

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. 19

Series of 2020

TO: ALL CONCERNED

SUBJECT: ESTABLISHMENT OF POEA-REGIONAL SATELLITE OFFICE OF

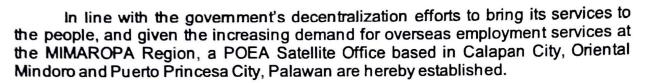
CALAPAN CITY ORIENTAL MINDORO AND PUERTO PRINCESA

PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION.

Administrative Branch

REYES III

CITY, PALAWAN



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

Regional Satellite Office- Calapan City, Oriental Mindoro services are as follows;		Regional Satellite Office- Puerto Princesa City, Palawan services are as follows;
1.	Evaluates and processes Balik- Manggagawa documents	Evaluates and processes Balik- Manggagawa documents
2.	Verifies/Certifies/Issues OFW Records or Information Sheets	Verifies/Certifies/Issues OFW Records or Information Sheets
3.	Evaluates and processes Direct Hire documents	Evaluates and processes Direct Hire documents
4.	Registration of Landbased applicants for Government Placement Branch (GPB)	Registration of Landbased applicants for Government Placement Branch (GPB)
5.	Assists clients' request for Repatriation	5. Assists clients' request for Repatriation
6.	Assists walk-in clients for Legal Advice and Filing of Complaints	Assists walk-in clients for Legal Advice and Filing of Complaints
7.	Handles conciliation-mediation of complaints	7. Handles conciliation-mediation of complaints
8.	Inspection of Recruitment Agencies for the following: 8.1.Establishment of Main or Branch Office 8.2.Regular and Spot Inspection of existing recruitment agencies as needed 8.3 Agencies with request for	8. Inspection of Recruitment Agencies for the following: 8.1.Establishment of Main or Branch Office 8.2.Regular and Spot Inspection of existing recruitment agencies as needed 8.3.Agencies with request for
	transfer/change address	transfer/change address

BY CRD ON JUL 3 0 2020

Conducts Pre-Employment Orientation Services (PEOS)	Conducts Pre-Employment Orientation Services (PEOS)
10. Monitors Job Fair	10. Monitors Job Fair
11. Attends Court Hearings	11. Attends Court Hearings
12. Conduct surveillance on possible illegal recruitment activities	12. Conduct surveillance on possible illegal recruitment activities
13. Assist in the conduct of AIR-TIP	13. Assist in the conduct of AIR-TIP
14. Represents the Office to Inter-Agency Committee Meetings	14. Represents the Office to Inter-Agency Committee Meetings
 Perform other functions as hereinafter may be assigned 	 Perform other functions as hereinafter may be assigned

This Memorandum Circular shall become effective fifteen (15) days from the date of publication in general circulation and until the specific date of establishment of the POEA Regional Satellite Office- Calapan City, Oriental Mindoro and POEA Regional Satellite Office- Puerto Princesa City, Palawan.

For strict compliance.

BERNARD P. OLALIA Administrator

BY CRD ON JUL 3 0 2020