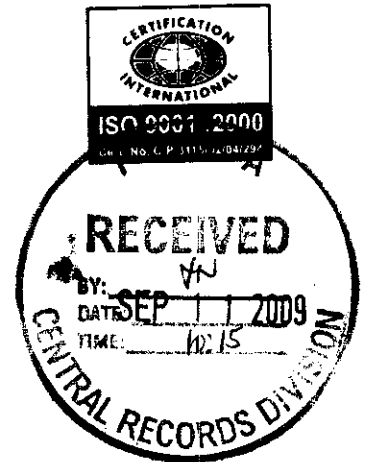




**Philippine
Overseas
Employment
Administration**

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. 13
Series of 2009



TO: ALL CONCERNED

SUBJECT: ESTABLISHMENT OF A POEA-SATELLITE OFFICE IN THE CARAGA REGION

In line with the government's decentralization efforts to bring its services to the people, and in view of the increasing demand for overseas employment services at the CARAGA region, a POEA Satellite Office based in Butuan City is hereby established.

In view of the foregoing, the following frontline services are to be delivered strictly in accordance with the existing issuances and rules and regulations governing overseas employment.

1. Processing of Employment Contracts/Issuance of Overseas Employment Certificates (OECs) for Name Hires (Landbased and Seabased)
2. Documentation of Returning Workers/Balik-Manggagawa (BM) and Issuance of Overseas Employment Certificate (OECs)
3. Registration of Seafarers and Issuance of Seafarer's Registration Certificate (SRC) for New rating, change rating and updating and Lost SRC
4. Registration of Landbased applicants for Government Placement Branch (GPB)
5. Inspection of Recruitment Agencies for the following:
 - a) Establishment of Main or Branch Office
 - b) Regular and Spot Inspection of existing recruitment agencies as needed
 - c) agencies with request for transfer/change address
6. Issuance of Special Recruitment Authority, Job Fair Authority for agencies with main office or branch within its jurisdiction or as the need requires for agencies not within its jurisdiction
7. Monitoring/Supervision of SRA /JFA
8. Legal Assistance to workers with Pre/Post-deployment grievance/complaints
9. Conciliation of agency/employer-worker concerns
10. Legal Assistance to Victims of Illegal Recruitment
 - Coordination with Law enforcers in the conduct of surveillance, Entrapment, Arrest, and Inquest of illegal recruiters

CONTROLLED AND DISSEMINATED
BY CRD ON SEP 11 2009

11. Conduct Pre-Employment Orientation Seminar

12. Conduct Pre-Departure Orientation Seminar

All Name Hires, except for those returning to the same jobsite shall be required to attend pre-departure orientation seminar to be conducted by the POEA Satellite Office before they shall be registered by the Administration.

13. Conduct Anti-Illegal Recruitment Seminar

14. Collection of Processing Fees

- NAME HIRE

POEA Processing Fee - US\$ 100.00

OWWA Contribution - US\$ 25.00

PHIC Contribution - PHP 900.00

- BM

POEA Processing Fee - PHP 100.00

OWWA Contribution - US\$ 25.00

PHIC Contribution - PHP 900.00

- SRC

New/Updating/Upgrading - PHP 50.00

Lost - PHP 150.00

This Memorandum Circular shall become effective (15) days from the date of publication in general circulation and until the specific date of establishment of the POEA Caraga Satellite Office.

For strict compliance.


JENNIFER JARDIN MANALILI
Administrator