

CLARIFICATORY INFORMATION RELATIVE TO MEMORANDUM CIRCULAR NO. 31, SERIES OF 1991

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Memorandum Circular No. 31, Series of 1991 dated 10 July 1991 shall cover only newly hired overseas contract workers and seafarers and will not cover balik-manggagawa (vacationing) workers.

For land-based agencies, the original copy of the documents indicated below duly processed and validated by the Accreditation Branch or Employment Contracts Processing Branch shall be presented to the Labor Assistance Center:

1. For workers hired by accredited principals, except entertainers bound for Japan — notice of employment or contract of employment
2. For entertainers bound for Japan — standard employment contract for entertainers for Japan
3. For name-hired workers — standard/model employment contracts

For seabased agencies, the second copy of the one-page contract of employment duly processed and validated by the Employment Contracts Processing Branch shall be presented to the Labor Assistance Center.

For information and guidance.

Adopted: 29 July 1991

(Sgd.) JOSE N. SARMIENTO
Administrator

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