RULES ON RENEWAL OF LICENSES/AUTHORITIES

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The new rules of the Philippine Overseas Employment Administration took effect on January 1, 1984 after having been approved by the Governing Board on 5 September 1983. Among the changes to be implemented effective January 1, 1984 are the following:

1. Payment of submission by the companies (i.e. construction contractor, service contractor, placement agency and manning agency) of the following:

a)

License Fee of P6,000.00

b)

Cash Bond of P50,000.00

c)

Surety Bond of P150,000.00 from a reputable bonding company. The bond shall carry a condition that "Notice to Principal is Notice to Surety".

2. Request for renewal of licenses shall be filed within 45 days before its expiry date supported by the following requirements:

a) Present list of officers and staff duly certified and dated by the Head of Office. For newly appointed employees, a copy of their biodata and one passport size photo; b) Latest audited financial statement; c) Deployment report or clearances from the Planning Department for placement agencies, and in the case of construction and service contractors and manning agent, allotment payrolls;

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b)

Latest audited financial statement;

c)

Deployment report or clearances from the Planning Department for placement agencies, and in the case of construction and service contractors and manning agent, allotment payrolls;

d)

Clearances from Welfare Fund, Adjudication Department (WAAO), and Recruitment Regulation Department (LRO);

e)

Certification on foreign exchange earnings and compliance with Executive Order 857 issued by the Central Bank;

f)

Replenishment/completion of cash bond in case such or any part thereof is garnished;

g)

Contract of lease or proof of building ownership together with office floor plan and exact location and address of office; and

h)

List of foreign principal(s) to be serviced or being serviced.

3. The Licensing Division has thirty (30) days from receipt of the application for renewal of license together with the requirements under no. 2 to complete the processing of the same.

4. Failure to renew the license after the expiration of its validity will result in the exclusion of the agency or entity from the list of legitimate participants in the overseas employment program and all recruitment and placement activities conducted thereafter shall be deemed illegal.

5. Request for renewal filed six (6) months from the expiration of the license shall be treated as a new application for license and shall be acted upon in accordance with applicable laws and regulations.

For the guidance of everyone concerned.

Adopted: 1984

(SGD.) PATRICIA A. STO. TOMAS
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Re-issued: 18 Feb. 1992

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