

VERIFIED MANPOWER REQUEST/AUTHENTICATED EMPLOYMENT CONTRACT REQUIREMENT INVOLVING REQUESTS FROM FOREIGN PLACEMENT AGENCIES

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All requests for initial and additional Job Order approvals involving all accredited Foreign Placement Agencies (FPAS) shall be given due course only upon submission of a verified Manpower Request as stipulated in Memorandum Circular No. 47, Series of 1994. For consistency and monitoring purposes, the Accreditation Branch and the Central Processing Unit for Service Workers (CPUSW) shall no longer honor the submission of an authenticated Employment Contract (AEC) in lieu of a verified Manpower Request.

All requests for processing at the Employment Contract Processing Branch and Central Processing Unit for Service Workers of foreign placement agencies shall be attended to only upon submission of the Employment Contracts duly covered by the approved Job Order.

For strict compliance effective immediately.

Adopted: 21 April 1995

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