



**Philippine
Overseas
Employment
Administration**

Republic of the Philippines
Department of Labor and Employment
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**MEMORANDUM CIRCULAR NO. 02
Series of 2008**

TO: ALL LICENSED LANDBASED AND MANNING AGENCIES

SUBJECT: SUBMISSION OF MONTHLY DEPLOYMENT REPORT

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
1.						
2.						
3.						

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.

Rosalinda Dimapilis Baldoz
ROSALINDA DIMAPILIS BALDOZ
Administrator

CONTROLLED AND DISSEMINATED
BY CRD ON FEB 21 2008