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Advisory No. 4/p  
Series of 2020

**Extension of License of Recruitment/Manning Agencies  
whose expiration fall during the period of the Enhanced Community Quarantine**

This Advisory is hereby issued to clarify item V. 9 and 10 of Licensing and Regulation Services in Memorandum Circular No. 7, Series of 2020 pertaining to the license/branch authority of agencies affected by the Enhanced Community Quarantine (ECQ) order pursuant to Advisory No. 01, Series of 2020 of the Anti-Red Tape Authority (ARTA) which prescribes the adoption of measures and tools to fast track and simplify procedures and documentary requirements which includes extension of the validity of licenses that are expiring within the period of State of National Emergency, particularly licenses whose application for renewal or extension may not be filed, processed, or are pending approval due to the ECQ

**1. Coverage**

1.1 Agencies whose license/branch authority expiration fall during the covered ECQ period but were not able to file their application for renewal, upgrading and extension of license, and renewal of branch authority due to the ECQ

1.2 Agencies whose applications for renewal, upgrading and extension of license, and renewal of branch authority were already received for evaluation, review and approval but such license/branch authority has expired or will expire during the period of the ECQ.

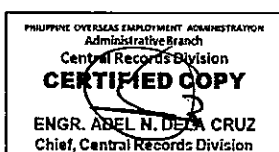
**2. Period of Extension** The validity of the license/branch authority of the aforementioned covered agencies shall be temporarily extended from the date of expiration of license/branch authority, which should be within the covered period of the ECQ, up to a period of thirty (30) calendar days following the lifting of the ECQ order

**3. Conditions.** The extension of the validity of license/branch authority shall be subject to the following conditions:

3.1 Application for the renewal, upgrading and extension of license, and renewal of branch authority shall be filed within thirty (30) days from the lifting of the ECQ order.

3.2 Submitted documents must be complete and arranged in accordance with the checklist requirements subject to evaluation, review and approval of this Administration, and


3.3 The total number of the extended period shall be included in the computation of the four (4) year validity of the renewed license, two (2) year validity of the upgraded license, and one (1) year validity of the extended license, as the case may be.



Provided, however, that the grant of temporary extension of license/branch authority does not mean automatic approval of the application for renewal, upgrading and extension of license, and renewal of branch authority. Failure to meet the abovementioned conditions would mean automatic revocation of the temporary license/branch authority granted during the ECQ.

No application for renewal, upgrading and extension of license, and renewal of branch authority shall be accepted upon expiration of the thirty (30) day period following the lifting of the ECQ order. Accordingly, the license/branch authority shall be considered as expired.

For the information and guidance of all concerned.

  
BERNARD P. OLALIA  
*Administrator*

15 April 2020