



**Philippine
Overseas
Employment
Administration**

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501
Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 722-1144, 722-1155



MEMORANDUM CIRCULAR NO. 16
Series of 2009

TO : ALL LICENSED LANDBASED AGENCIES AND MANNING AGENCIES

RE : Posting of Company Signboard, Door Sticker, Valid License Certificate, Certificate of Renewal, Poster on "Kaukulang Bayad ng Bawat Aplikante Na Nais Magtrabaho sa Ibang Bansa", Organizational Chart with Complete list of Officers and Employees and AIR Posters.

Further to Memorandum Circular No. 04, series of 2000, and in view of the Administration's thrust to ensure compliance of all licensed agencies with the rules and regulations governing overseas employment, all licensed landbased agencies and manning agencies are hereby directed to post in a conspicuous place within their respective office premises the following:

1. Company Signboard
2. POEA Door Sticker
3. Valid License or Certificate of Renewal
4. Poster on "Kaukulang Bayad ng Bawat Aplikante Na Nais Magtrabaho sa Ibang Bansa"
5. Organizational Chart with the names and recent 2X2 colored pictures of officials and employees in poster form.
6. AIR Posters ("***Sino Ang Isang Illegal Recruiter, 10 Kautusan Upang Makaiwas sa Illegal Recruitment, and Ako ay Isang OFW***")

All concerned are hereby directed to secure the AIR Posters from the Worker's Education Division immediately.

Failure by any licensed agency to comply with the directives shall cause the imposition of appropriate administrative sanctions.

All other issuances inconsistent with this Circular are deemed superseded.

For strict compliance.


JENNIFER JARDIN-MANALILI
Administrator

