

**[ POEA MEMORANDUM CIRCULAR NO. 21, S. 1986,  
September 08, 1986 ]**

**GUIDELINES FOR THE IMPLEMENTATION OF CANCELLATION OR  
SUSPENSION ORDER**

For the orderly implementation of orders for the cancellation or suspension of license or authority, the following guidelines for the processing of employment and travel documents of workers are hereby issued:

1. Orders for the suspension or cancellation of license or for the suspension of documentary processing of agencies and contractors shall be implemented on the date of receipt of the copy or notice of the issuance thereof by the operating units concerned.

2. Upon receipt of the copy of the order or notice of issuance of the order of cancellation or suspension, all transactions with POEA relative to accreditation of principals or projects or processing of employment and travel documents of workers shall be immediately suspended, except in the following instances:

- a. where the request for processing of employment and travel documents were duly received by the Contract Processing Department prior to the date of its receipt of the order, whether or not processing fees had been paid; provided that processing shall be completed within 30 days from date of order;
- b. where a subsequent order was issued by the Administrator or the Minister setting aside, lifting or restraining the implementation of the cancellation or suspension order earlier issued;
- c. where employment and travel documents are ready for release or had been released and the workers covered thereby are scheduled for deployment.

3. The Licensing Division shall likewise suspend action on requests for renewal of license and on other matters relating to the license or the use thereof upon receipt of a copy of the order of cancellation or suspension of license of the agency or contractor.

Adopted: 8 Sept. 1986

(SGD.) TOMAS D. ACHACOSO  
*Administrator*

Re-issued: 18 Feb. 1992