



ADVISORY NO. 35
Series of 2019

TO : ALL LICENSED RECRUITMENT AGENCIES

SUBJECT : ATTENDANCE IN THE PRE-LICENSING ORIENTATION SEMINAR

This seeks to clarify Governing Board Resolution No. 06, Series of 2019 on the mandatory attendance in the Pre-Licensing Orientation Seminar (PLOS). Pursuant thereto, please be advised that in case of the issuance of a license, the sole proprietor, all partners, all members of the Board of Directors (BODs), and the Chief Executive Officer (CEO) are required to attend the PLOS as a pre-qualification requirement for the issuance of a license to operate a recruitment/manning agency.

As to the issuance of a branch office authority, the licensed recruitment/manning agency should submit proof of attendance in the PLOS of the following officers:

1. Sole proprietor;
2. All partners and all members of the board of directors (BODs), as the case may be;
3. Chief Executive Officer (CEO);
4. Operations manager; and
5. Branch manager or Officer-in-charge of the branch.

Further, please be advised that the attendance in the PLOS is not a requirement for the renewal of the license of a recruitment/manning agency. However, if a request for the acknowledgment or appointment of a new partner or director is incorporated with the application for the renewal of the license of the recruitment/manning agency, a certificate of attendance in the PLOS of the new partner or director, as the case may be, should be submitted along with the other requirements for renewal of license.

Should you have any queries regarding the requirement of attending the PLOS, you may inquire with Licensing Branch or call their office at 726-3265 or 722-1191.

For the information and guidance of all concerned.


BERNARD P. OLALIA
Administrator

CONTROLLED AND DISSEMINATED
BY CRD ON 20 NOV 2019