

GUIDELINES ON THE ESTABLISHMENT OF TRAINING CENTERS FOR PERFORMING ARTISTS

POEA MEMORANDUM CIRCULAR NO. 34, s. 1994, May 06, 1994

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Pursuant to Sec. III & IV of Department Order No. 3-A, providing for the establishment and authorization of training centers for performing artists, the following guidelines are hereby issued for the guidance of all concerned;

I

Requirements for the authorization of Training Centers

A. Facilities

1. For training of dancers:

- 40 square meter dance studio with permanently installed dance bars
- wall mirrors at least 5 feet in height with width measuring at least 2/3 of the dance area's length
- karaoke/sound system

2. For training of singers

- 10-square meter music studio with acoustic protection
- a sound system and piano

3. For training of show bands:

- 40-square meter studio with acoustic protection
- a complete set of show band musical instruments

4. One (1) 30-square meter classroom with desks, writing boards and other teaching literature

5. Auxiliary rooms such as:

- separate comfort rooms for men and women
- separate dressing rooms for men and women
- waiting room for trainees

6. All the above mentioned studios and rooms should be well ventilated and lighted

7. Training materials, equipments and accessories based on training standards and course offering.

B. Staff

A training Center should have a regular staff and, for its academic training program, a full-time supervisor or head

who must at least be a college graduate or its equivalent.

The academic and skills trainors should have undergone Competency Test with the NMYC and correspondingly certified.

C. Training Curriculum - A Training Center must use only academic and skills curriculum duly approved by the Secretary of Labor upon endorsement or recommendation by the Entertainment Industry Advisory council (EIAC). Nothing herein shall prevent a Training Center from seeking approval for the use of an improved curriculum including a special and skill curricula for artists with previous similar training or previous overseas employment experience. Training manuals and other support instructional materials may be developed by the Center pursuant to the approved curriculum:

II

On the Issuance of Authority

A. Authorization to operate a Training Center shall be issued to person, or an entity, or a licensed agency which submits such documents to Licensing and Regulation Office (LRO) and complies with such requirements as follows:

- a. A copy its Articles of Incorporation or Partnership duly registered with SEC, or a copy of its Registration with the Bureau of Domestic Trade;
- b. Copy of its municipal or city permit;
- c. Proof of ownership of the center's premises or copy of the lease/rental agreement of the premises;
- d. In the case of a licensed agency, a copy of its license, in lieu of the above documents;
- e. List of training staff with their resumes and NMYC certification as may be applicable;
- f. List of training equipment;
- g. List of training programs offered;
- h. In the case of licensed agency, experience in the deployment of entertainers for at least one (1) year, and in the case of talent manager or promotions company, one (1) year experience in the development and management of entertainers; and
- i. In the case of talent managers or promotions companies or entities other than licensed agencies, nomination or appointment by licensed agencies processing the same qualifications as in letter "h" above especially authorized to recruit and deploy entertainers as their talent developer.

B. Inspection and Approval of Training Centers - Upon receipt of the applicant's notice, duly authorized POEA inspectors shall conduct inspection at the proposed training center/s to determine compliance with facilities and operational requirements.

The training center shall be properly identified in its facade through a signboard indicating the following:

Name of Training Center - Authorization Number

Authorization granted under these guidelines shall be valid for one (1) year from date of issue subject to suspension or cancellation for cause to be determined by the Administration. It is understood that training centers shall not engage in the deployment of artists unless shall not engage in the deployment of artists unless duly licensed to act as employment agency.

III

Applicability.

These guidelines shall apply to all new applicants intending to engage in the training of performing artists.

All agencies/entities with existing training facilities and programs for artists are enjoined to upgrade their present set up.

IV

Effectivity.

This Circular shall take effect 15 days from date of publication.

Adopted: 6 May 1994

(SGD.) FELICISIMO O. JOSON, JR.

Administrator

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