

WORKER'S TRAVEL EXIT PASS (TEP)

POEA MEMORANDUM CIRCULAR NO. 32, S. 1983, February 18, 1992

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I

General Policy

In line with the Philippine Overseas Employment Administration's (POEA) objective of providing integrated placement and processing services to facilitate deployment of Filipino workers for overseas jobs, a new Workers' Travel Exit Pass (TEP) will be used effective September 15, 1983. These forms are available at the POEA starting September 1, 1983 in accordance with the guidelines stated below. The processing of workers using the old Travel Exit Form will only be entertained until September 14, 1983.

II

Documentary Requirements for

Securing the New TEP

1. Entity/Agency's deployment reports (since January 1, 1983) to be submitted to the Planning and Research Division (Carlos Valdez Bldg.).
2. Letter of request for the purchase of TEP forms signed by the head of the employment entity/agency and stating the name of the agency representative authorized to purchase the forms.

III

Criteria for the Issuance of TEP

Forms

A. For initial requests - Any agency in good standing with the POEA, is allowed to purchase only one quarter's (3 months) supply of forms based on their average monthly deployment volume and an additional twenty percent (20%) of this number for spoilage. (Agencies without deployment since January 1, 1983 must show proof of an accredited principal/job order.)

B. For subsequent requests - Requests for additional forms may be granted upon proof of consumption of the previous allotment through the agency's deployment report of proof of an immediate job order certified by the Administration requiring additional forms.

IV

Fees and Payment Procedure

A. Costs of TEP - The new TEP may be purchased at the POEA for a nominal fee of P1.00 each.

B. Payment and Procurement Procedure - With a copy of the approved request for purchase issued by the Planning and Research Division, the authorized agency representative shall pay for the specified number of forms at the POEA cashier (Carlos Valdez Bldg.) who will then issue a corresponding receipt of payment together with the number of forms paid for.

V

Penalty

The collection of fees in exchange for the workers TEP and the tampering/falsification of these forms shall be subject to penalties and sanctions which shall be imposed by the Administration in accordance with the provisions of the rules and regulations and the Labor Code of the Philippines.

Please be guided accordingly.

Adopted: 1983

(SGD.) PATRICIA A. STO. TOMAS
Administrator

Re-issued: 18 Feb. 1992

(SGD.) JOSE N. SARMIENTO
Administrator

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