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SIMPLIFIED AUTHENTICATION PROCEDURES

POEA MEMORANDUM CIRCULAR NO. 59 S. 1983, December 05, 1983

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Please be informed that the Ministries of Labor and Employment, Foreign Affairs, Health, Justice, Education, Culture and Sports have jointly issued the new rules and regulations in the authentication of documentations of workers for overseas employment, as follows:

a) NBI Clearance - NBI clearances shall be authenticated directly by the Ministry of Foreign Affairs upon the presentation of the original copy of the valid NBI clearance. NBI clearance is considered valid if presented within six (6) months from the date of issue.

b) Medical Certificate - Medical certificates issued by medical clinics duly accredited to conduct medical examination for overseas employment shall be submitted to the Ministry of Health for verification and authentication. Certificates duly verified and authenticated by the Ministry of Health shall be finally authenticated by the Ministry of Foreign Affairs.

c) Schools transcript of Records - Diplomas and related Documents together with the photo copies shall be submitted to the Ministry of Education, Culture and Sports for verification and authentication. Verified and authenticated documents shall finally be authenticated by the Ministry of Foreign Affairs.

The above procedures eliminate from the process of authentication the participation of notary public, the RTC clerk of court and the authenticating unit of the Office of the President, thus shortening the length of time required in the authentication of worker's documents. It is requested that this information be relayed to all worker-applicants for proper guidance.

Attached please find the copy of authentication rules.

These new procedures shall take effect effective 1 January 1984.

Adopted: 5 Dec. 1983

(SGD.) PATRICIA A. STO. TOMAS
Administrator

Re-issued: 18 Feb. 1992

(SGD.) JOSE N. SARMIENTO
Administrator

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