

**[ POEA MEMORANDUM CIRCULAR NO. 004, S. OF  
2000, April 10, 2000 ]**

**POSTING OF COMPANY SIGNBOARD, DOOR STICKER, VALID  
LICENSE CERTIFICATE, CERTIFICATE OF RENEWAL, POSTER ON  
PLACEMENT FEE CEILING, AND COMPLETE LIST OF OFFICERS  
AND EMPLOYEES**

In view of the Administration's thrust to ensure compliance of all licensed agencies with the rules and regulations governing overseas employment, all licensed landbased agencies and manning agencies are hereby directed to post in a conspicuous place within their respective office premises the following:

1. Company Signboard
2. Valid License or Certificate of Renewal
3. POEA Door Sticker
4. Poster on "Kaukulang Bayad ng Bawat Aplikante Na Nais Magtrabaho sa Ibang Bansa"
5. Organizational Chart with the names and recent 2x2 colored pictures of officials and employees in poster form.

All concerned are hereby directed to secure the "Kaukulang Bayad" poster from the Inspection Division, Licensing Branch immediately.

Failure by any licensed agency to comply with this directive shall cause the imposition of appropriate administrative sanction.

All other issuances inconsistent with this Circular are deemed superceded.

For strict compliance.

Adopted: 10 Apr. 2000

(SGD.) REYNALDO A. REGALADO  
*Administrator*



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