



Republic of the Philippines  
**Philippine Statistics Authority**

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Reference No. 2016CRS-4758

**MEMORANDUM CIRCULAR 2016- 03**

**TO:** : All Regional Directors (RDs)/Officer-in-Charge(OIC)

**SUBJECT** : Reiteration of Guidelines in the Accreditation of Travel/Recruitment Agencies (TA/RA)

**DATE** : 11 July 2016

The Guidelines on the Accreditation of Travel/Recruitment Agencies (TAs/RAs) as provided in Memorandum Circular No. 2012-04 is hereby reiterated for clarification and for emphasis.

All Philippine Statistics Authority (PSA) Regional Directors (RDs), except for the National Capital Region (NCR), are authorized to accredit TAs/RAs within their respective regions subject to the following:

I. JURISDICTION AND PLACE OF APPLICATION

The PSA Regional Director's jurisdiction shall cover TAs/RAs whose addresses are within the same region covered by the PSA regional office.

The place of application shall be the place where the accreditation shall be issued.

The designated servicing outlet should be within the same region which issued the accreditation and nearest to the TA/RA. Once selected, the servicing outlet cannot be changed within the accreditation period of one (1) year. Changes in the servicing outlet should be made upon renewal of the accreditation upon approval by the Regional Director.

II. REQUIREMENTS FOR ACCREDITATION

A written letter request for accreditation by the TA/RA shall be submitted to the PSA Regional Director concerned and shall be processed only if the following requirements are complied with:

- a) Letter request for accreditation
- b) TA/RA Information Sheet (Annex A)

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