

**[POEA MEMORANDUM CIRCULAR NO. 14, S. 1987,
July 24, 1987]**

**GUIDELINES ON APPLICATIONS FOR LICENSE AS MANNING
AGENCY AND AUTHORITY AS PRIVATE RECRUITMENT ENTITY**

Pursuant to POEA Governing Board Resolution No. 04 the Administration may recommend the grant of license to manning agency and authority to private recruitment entity under the circumstances and conditions as follows:

1. The applicant, at the time of filing of application and its supporting documents, submits the following:
 - a. A duly executed Special Power of Attorney authenticated by the Philippine Embassy or Consulate or Labor Attache in the place where the project is situated or where the vessel owners, operators or managers hold their principal office;
 - b. A duly concluded manning agreement or service agreement authenticated by the Philippine Embassy or Consulate or Labor Attache as above mentioned;
 - c. A certification by the Philippine Embassy or Consulate or Labor Attache as to the actual existence of the project;
 - d. A manpower mobilization request of not less than 100 seafarers in case of an applicant manning agency and 200 workers in the case of applicant private recruitment entity, for deployment within a period not exceeding 60 days;
 - e. A model employment contract providing for terms and conditions of employment over and above the minimum prevailing standards.
2. The license or authority shall be subject to revocation for misrepresentation as to the existence of the project, the number of workers required, the deployment period and the terms and conditions of employment.
3. All conditions and limitations on existing licenses and authorities shall apply to the license or authority issued pursuant hereto.
4. The guidelines shall take effect upon its approval.

Adopted: 24 July 1987

(SGD.) TOMAS D. ACHACOSO
Administrator