

[POEA MEMORANDUM CIRCULAR NO. 54, June 15, 1992]

BOOKS OF ACCOUNTS/OFFICIAL RECEIPTS

Section 4 and 6, **Rule IV, Book II** of the POEA Rules and Regulations Governing Overseas Employment as amended, relative to the subject of inspection, provides:

"Depending on the purpose of inspections, the Administration or his duly authorized representatives may at any time inspect the premises and require the presentation of necessary documents, records and books of accounts of the agency and examine the same."

It has been noted however that most agencies fail to present their books of accounts and official receipts at the time of inspection which results to the suspension of license of erring agencies.

As such, this Memorandum Circular is being issued to remind all licensed recruitment agencies of this particular Rule and to see to it that the abovementioned documents are made available at all times for examination during inspections. Violations noted during examination of the books of accounts official receipts and other relevant records shall be a ground for the imposition of appropriate sanction or for the denial of application for renewal of license without further notice.

All collections made by the agency from each contract worker should be covered by individual official receipt, issued at the time of payment with details of payments clearly stated therein.

For strict compliance.

Adopted: 15 June 1992

(SGD.) MANUEL G. IMSON
*Deputy Administrator and
Officer-in-Charge*



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