Memorandum Circular No. 3
Series of 2004

TO:  POEA Satellite Offices in Mindanao
     ARG-ARM-POEA
     All Concerned

SUBJECT: Implementation Guidelines of MOA between POEA and
         ARG-ARMM-POEA

Pursuant to the Memorandum of Agreement between the Philippine Overseas Employment Administration and ARG-ARMM-POEA, signed on 18 December 2003, the implementing guidelines are hereby issued for the guidance of all concerned.

The exercise of all functions relative thereto shall be strictly in accordance with existing laws, statutes, executive orders, memorandum orders of the national government and its duly constituted authorities. Specifically under par. 3(n) of Executive order number 247.

A. Definition of POEA

The POEA is a government entity duly organized and existing by virtue and under laws of the Republic of the Philippines, with principal office at Blas F. Ople Building, Ortigas corner EDSA, Mandaluyong City.

B. Definition of ARG-ARMM

The ARG-ARMM is a government entity created by law under Republic Act Number 9054 of 2002, otherwise known as the Expanded Organic Act of the Autonomous Region for Muslim Mindanao, with principal office at Catabato City.

C. Coverage

These guidelines shall apply to all operating units, satellite offices, regional extension units and regional centers of the POEA and ARG-ARMM-POEA within the ARMM.
D. Information Dissemination

Whenever requested, the POEA shall provide the ARG-ARMM-POEA all relevant materials on overseas employment program, for distribution for free in the ARMM provinces and municipalities.

The head of the ARG-ARMM-POEA shall request in writing to the POEA Planning Branch through the POEA-ROCO, the needed information materials and the number of copies needed.

Unless the request is signed and or officially endorsed by the head of ARG-ARMM-POEA and the POEA-ROCO, no request shall be acted upon by the POEA Planning Branch.

The ARG-ARMM-POEA Head will be responsible in the control and distribution of information materials. Upon completion of the distribution, the responsible person shall make a report of distribution to POEA Planning Branch, through the POEA-ROCO.

E. Conduct of Seminars

Whenever requested by the ARG-ARMM-POEA, the POEA will conduct trainers training and seminars on anti-illegal recruitment program and PEOS for personnel of the ARG-ARMM-POEA.

The request shall be in writing and signed by the head of the ARG-ARMM-POEA. The POEA Regional Center for Mindanao will be in-charge of this undertaking unless a representative from the head office in Manila is requested to discuss other matters on issues relevant to the rules on overseas employment.

Other training requirements can be provided by the POEA to ARG-ARMM-POEA on matters pertaining to personnel and the like. Such support will be available depending on the budget and existing logistics of the POEA.

F. Conduct of Campaign against illegal recruitment

Victims of illegal recruitment and other violations of the Labor Code may be referred by the Head of the ARG-ARMM-POEA or his duly authorized representative to the nearest POEA regional office for appropriate action.
The POEA may send a representative from the head office or from any of its Regional Offices to provide technical assistance to the ARG-ARMM-POEA in the conduct of the campaign against illegal recruitment.

Campaign activities against illegal recruitment may be initiated through a written request with a corresponding project proposal and subject to availability of funds and accounting requirements.

The ARG-ARMM-POEA head, upon completion of each campaign activity shall transmit a terminal report to the POEA Administrator. The POEA ROCO through the POEA Regional Offices will be monitoring all activities in relation thereto.

**G. Reportorial Requirements**

The ARG-ARMM-POEA head shall submit to the POEA Administrator a monthly accomplishment report on all its operations and activities. Reports will help the POEA assess the impact of the implementation of the MOA on its intended beneficiaries, as well as on the operations of the POEA and ARG-ARMM-POEA.

For compliance effective immediately.

[Signature]

ROSALINDA DIMAPILIS-BALDOZ
Administrator