



**DEPARTMENT CIRCULAR NO. 04**  
Series of 2026

**FOR :** NON-MANAGERIAL STAFF OF PRIVATE LANDBASED RECRUITMENT AGENCIES

**SUBJECT :** REINSTATEMENT OF THE ORIGINAL FACE-TO-FACE CAEP SEMINAR MODALITY FOR PRA NON-MANAGERIAL STAFF

Department Circular No. 01, Series of 2024, mandated the reversion of the mode of delivery of the CAEP Seminar for PRA directors and officers from online to face-to-face, while the CAEP for non-managerial staff would remain online. In order to promote enhanced engagement and improve the overall learning experience for all concerned, it is necessary to reinstate the original face-to-face mode of CAEP Seminar for PRA non-managerial staff.

**I. COVERAGE**

These guidelines shall cover all non-managerial, operational and technical personnel of private landbased recruitment agencies relative to their attendance to the CAEP seminar as a requirement for:

- a. Upgrading of license from provisional to full license;
- b. Renewal of license; and
- c. Acknowledgement of new personnel, as needed.

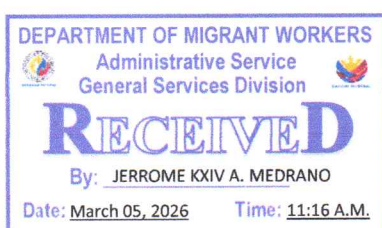
**II. FILING OF APPLICATION**

- 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](mailto:caep@dmw.gov.ph) at any time after the first three (3) years of license validity whether six (6) years or four (4) years but not later than one (1) year or six (6) months prior to expiration of license respectively.
- b. CAEP secretariat shall evaluate the request and email reply within the next working day

**III. SCHEDULE AND VENUE**

- a. Schedule: online registration will be utilized for the CAEP Seminar
- b. Venue: within DMW premises

Further information, including the specific venue, date, and other details, will be announced at a later date.



#### **IV. CAEP SEMINAR FEE**

To finance the activity, participants will be required a nominal fee of Php 2,000.00.

Excess proceeds from the seminar fee collection shall be subject to DBM guidelines and issuances.

#### **V. 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, Ground Floor, BFO Bldg.
- c. The liaison officer of the agency shall submit a photocopy of the official receipt to and claim the seminar kit for the CAEP Seminar at the ESRD.

#### **VI. CHANGES/AMENDMENTS IN THE PARTICIPATION IN THE CAEP SEMINAR**

Any changes/amendments in the date and name/s of participants shall be submitted at least 10 working days 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 must apply anew.

#### **VII. VALIDITY OF CAEP CERTIFICATE**

The certificate of attendance to the CAEP Seminar for the Landbased Sector shall be valid for three (3) years from the date of issuance.

For immediate and strict compliance.

  
**HANS LEO J. CACDAC**  
Secretary

**CONTROLLED AND DISSEMINATED**

By: DMW General Services Division on March 05, 2026

