



**Philippine
Overseas
Employment
Administration**

Republic of the Philippines
Department of Labor and Employment
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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 CITY, PALAWAN

In line with the government's decentralization efforts to bring its services to the people, and given the increasing demand for overseas employment services at the MIMAROPA Region, a POEA Satellite Office based in Calapan City, Oriental Mindoro and Puerto Princesa City, Palawan are hereby established.

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 | 1. Evaluates and processes Balik-Manggagawa documents |
| 2. Verifies/Certifies/Issues OFW Records or Information Sheets | 2. Verifies/Certifies/Issues OFW Records or Information Sheets |
| 3. Evaluates and processes Direct Hire documents | 3. Evaluates and processes Direct Hire documents |
| 4. Registration of Landbased applicants for Government Placement Branch (GPB) | 4. 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 | 6. 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 transfer/change address | 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 |

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| 9. Conducts Pre-Employment Orientation Services (PEOS) | 9. 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 |
| 15. Perform other functions as hereinafter may be assigned | 15. 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

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