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

POEA DEPARTMENT ORDER NO. 3-B, s. 1994, August 25, 1994

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In pursuance 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 Artists 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 an 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 guarantee 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 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 properly supported by documents such as POEA approved employment contract and passport.

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2.d

that the Training Center shall post on designated places 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 likewise 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, a 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 in 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 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 Artist's 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 canceling 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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