

SUBMISSION OF MONTHLY DEPLOYMENT REPORT

POEA MEMORANDUM CIRCULAR NO. 02, S . OF 2008, May 30, 2008

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Pursuant to the Administration's mandate to regulate the participation of the private sector in the recruitment and overseas placement of Filipino workers and to effectively monitor their performance in this endeavor, licensed landbased and manning agencies are required to submit monthly report of workers deployed using the following form to the Inspection Division, Licensing Branch.

Name of Workers

Gender

Position

Employer

Country Destination

E-Receipt Number

Departure date

Deployment reports for January 2008 must be submitted on or before 29 February 2008- Subsequent submissions of the monthly report shall not be later than the 15th day of the following month. Failure to submit shall cause appropriate sanction against the concerned agencies.

For immediate compliance.

(SGD.) ROSALINDA DIMAPILIS-BALDOZ

Administrator

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