



**Philippine
Overseas
Employment
Administration**

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501
Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 722-1144, 722-1155



MEMORANDUM CIRCULAR NO. 03
Series of 2008

TO : ALL LICENSED LANDBASED AND MANNING AGENCIES

**RE : ELECTRONIC SUBMISSION OF MONTHLY DEPLOYMENT
REPORTS USING THE NEW FORMAT**

Further to Memorandum Circular No. 02 series of 2008 issued on 21 February 2008, licensed landbased and manning agencies are required to submit monthly report of deployed workers via electronic mail, attaching the new format in excel file, to the Inspection Division, Licensing Branch's e-mail address: poea_licensing@yahoo.com, or thru diskette in case the agency has no internet connection.

The Licensing Branch shall release the files downloaded by the ICT Branch containing the details of processed contracts of the agency during the previous month. A column for entering the respective departure date of the workers has been provided. The departure dates must be entered in the following format: mm/dd/yyyy. The downloaded processed contracts of the agency shall be available from the second day up to the fifteenth day of the succeeding month after the reference period.

Agencies are enjoined to submit their deployment reports for January to April 2008 *on or before 20 May 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 strict compliance.

Rosalinda Dimapilis-Baldoz
ROSALINDA DIMAPILIS-BALDOZ
Administrator

