

**[POEA MEMORANDUM CIRCULAR NO. 26, s. 2003,
September 25, 2003]**

**STREAMLINED REQUIREMENTS IN THE ISSUANCE OF THE EXIT
CLEARANCE FOR LANDBASED WORKERS**

In order to further streamline the procedures and requirements on the issuance of exit clearance to overseas Filipino workers, and pursuant to Section 1, Rule III, Part III of the POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Workers, the following guidelines on the requirements for issuance of the POEA exit clearance are hereby issued:

I. Requirements for Issuance of POEA Exit Clearance

- a. Request for Processing or Recruitment Order
- b. Info sheet of the worker, fully accomplished;
- c. Photo copy of valid Artist Record Book for overseas performing artists bound for Japan and Korea
- d. Verified individual employment contract for OPAs bound for Japan and household workers.

II. Employment Contracts of Workers

Recruitment agencies shall be responsible for providing every worker a copy of his/her employment contract. The individual employment contract is based on the master employment contract approved upon registration/accreditation of the principal/employer. The worker shall present his/her contract at the Labor Assistance Center at the airport/port of exit upon request.

Failure on the part of the concerned agency to comply with the above requirement will warrant the imposition of appropriate penalty.

All master employment contracts approved by the Landbased Center upon registration of the principal shall be endorsed to the Central Records Division of the Administration for file and reference.

For compliance effective immediately.

Adopted: 25 Sept. 2003

(SGD.) ROSALINDA DIMAPILIS-BALDOZ
Administrator



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