

**[POEA MEMORANDUM CIRCULAR NO. 12, S. 2004,
August 25, 2004]**

**GUIDELINES ON THE CERTIFICATION OF OVERSEAS
PERFORMING ARTISTS**

In the interest of the service and pursuant to DOLE Department Order No. 67-04 Series of 2004, on the system of certification of Overseas Performing Artists (OPA), the following guidelines are hereby issued:

I. Issuance of Artist Accreditation Card

General Policies

1. Artist Accreditation Card. The Artist Record Book (ARB) shall be replaced by the Artist Accreditation Card (AAC).
2. The AAC shall be used in securing an entry permit, as may be required by the host country.
3. Issuance of AAC. The AAC shall be issued to an individual or group of artists who passed the auditions in singing or dancing. Only OPA's with valid booking confirmation shall qualify for audition. AACs shall also be issued to Novelty Act Performers (NAP) upon presentation of Certificate of Competency in accordance with the TESDA-approved Training Regulations.
4. Testimonial Artist Accreditation Card. The Card shall be issued to seasoned, professional and/or popular artists with outstanding track record of local or overseas performance of at least one year in major performance venues such as five star hotels, first class and well known clubs, theaters, television shows and movies. They shall also include those who represent the country in international competitions or in a show of prestigious nature without prejudice to the submission and verification of supplemental documents to validate applicants' performer status.
5. Validity of AAC. The Card shall be valid for ten (10) years. Expired ARBs shall be replaced with the AAC with a validity period of ten (10) years upon presentation of a valid booking confirmation.

6. Fees. An administrative fee of Two Hundred Pesos (P200.00) shall be charged per OPA, payable upon application for AAC issuance. In addition, the amount of Five Hundred Pesos (P500.000) shall be charged per OPA for the issuance of the Artist Accreditation Card.

7. Enrollment of users' IDs and Passwords. Under the revised computerized AAC issuance system, all accredited agencies shall be provided with new users' identification and password.

II. Procedures for the Issuance of Artist Accreditation Card

1. Applications for audition schedule shall be uploaded to the computerized AAC issuance system by the accredited agency. Uploaded data shall include applicant's passport size picture (1.5 x 1.5 inches), left and right thumb marks, and accurate information on the applicants:

- | | |
|-------------------|---------------------|
| a. Name | f. Weight (kilos) |
| b. Address | g. Sex |
| c. Date of Birth | h. Civil Status |
| d. Place of Birth | i. Category |
| e. Height (meter) | j. Name of employer |

The artist must be photographed in performance make-up, without earrings, hair pulled back, and in white background.

The accredited agency shall be solely and completely responsible for the accuracy and veracity of uploaded information.

The administrative fee shall be paid upon verification by the POEA of request and presentation of original copy of booking confirmation.

2. Audition Scheduling. Generation of audition schedule shall be computerized and made available to respective end users through the AAC website within two days from application for audition.

3. Cancellation of Audition Schedule. Applicants who are unable to audition on the scheduled date shall be required to inform the POEA at least one (1) day before the scheduled audition of the cancellation. Cancellation shall only be allowed once.

4. Rescheduling of Audition. Request for re-scheduling due to the applicant's failure to appear on the scheduled date of

audition shall be uploaded by the accredited agency.

5. Retake. Request for retake of audition shall be uploaded by the accredited agency. An applicant shall be allowed to retake audition up to three (3) times only within a period of three (3) months. Subsequent request for retake shall only be allowed after a lapse of six (6) months from the last audition.

6. Testimonial AAC. Application for issuance of testimonial AAC shall be submitted to the POEA, together with the following supporting documents:

- a. Duly filled up info sheet
- b. Booking Confirmation or Contract of Engagement
- c. Employment record
- d. Record/cassette covers of singers, if any
- e. Newspaper and magazine clippings/reviews of the artist's performance, if any
- f. Performance portfolio
- g. Other documents as may be required.

Applications for exemption from the minimum age requirement for issuance of testimonial AAC's shall be forwarded to the Secretary of Labor and Employment for appropriate action.

7. Renewal of AAC. Application for renewal of expired ARB/AAC shall be uploaded to the POEA with the following data:

- | | |
|-------------------|---|
| a. Name | g. Sex |
| b. Address | h. Civil Status |
| c. Date of Birth | i. Category |
| d. Place of Birth | j. Passport size picture (1.5 x 1.5 inches) |
| e. Height (meter) | k. Right & Left thumb marks |
| f. Weight (kilos) | l. Name of employer |

The original copies of the Booking Confirmation and expired ARB/AAC shall be presented to the POEA.

8. Replacement. Application for replacement shall only be allowed for lost ARBs/AACs or those requiring amendments/corrections to data entries. The same procedure / requirement in the application for renewal shall apply. For