GUIDELINES ON THE ISSUANCE AND USE OF THE ARTIST RECORD BOOK BY RETURNING PERFORMING ARTISTS

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In pursuant of the DOLE Department Order Nos. 3 and 3-A Series of 1994 on the Training, Testing Certification and Deployment of Performing Artists, the following guidelines on the issuance and use of the Artist Record Book (ARB) by the Returning Performing Artist are hereby issued:

SECTION A. Returning Performing Artist - A Returning Performing Artist is an Artist who is a holder of an authentic Philippine passport bearing the true and genuine identity, birthdate, age and category of the passport holder and with previous work experience overseas for at least six (6) months.

SECTION B. Conditions in the Issuance of ARB to Returning Performing Artists - A Returning Performing Artist may be issued and ARB by POEA subject to full compliance of the following conditions:

1. A written request must be made by the Returning Performing Artist and the POEA accredited Training Center that trained the Artist prior and immediately before his/her deployment.

2. A Joint Sworn Statement must be made and submitted to POEA by the Training Center and Performing Artist indicating the following:

> 2.a that the Training Center currently has a management contract with the Performing Artist.
>
> 2.b that the Training Center has full knowledge and guarantees that the name, age and birthdate of the Performing Artist are true and correct.
>
> 2.c that the Training Center guarantees that the Performing Artist had worked overseas based on his/her category as indicated in his/her passport specifying his/her category as indicated in his/her passport specifying his/her inclusive period of service/s, name of foreign promoter, name and address of venue for each contract and name of licensed agency that deployed him/her. This services should be property supported by documents such as POEA approved employment contract and passport.
>
> 2.d that the Training Center shall post on designated place like DOLE, POEA and NMYC the picture of the Performing Artist, postcard size, face without bangs and hair pulled back to prominently display his/her facial features, It should like-wise contain the following information: full name, including full middle name of the Performing Artist, birthdate, age, and category.

SECTION C. Special Program for Returning Performing Artist - A Returning Performing Artist shall undergo a Special Orientation Program and pass a special academic examination designed for the purpose. In addition, and Returning Performing Artist shall be required to pass the regular skills testing .

SECTION D. Pre-Departure Showcase Preview for Returning Performing Artist - All Returning Performing Artist shall be required to undergo a pre-departure showcase preview in accordance with Department Order No. 3-E Series of 1994.

SECTION E. Procedure all the Issuance of ARB to Returning Performing Artists - Section C of Department Order No. 3-C, Series of 1994 on the Guidelines for the Issuance and Use of the Artist Record Book (ARB) shall be

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adopted in the procedure for the issuance of the ARB to Returning Performing Artists.

SECTION F. Grounds for Suspension or Cancellation of the Returning Performing Artists ARB - Section E of Department Order No. 3-C, Series of 1994 on Guidelines on the Issuance and Use of the Artist Record Book shall be adopted in suspending or cancelling the ARB of the Returning Performing Artists.

For the guidance and strict compliance of all concerned.

Adopted: 25 Aug. 1994

(SGD.) MA. NIEVES R. CONFESOR
Secretary

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