

**[POEA MEMORANDUM CIRCULAR NO. 05 S. 1989,
February 07, 1989]**

PDOS MONTHLY REPORTS

In view of the increasing incidences of violations of PDOS rules, particularly Section 12, Memorandum Circular No. 3, Series of 1983, the Administration, to effect strict compliance therewith and secure the credibility and validity of PDOS reports as one of the instruments of monitoring PDOS activities, deems it proper to reiterate and set down the following guidelines:

1. PDOS reports should be submitted on a monthly basis and a report for a particular month should be filed not later than the first fifteen (15) days of the succeeding month;
2. Each report should indicate the names/list of workers/participants for each of the seminars, date of PDOS and country of destination;
3. The report should reflect the dates of PDOS in chronological order and/or arranged in the order of the dates held; and
4. In cases wherein a liaison officer as an authorized signatory, is allowed to sign the PDOS report, said report should be countersigned by another POEA-recognized signatory who is not a liaison officer.

Non-compliance with the foregoing will render the party responsible therefor to appropriate administrative sanctions pursuant to POEA Rules and Regulations.

Adopted: 7 Feb. 1989.

(SGD.) TOMAS D. ACHACOSO
Administrator

Re-issued: 23 Jan. 1992

(SGD.) JOSE N. SARMIENTO
Administrator



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