA.

Section G
Booking Confirmation as a Requisite Document

The submission of the BC shall be required for the processing of the individual employment contracts at the POEA and as an attachment to the Certificate of Eligibility that will be submitted to the Philippine Embassy/Labor Attache's Office.

For strict compliance.

Adopted: 2 Aug. 1994

(SGD.) MA. NIEVES CONFESOR
Secretary

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