

**[ POEA MEMORANDUM CIRCULAR NO. 32 s. 1993,  
June 30, 1993 ]**

**GUIDELINES ON NOTICE OF APPLICATION FOR ISSUANCE AND  
GRANT OF LICENSE AND FOR THE CONDUCT OF ORIENTATION  
SEMINAR FOR EXECUTIVE OFFICERS**

Pursuant to Governing Board Resolution No. 07 (Series of 1993) which requires that notice be given to the public of all applicants for issuance of license, as well as newly issued licenses, and Governing Board Resolution No. 08 (Series of 1993) which directs the Administration to conduct orientation seminars for executive officers of newly-licensed agencies, and those applying for renewal of license, the following guidelines are hereby issued for the guidance of all concerned:

**I**

**Notice of application for issuance and  
Grant of License**

A. All applications filed with the Licensing and Regulation office are covered by this Circular. An application shall be deemed duly filed if the corresponding application fee has been paid, and the official receipt to prove payment is submitted together with the application.

B. Within two (2) days from receipt of the application, the Licensing and Evaluation Division, Licensing Branch shall post the following information with the corresponding notice in at least two (2) conspicuous areas within the premises of the POEA, particularly at the Ground Floor Lobby and at the Bulletin Board located at the 4th Floor of the POEA Building, and at the Lobby of the building housing the office of the Secretary of Labor and Employment.

**Notice**

The following have applied for the issuance of authority/license as service contractor/manning agent:

Applicant representative incorporator/partners owner address

Any objection/complaint/comment against the application may be submitted to the office of the Director, licensing and Regulation Office, 4th floor, POEA Building, or to the Office of the Secretary, Department of Labor and Employment, DOLE Building, Muralla St., Intramuros Manila within five (5) working days from date of this notice.

If, after such period no objection/comment has been received, the POEA shall proceed with the evaluation of the application to determine if they can be allowed to participate in the Overseas Employment Program.