

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 2 9 2011

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

Prepared By:
Name of Agency Employee
Position
Date

	antiname	FirstName	MiddleName	VesselName	Position OEC No.	OEC NO.		EReceiptivo, Dater locessed, Deproymentation	and an
00 44 00	CONDEAN OF DELA CRITA	NAI	RODRIGUEZ	STAR	_	1234567		1/1/2011	2/1/2011
06-4107	DELA CAUS	NOOS OF THE PARTY	CBIT	SUN SKY	COOK		12223544	2/1/2011	2/1/2011
031/154-99	PONCIANO	SUSAIN	2000						
			A Property						
			- G						
			No.						
	-								
0									
		-							
						-			
		2							