

**[ POEA DEPARTMENT ORDER NO. 3-C, 1994, May 31, 1994 ]**

**GUIDELINES ON THE ISSUANCE AND USE OF THE ARTIST RECORD BOOK**

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.