

[POEA MEMORANDUM CIRCULAR NO. 25, April 12, 1995]

GUIDELINES ON THE IMPLEMENTATION OF DEPARTMENT ORDERS NO. 6-A AND 12, SERIES OF 1995

Pursuant to DOLE Department Order No. 6-A on the deployment of performing artists whose Certificate of Eligibility/Visas were issued on or before 30 April 1995 and Department Order No. 12 redefining the minimum membership of a dance group, both Series of 1995, the following guidelines are hereby issued:

1. The salary in the Employment Contract of the artist shall be minimum monthly salary stipulated by the country of destination. In case of Japan, it shall be Yen 200,000. An addendum shall be submitted together with the Standard Employment Contract of the artist bound for Japan that will indicate a minimum net monthly salary of US\$800.00. The addendum shall be signed by the artist and the licensed agency.

2. The joint affidavit that shall be executed by the artist and the licensed agency on the performing artist's true and correct name, age birthdate shall be notarized and submitted in its original form. The POEA reserves the right to verify the facts of information indicated in the affidavit. Any false information shall mean automatic cancellation of the agency's license and disqualification of the artist from overseas employment.

3. POEA shall accept as attachments to the joint affidavit of the licensed agency and returning artist any of the following:

- 3.a copy of contract of immediate past employment
- 3.b copy of relevant entries in the passport
- 3.c copy of previous Information Sheet
- 3.d copy of previous OEC

4. POEA shall accept affidavits jointly executed by the promoter and venue owner that have been acknowledged in any of the following manner:

- 1.a notarized in the host country
- 1.b notarized in the Philippines
- 1.c validated by the Labor Attache (affidavit was executed and signed in the presence of the Labor Attache)

5. POEA may accept a copy of the joint affidavit of promoter and venue owner transmitted by fax for purposes or processing the documents of the artists. The licensed agency/entity shall be given fifteen (15) days from the release of the OECs/contracts to submit the original copy of said affidavit.

6. The processing of documents of group performers, i.e. dance troupe, shall be based on the group's booking contract. In the event that the group is incomplete,