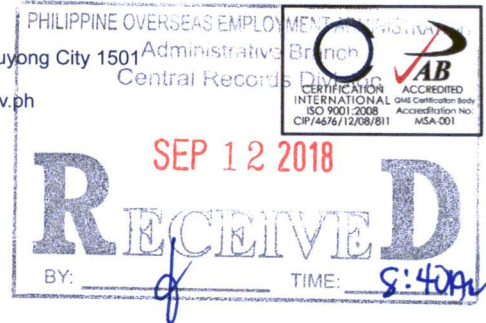




**Philippine
Overseas
Employment
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MEMORANDUM CIRCULAR NO. 15-A
Series of 2018

TO : ALL CONCERNED

SUBJECT : GUIDELINES FOR THE APPROVAL OF REQUEST FOR EXTENSION OF PROVISIONAL LICENSE

Pursuant to Memorandum Circular No. 15, Series of 2018, the approval of request for extension of provisional license shall be subject to submission of the following documentary requirements to the Licensing Branch, Licensing and Regulation Office (LRO) for evaluation:

1. A written request from the landbased recruitment agency citing the reason/justification which prevented it from complying with the deployment requirement of 100 workers for upgrading of its license to full/regular status;
2. Sufficient job order balance from accredited new market/s to meet the required deployment quota;
3. Confirmation from the employer/principal that the Recruitment/Service Agreement is still valid and the job orders are available;
4. Certificate of no pending case filed with the Adjudication Office; and
5. Certificate of no pending repatriation cases.

The extension of provisional license validity shall be granted for a period of one (1) year which shall not be extendible.

This guidelines shall form as an integral part of Memorandum Circular No. 15 and shall take effect simultaneously with the above mentioned Memorandum Circular.

For compliance.


BERNARD P. OLALIA
Administrator

7 September 2018

CONTROLLED AND DISSEMINATED
BY CRD ON 12 SEP 2018