

DOCUMENTARY REQUIREMENTS FOR THE ISSUANCE OF THE LETTER OF ACKNOWLEDGMENT

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The following requirements under the Memorandum Circular No. 11-A series of 2004 are required for the Issuance of Letter of Acknowledgment of Authorized Representative:

- a. Letter request from the agency informing the Administration of the names of the authorized representatives of an accredited or registered foreign principal/employer.
- b. List of officers/staff of the accredited/registered foreign principal/employer duly verified by the concerned Philippine Overseas Labor Offices (POLO); or
- c. Letter of Authority issued by the accredited/registered foreign principal/employer to engage in recruitment activity in the Philippines for and in its behalf , duly verified by the concerned POLO in case the authorized representative is not included in letter (b) hereof.

In line with the thrust of the Administration to allow the active participation of POEA registered/accredited principals through their authorized representatives, the requesting agency may submit the following as equivalent compliance in support of its letter request:

- a. Any document verified by the Labor Attache or submitted to the PSO during accreditation/registration indicating the name of the person for whom acknowledgement is sought for and the name of the club, that he is the owner;
- b. Authorization and Assumption of Responsibility from the accredited principal; and
- c. Affidavit of Undertaking of the local requesting agency.

For information and guidance.

Adopted: 02 Dec. 2004

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Administrator

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