



Republic of the Philippines
Department of Migrant Workers

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BAGONG PILIPINAS

DEPARTMENT CIRCULAR NO. 01
Series of 2024

FOR : ALL CONCERNED LANDBASED RECRUITMENT AGENCIES

SUBJECT : RE-LAUNCHING OF FACE-TO-FACE CONTINUING AGENCY EDUCATION PROGRAM (CAEP) SEMINAR

Memorandum Circular 16, series of 2020 issued on July 14, 2020, directed the conduct of Continuing Agency Education Program (CAEP) through webinar in view of the declaration of public health emergency throughout the Philippines. The state of public health emergency having officially ended since May 11, 2023 as per Proclamation No. 297 series of 2023, and considering consultations with industry representatives and a review of the existing mode of delivery of CAEP, there is a need to revert to face-to-face mode of conduct of CAEP seminar to fully achieve the objectives of the program.

I. COVERAGE

These guidelines shall cover all directors and officers of licensed recruitment agencies relative to their attendance to the face-to-face CAEP seminar as a requirement for:

- a. Upgrading of licenses from provisional to full license;
- b. Renewal of licenses; and
- c. Request for acknowledgement of new directors and officers.

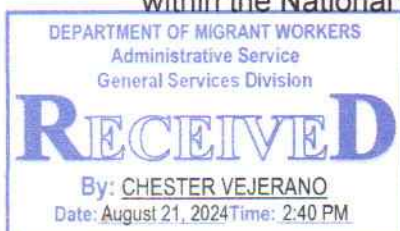
Online CAEP is still required for non-managerial staff.

II. FILING OF APPLICATION

- a. For agencies with a six-year license validity, the request for participation in the CAEP Seminar shall be submitted through caep@dmw.gov.ph at any time after the first three (3) years of license validity but not later than one (1) year prior to the expiration of the license. Similarly, for agencies with a four-year license validity, the request for participation shall be submitted six (6) months prior to the expiration of the license.
- b. CAEP secretariat shall evaluate the request and email reply within the next working day.

III. CAEP SEMINAR FEE

To finance the activity, participants will be required a nominal fee of Php 2,500.00 within the National Capital Region and Php 3,500.00 outside the National Capital Region,



respectively, to cover necessary expenses. The CAEP seminar aims to have 300 participants monthly within the NCR and outside NCR:

Excess proceeds from the seminar fee collection shall be allocated to the CAEP Trust Fund for the furtherance of its objectives and initiatives.

IV. PAYMENT

- a. Upon receipt of the reservation notice, the agency's liaison officer shall secure a copy of order of payment from the Employment Services and Regulation Division (ESRD).
- b. Payment shall be made at the DMW Cashier's Office, 5th floor, BFO Bldg.
- c. The liaison officer of the agency shall submit the official receipt to and claim the training kit for the CAEP Seminar from ESRD.

V. SCHEDULE AND VENUE

Online registration will be utilized for the face-to-face CAEP session through a Google Form link to be forwarded via email. The date and venue will be announced on a later date.

VI. CHANGES/AMENDMENTS IN THE PARTICIPATION IN CAEP SEMINAR

Any changes/amendments in the date and name/s of participants shall be submitted at least one (1) week prior to the scheduled date of the seminar. Otherwise, the payment for training fee shall be forfeited and the scheduled slot shall be cancelled. A new application shall be required.

Non-participation in the scheduled CAEP seminar shall mean forfeiture of the scheduled slot and the applicant has to apply anew.

VII. VALIDITY OF CAEP CERTIFICATE

The certificate of attendance to the CAEP Seminar shall be valid for three (3) years from issuance. As such, all directors and officers of licensed recruitment agencies are required to attend the CAEP Seminar every three (3) years.

For immediate and strict compliance.


HANS LEO J. CACDAC
Ad Interim Secretary

July 19, 2024

