

**[ POEA MEMORANDUM CIRCULAR NO. 8 S. 1984,  
February 18, 1992 ]**

**RULES ON RENEWAL OF LICENSES/AUTHORITIES**

The new rules of the Philippine Overseas Employment Administration took effect on January 1, 1984 after having been approved by the Governing Board on 5 September 1983. Among the changes to be implemented effective January 1, 1984 are the following:

1. Payment of submission by the companies (*i.e.* construction contractor, service contractor, placement agency and manning agency) of the following:

- a) License Fee of P6,000.00
- b) Cash Bond of P50,000.00
- c) Surety Bond of P150,000.00 from a reputable bonding company. The bond shall carry a condition that "Notice to Principal is Notice to Surety".

2. Request for renewal of licenses shall be filed within 45 days before its expiry date supported by the following requirements:

a) Present list of officers and staff duly certified and dated by the Head of Office. For newly appointed employees, a copy of their biodata and one passport size photo; b) Latest audited financial statement; c) Deployment report or clearances from the Planning Department for placement agencies, and in the case of construction and service contractors and manning agent, allotment payrolls;

- a) Present list of officers and staff duly certified and dated by the Head of Office. For newly appointed employees, a copy of their biodata and one passport size photo;
- b) Latest audited financial statement;
- c) Deployment report or clearances from the Planning Department for placement agencies, and in the case of construction and service contractors and manning agent, allotment payrolls;
- d) Clearances from Welfare Fund, Adjudication Department (WAAO), and Recruitment Regulation Department (LRO);
- e) Certification on foreign exchange earnings and compliance with Executive Order 857 issued by the Central Bank;
- f) Replenishment/completion of cash bond in case such or any part thereof is garnished;