

Republic of the Philippines Department of Labor and Employment BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501

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MEMORANDUM CIRCULAR NO. Series of 2011

TO

ALL LICENSED MANNING AGENCIES

SUBJECT

SUBMISSION OF DEPLOYMENT REPORTS



It has been observed that a majority of licensed manning agencies have not complied with Memorandum Circular No. 01 and Memorandum Circular No. 03, Series of 2011 particularly on the electronic submission of deployment reports on a weekly basis (every Friday) for data capture and statistical purposes.

In view of the need for more accurate and timely deployment data of our OFWs, licensed manning agencies shall continue to submit every Friday their deployment reports using the prescribed format, a copy of which is herein attached, to the Labor Assistance Center (lac poea@yahoo.com).

Validation of exit clearances of seafarers at LAC shall be fully implemented as soon as possible, details of which shall be provided in a subsequent issuance.

For compliance.

CARLOS S. CAO, JR

Administrator /

CONTROLLED AND DISSEMINATED
BY CRD ON JUN 0 2 2011

Daily Deployment Report (Period Covered MM/DD/YY)
Name of Manning Agency

Prepared By:
Name of Agency Employee
Position
Date

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	100									
	-									
2/1/2011	2/1/2011	12223544		COOK	SUN SKY	CRUZ	SUSAN	PONCIANO	0317154-99	ARC AGENCY
2/1/2011	1/1/2011		1234567	MASTER	STAR	RODRIGUEZ	JUAN	DELA CRUZ	0322514-98	ABC AGENCY
Position OEC No. EReceiptNo. DateProcessed DeploymentDate	DateProcessed	EReceiptNo.	OEC No.	Position	VesselName	MiddleName	FirstName	LastName	SRC No.	Agency Name