

**[POEA MEMORANDUM CIRCULAR NO. 04, Series
of 1998, February 06, 1998]**

**GUIDELINES ON THE RENEWAL OF EXPIRED ARTIST RECORD
BOOKS**

In view of the expiration of the validity period of Artist Record Books (ARBs) issued in 1995 and onwards, the following guidelines for renewal are hereby issued:

WHO ARE QUALIFIED TO RENEW:

All OPAs who have existing booking confirmations may submit the ff. requirements for renewal of ARBs to the Manpower Registry Division:

1. A joint letter request of the OPA and the deploying agency together with the following documentary requirements:

1.1 Application form for renewal of ARB duly accomplished

1.2 Original copy of the booking confirmation

1.3 Expired ARB (if in the possession of OPA or agency)

1.4 Pictures — 2 x 2, 4 pcs.

2. Upon receipt of the request, the same shall be evaluated. If in order, the OPA shall pay the ARB Fee of P 300.00.

3. The OPA shall personally appear for ARB signing at a designated schedule. The original copy of the official receipt shall be presented.

4. Existing procedures for the issuance of ARB shall apply. The renewed ARB shall have a validity period of three (3) years subject to cancellation and suspension under existing rules and regulations on overseas employment

This circular takes effect immediately

For strict compliance

Adopted: 06 Feb. 1998

(SGD.) FELICISIMO O. JOSON
Administrator