FILING OF REQUESTS/FOLDERS FOR ACCREDITATION/REGISTRATION OF FOREIGN PRINCIPALS AND OTHER LANDBASED CENTER (LBC) TRANSACTIONS

Read online (full-text search, related cases, audio case brief): https://batas.org/library/c0f345eb6f20/

Adopted: 28 July 2014
Date Filed: 13 August 2014

All requests/folders for submission shall be properly labeled according to the type of transactions, as follows:

- Initial registration/accreditation

- Additional job order

- Renewal of registration/ accreditation

- Revalidation of job order

- Upgrading / Extension of registration

- Amendment of Contract

- Additional Jobsite registration/accreditation

- Cancellation of Registration

- Cancel transfer of Registration

- Submission of Compliance

Evaluators will be assigned as Officers of the Day at the LBC Counters at the 2nd floor during Receiving Hours, from 8:00 AM to 10:00 AM to pre-evaluate the folders for completeness of the documents submitted. Checklist of requirements for the different types of requests/transactions are posted at the LBC counters for reference/information of all concerned.

Documentary requirements shall be submitted in two (2) sets in folder with the original copies on the left side and clear photocopies on the right side of the folder and properly arranged in sequence as they appear in the checklist.

Only folders with complete requirements shall be received. Folders with incomplete requirements shall be immediately returned to the agencies. Effective 1 October 2014, original copies of the documents verified by the Philippine Overseas Labor Offices (POLOs) / authenticated by Philippine Embassies for POEA registration/accreditation of foreign employers shall be strictly required. Scanned/photocopied documents will no longer be accepted.

Attached are Checklist of Requirements* for the different types of requests/transactions for processing at the LBC.

This Memorandum Circular shall be effective fifteen (15) days from publication in a newspaper of general

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

circulation and filing with the office of the National Administrative Register.

(SGD) HANS LEO J. CACDAC
Administrator

* Text Available at the Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City.

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at https://batas.org

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.