MEMORANDUM CIRCULAR NO. 2
(Series of 1983)

GUIDELINES AFFECTING THE AREA MANNING UNITS OF THE THEN NATIONAL SEAMEN BOARD

Considering that Executive Order No. 797 dated 01 May 1982 abolished the area manning units as implementing arms of the then National Seamen Board in the regional levels and its possible operationalization in the near future has yet to be decided by the Philippine Overseas Employment Administration, the following guidelines are hereby issued:

A. Its De-activation

Effective 15 February 1983, the various area manning units shall cease to operate. This shall be widely disseminated to its clientele e.g. seaman applicants, seamen's beneficiaries, maritime schools, accredited training centers and those shipping companies based in its respective regions. All its former duties and responsibilities shall henceforth be concentrated and performed by the Administration.

B. Its Personnel

All AMU personnel whose names were included in the designations made per Ministry Order No. 1 are hereby ordered to report to the Administration effective the date their offices ceased operation. They shall be entitled to reimbursement of actual transportation expenses incurred.
Failure to report to Manila shall be construed as manifestation of lack or lost of interest to work with the Administration. It shall also be a valid ground for their non-inclusion in the Administration staffing pattern and no regular appointments shall be issued in their favor.

Those who will be affected of this report-to-work order to the main office shall advise and coordinate with the Chief, Personnel Division, this Administration before 15 February 1983 to thresh out personnel matters.

C. Its Records, Equipment and Existing Properties

All its records, equipment and existing properties shall be shipped immediately to the Chief, Property Section and Chief, Records Section, this Administration, with office address at Valdez Building, 1130 Perez St., Paco, Metro Manila.

The former AMU Officers-in-Charge shall be called from time to time in relation with inventories of turned over records, equipment and properties which shall be conducted at a later date.

The regional offices of the Ministry of Labor and Employment where the AMUs are based shall be accordingly advised of this move by the Administration so that they are properly guided.

Any and all problems and questions in the implementation of the foregoing shall be immediately brought to the attention of the former AMU Coordinator who will in turn consult and coordinate with the Administration for remedies and solutions.

For strict immediate compliance by all concerned.

\[Signature\]

PATRICIA A. STO. TOMAS
Administrator

31 January 1983