Memorandum Circular No. 05
(Series of 1985)

TO : All Licensed Private Employment Agencies, Authorized
Private Recruitment Entities and All Concerned

SUBJECT: Purchase of Travel Exit Pass for Overseas Contract
Workers

A. Cost of Travel Exit Pass (TEP)

The Travel Exit Pass forms which were printed and made available
for purchase starting August 15, 1983 used to be for a nominal fee of
Pg1.00 per set.

However, due to increase in printing price, the Travel Exit Pass
may be purchased at the Administration for a fee of Pg2.50 per set
effective 11 February 1985.

Agencies and entities who still have adequate unused sets of TEP
forms are therefore advised to use up their remaining sets.

B. Payment and Procurement Procedures of TEP

1. With a copy of the approved request for purchase of Travel
Exit Pass including the number of sets and corresponding serial numbers
issued by the Evaluation Division, Licensing & Regulation Office, the
authorized liaison officer shall pay for the specified number at the
Cashier (POEA Building, Ortigas Avenue, EDSA, Mandaluyong, MM) who will
then issue a corresponding receipt of payment ; and

2. The official receipt of payment together with a copy of
approved purchase order shall then be presented to the Evaluation
Division that will release the allotted sets paid for.

C. The collection of fees in exchange for the TEP from any
individual not authorized by the Administration and the tampering/
falsification of these forms shall be subject to penalties and sanctions
which shall be imposed by the Administration in accordance with its
rules and regulations.

Please be guided accordingly.

[Signature]
PATRICIA A. SIJO TOMAS
Administrator

February 8, 1985