

**[POEA MEMORANDUM CIRCULAR NO. 56 S. 1983,
February 18, 1992]**

LICENSED/AUTHORITY

In connection with the issuance to private employment agencies, manning agencies, service contractors and construction contractors of their printed License/Authority certificates, the Administration enjoins all concerned to abide strictly with the following rules, policies and conditions for the validity and use of License/Authority:

1. The License/Authority shall be posted in the Company's or Agency's office in full view of the general public.
2. The License/Authority is valid for a period of one (1) year from date of issue as indicated in the license, unless sooner suspended, revoked or cancelled.
3. The Licenses/Authority shall be renewed annually upon filing of a request for renewal within 45 days prior to its expiry and upon compliance of the requirements of the Administration.
4. The certificate shall be surrendered three (3) years after its issuance and shall be replaced by a new certificate.
5. The License/Authority is non-transferable; neither may it be used by any one other than the one in whose name it was issued.
6. Recruitment activities shall be conducted only in the place specifically stated in License/Authority.
7. Provincial recruitment or any recruitment activity outside of the business address indicated in the License/Authority shall be conducted with the prior authority from the Administration and such recruitment shall be undertaken under the supervision of the MOLE Regional Office and within its office premises or at any place designated by the Director of the said Regional Office. The grant of authority to conduct recruitment activities outside of its registered office does not entitle the agency or entity to establish a branch or extension office unless the authority so specifically authorizes.
8. Change or transfer of business address shall be made only upon prior authority from the Administrator in accordance with Memorandum Circular No. 8 dated 8 February 1983.
9. Designation of agents or representatives for any purpose shall be subject to prior approval of POEA in accordance with Memorandum Circular dated 18 May 1983 and shall be subject to assumption by the agency or entity of full and complete responsibility for all acts of the agent or representative done in connection with