

**[ POEA MEMORANDUM CIRCULAR NO. 05, S. 2014,  
July 28, 2014 ]**

**FILING OF REQUESTS/FOLDERS FOR  
ACCREDITATION/REGISTRATION OF FOREIGN PRINCIPALS AND  
OTHER LANDBASED CENTER (LBC) TRANSACTIONS**

*Adopted: 28 July 2014  
Date Filed: 13 August 2014*

All requests/folders for submission shall be properly labeled according to the type of transactions, as follows:

1. Initial registration/accreditation
2. Additional job order
3. Renewal of registration/ accreditation
4. Revalidation of job order
5. Upgrading / Extension of registration
6. Amendment of Contract
7. Additional Jobsite registration/accreditation
8. Cancellation of Registration
9. Cancel transfer of Registration
10. Submission of Compliance

Evaluators will be assigned as Officers of the Day at the LBC Counters at the 2<sup>nd</sup> floor during Receiving Hours, from 8:00 AM to 10:00 AM to pre-evaluate the folders for completeness of the documents submitted. Checklist of requirements for the different types of requests/transactions are posted at the LBC counters for reference/information of all concerned.

Documentary requirements shall be submitted in two (2) sets in folder with the original copies on the left side and clear photocopies on the right side of the folder and properly arranged in sequence as they appear in the checklist.

Only folders with complete requirements shall be received. Folders with incomplete requirements shall be immediately returned to the agencies. Effective 1 October 2014, original copies of the documents verified by the Philippine Overseas Labor Offices (POLOs) / authenticated by Philippine Embassies for POEA registration/accreditation of foreign employers shall be strictly required. Scanned/photocopied documents will no longer be accepted.

Attached are Checklist of Requirements\* for the different types of requests/transactions for processing at the LBC.

This Memorandum Circular shall be effective fifteen (15) days from publication in a newspaper of general circulation and filing with the office of the National Administrative Register.