

**[POEA MEMORANDUM CIRCULAR NO. 21, S. 1999,
October 22, 1999]**

**POSTING OF COMPANY SIGNBOARD, VALID TRAINING CENTER
AUTHORITY AND COMPLETE LIST OF OFFICERS AND EMPLOYEES**

In view of the Administration's thrust to ensure compliance with rules and regulations governing the establishment and operation of a training center, all accredited training centers are hereby directed to post in a conspicuous place within their respective premises the following:

1. Company Signboard
2. Valid Training Center Authority
3. Organizational Chart with the recent 2x2 pictures of training center officials and employees

All concerned are hereby directed to prepare their own 24" x 18" Organizational Chart in poster form and submit the same for approval of the Licensing and Regulation Office, this Administration on or before November 15, 1999.

The approved poster shall be posted not later than November 30, 1999.

Failure by any accredited training center to comply with this directive shall cause the imposition of appropriate administrative sanction.

For strict compliance.

Adopted: 22 Oct. 1999

(SGD.) REYNALDO A. REGALADO
Administrator



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