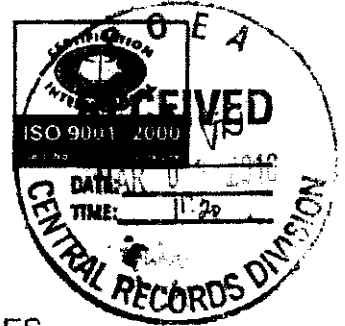




**Philippine
Overseas
Employment
Administration**

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. 03
Series of 2010

To : ALL LICENSED LANDBASED AND SEABASED AGENCIES
Subject : CONTINUING AGENCY EDUCATION PROGRAM

Pursuant to Section 5, Rule V, Part VIII of the 2002 POEA Rules and Regulations on the Deployment of Landbased Workers and Section 4, Rule IV, Part VII of the 2003 POEA Rules and Regulations on the Deployment of Seafarers, as amended, the Administration shall conduct a continuing agency education seminar for the officers and staff, respectively, of all licensed landbased and seabased agencies.

Further, industry associations from the landbased and seabased sectors have agreed and joined hands thru the signing of memorandum of agreements towards the implementation of an intensified professional and moral crusade for the development and transformation of the recruitment industry.

The seminar and training program which is envisioned as an important intervention to further professionalize and improve the technical capabilities and moral values of the officers and staff to better manage and operate the agency and ensure the deployment of secured and gainfully employed workers shall be conducted for top executives and staff of all licensed landbased and seabased agencies. It shall also serve as a venue for regular dialogues and updates on overseas employment program and shall include topics on the Overview on Overseas Employment Program, Ethical Recruitment and Best Recruitment Practices, Values Formation and Spiritual Upliftment and Corporate Social Responsibility and Special and Current Concerns Affecting the Operation of Licensed Agencies.

Certificate of attendance to this training seminar shall be a mandatory requirement for the renewal of license. At the time of license renewal, the President or Chief Executive Officer and a staff of a licensed agency should have attended the seminar. Priority in schedule shall be given to agencies with expiring licenses.

To finance this activity, a minimal amount shall be collected from the seminar participants to cover the necessary expenses for the conduct of these seminars.

This shall take effect immediately.


JENNIFER JARDIN-MANALILI
Administrator

