MEMORANDUM CIRCULAR NO. 20
Series of 1994

TO : ALL LICENSED RECRUITMENT AGENCIES AND ENTITIES, INDUSTRY ASSOCIATIONS AND NGOs ACCREDITED TO CONDUCT PDOS

SUBJECT : Information card/sheet about the employer

It has come to the attention of the Administration that the number of unfetched Filipino workers at the foreign port of entry is increasing. The overseas labor officers reportedly have a difficult time locating employers because of the lack or incomplete information the OCWs have about them.

In order to avoid incidences of workers getting stranded or detained upon arrival, licensed agencies and entities must ensure that each deployed worker is adequately informed of the particulars of his employer, such as:

1. Complete Name
2. Complete Addresses of both residence and office; a mere P.O. Box number is not enough
   both residence and office
3. Telephone Number at residence and office
4. Fax Number, if any

Relative to this, agencies and entities requesting PDOS schedule for their workers covered by the centralized PDOS are required to present such complete information, in the form of a card, before they shall be given the corresponding PDOS referral. The NGO or entity conducting the PDOs will in turn, demand the same from the individual PDOS participants before they shall be admitted or given the certificate of attendance.

In the case of OCWs not covered by the centralized PDOS, the LAC will check the information card to be attached at the back of the passport. The Administration will hold the agency liable should any of its workers be found leaving the country without the required information card.

For strict compliance,

FELICISIMO O. JOSON
Administrator
**NAME:** Juan de la Cruz  
**Place of Birth:** Pamplona, Camarines Sur, Philippines  
**Date of Birth:** 05 May 1966  
**Passport Number:** P445245  
**Place of Issue:** Manila  
**Date of Issue:** 21 Oct 1993  
**Expiry Date:** 21 Oct 1998  
**Profession/Occupation:** Production staff  
**Nature of Bearer:** 

---

**Note:** This sample information card is to be attached at the back of the passport.