GUIDELINES ON THE ISSUANCE AND USE OF THE ARTIST RECORD BOOK

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In line with Department Order Nos. 3 and 3-A Series of 1994, Guidelines of the Training, Testing, Certification and Deployment of Performing Artists, the following guidelines on the issuance and use of the Artist Record Book (ARB) are hereby promulgated:

Section A
The Artist Record Book

The Artist Record Book (ARB) is a document issued to a performing artist which attests to his competence for the job indicated thereon. The Book shall contain information on the artist's training, academic and skills test, and overseas employment history. It shall also indicate the artist's personal data.

Section B
The Recipient of the Artist Record Book

A performing artist who has been granted a Competency Certificate by the NMYC shall be eligible for issuance of an Artist Record Book.

At the onset of the new system, however, the POEA shall require that an applicant for an Artist Record Book should also be in possession of a booking confirmation from a foreign employer/promoter and licensed agency. Such a requirement shall only be on an interim basis to allow some control on the number of applicants.

Artists who are granted exemption from the academic and skills tests by the Secretary of labor and Employment and are in possession of a booking confirmation or employment contracts may likewise be issued the Artist Record Book.

Section C
Procedures in the Issuance of the Artist Record Book

1. The NMYC shall transmit the following documents to the Employment Branch of the POEA for every Artist eligible for an ARB:

> 1.a Academic and Skills Training Certificates
>
> 1.b Performing Artist Information Sheet duly certified as true and correct by the Artist and Training Center
>
> 1.c 2 pcs. 2 x 2 colored picture of Artist

The NMYC transmittal shall also indicate the date of personal appearance by the Artist at the POEA.

2. Performing Artist shall present the original copy of the Certificate of Competency and the Booking Confirmation (interim requirement) to the POEA.

3. The Artist shall be assessed a fee of P300 for the Artist Record Book.

4. After all the documents enumerated in Nos. 1 and 2 above are found to be in order and after the artist has paid the ARB Fee, an Artist Record Book shall be assigned to the artist on which his/her signature and left and right thumbmarks shall be affixed in the presence of the POEA.

5. Thereafter, the Artist shall be notified of his/her ARB approval with the information that the same document shall be released to the licensed agency only after his/her employment contract is approved by the POEA.

6. The Employment Branch shall endorse the ARB and booking confirmation of the Artist to the Employment Contract Processing Branch upon presentation by the licensed agency to that office of the Artist's Employment Contract, Certificate of Eligibility and RFP (Request for Processing).

7. The POEA shall furnish the NMYC and the EIAC with a period list of artists who have been issued the Artist Record Book.

Section D
The Use of the Artist Record Book

1. Only an artist with a valid ARB shall be processed by the POEA for deployment. The submission of the ARB shall be a requirement for the processing of the employment contract of the artist; for the pre-departure showcase preview of group performers; and for exit clearances at the NAIA and other exit points.

2. The ARB of an artist who transfers to another management entity becomes valid for contract processing after it is amended by POEA upon submission of a clearance from the training center or licensed agency which originally endorsed his application for an ARB. Such clearance must be issued not later than 30 days from notice.

Section E
Grounds for Suspension or Cancellation of the Artist Record Book

The Artist Record Book shall have a three-year validity period and subject to suspension or cancellation by the POEA for any of the following reasons:

1. Falsification of the requisite documents or false statements in connection with the application for ARB.

2. Acquisition of a second ARB without declaring and/or surrendering to POEA the first ARB issued.

3. Tampering with the ARB.

4. Using the ARB for activities and purposes that are violative of the POEA Rules and Regulations Governing Overseas Employment.

In addition to the suspension or cancellation of the ARB, the parties found to have contributed to the cause/s for such suspension or cancellation shall be put in the POEA watchlist or blacklist as the case may be or meted sanctions in accordance with the Schedule of Penalties in the case of licensed agencies and authorized training centers. The POEA shall provide the FIAC, NMYC, and authorized training centers and licensed agencies with the lists of suspended/canceled ARB's and watchlisted/blacklisted individuals.

Section F
Miscellaneous Provisions

Owing to the capability build-up phase proceeding from 15 April 1994 during which the private sector shall establish the facilities and staff requirements of the Training Centers and Testing Venues, the Artist Record Book shall be a mandatory requirement for contract processing beginning 1st October 1994.

For the guidance and strict compliance by all concerned.

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(SGD.) MA. NIEVES ROLDAN-CONFESOR
Secretary

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