



**Philippine
Overseas
Employment
Administration**

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Department of Labor and Employment
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MEMORANDUM CIRCULAR No. 03
Series of 2016

To : All POEA Landbased Licensed Agencies
Subject : The Responsibility to Monitor and Report to POEA Significant Incidents
Concerning Overseas Filipino Workers (OFWs)

Pursuant to Rule I, Part VIII on *Assistance to Overseas Filipino Workers* of the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Filipino Workers of 2016, the following responsibilities of POEA landbased agencies are hereby reiterated:

- I. Monitor status and conditions of deployed OFWs and submit corresponding quarterly reports;
- II. Submit appropriate reports, within five (5) working days from the occurrence of OFW incidents such as:
 1. Death
 2. Injury
 3. Detention
 4. Runaway
 5. Missing OFWs
 6. Desertion
- III. Engage the services of a *welfare/office counselor* per job site, where at least a hundred (100) household service workers (HSWs) have been deployed; and
- IV. Bring to POEA's attention violations committed by foreign employer/principal.

POEA-licensed agencies are directed to make said report/s to the Director, POEA Welfare & Employment Office (WEO).

Notwithstanding this Memorandum, reported cases against an OFW or a foreign employer at the POEA Adjudication Office for purposes of watchlisting, if warranted by evidence, shall continue.

For strict compliance.


HANS LEO J. CACDAC
Administrator

27 June 2016

