



**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. 08
Series of 2011



TO : ALL LICENSED MANNING AGENCIES
SUBJECT : SUBMISSION OF DEPLOYMENT REPORTS

In view of the pressing need for timely and accurate deployment data of OFWs, particularly seafarers whose exit clearances are no longer validated by the POEA Labor Assistance Center at the Ninoy Aquino International Airport, the guidelines for the electronic submission of deployment reports by licensed manning agencies are herein reiterated.

Licensed manning agencies shall continue to submit their report on seafarers deployed from Friday to Thursday on or before the close of office hours every Friday using the prescribed format, a copy of which is herein attached, to the Labor Assistance Center thru the following e-mail addresses: lac_poea@yahoo.com and/or lac.poea@gmail.com.

All licensed manning agencies including those engaged in in-house processing, with or without deployment, are required to comply with this directive. Those without deployment for the week shall indicate so in the prescribed form.

Failure to comply with this reportorial requirement shall cause the immediate suspension of the agency/ies documentary processing without prejudice to the filing of an administrative case for violation of POEA Rules and Regulations.

For strict compliance.

CARLOS S. CAO, JR.
Administrator

CONTROLLED AND DISSEMINATED
BY CRD ON JUL 29 2011

