MEMORANDUM

FOR: ALL POEA OFFICIALS
Branch Managers
Division Heads

SUBJECT: PHYSICAL CONDITIONS OF EXISTING WINDOWS

DATE: 09 January 1990

Relative to the evaluation being conducted by our Building Management Unit, please submit to the undersigned your comments on the physical conditions of all existing windows within your office not later than January 12, 1990.

For compliance.

[Signature]
MANUEL G. IMSON
Deputy Administrator
FOR : Deputy Administrator Padilla

SUBJECT : Balik-Manggagawa Processing at the Labor Assistance Center (LAC)

DATE : 13 August 1990

Per report of the LAC, there is an increasing number of balik-manggagawa requesting processing assistance at the NAIA. Given the emergency nature of their requests, the LAC staff is compelled to issue them OECs inspite of the fact that these workers are non-cabin crews.

In consideration of the need to extend processing assistance to non-cabin crews at the airport, the LAC shall be authorized to process balik-manggagawa belonging to the following categories:

1) Domestic helpers accompanying their employers in the latter's travel and whose stay in the Philippines is only for a period of one week or less.
2) Contract workers who are on emergency leave for a few days whose arrival and departure falls on weekends and holidays.
3) Contract workers whose visas are about to expire.
4) Contract workers whose frequency of home leave is every other month or even less. This group includes professionals in drilling projects and other similar activities.

Likewise, in cases where OEC copies of contract workers who are confirmed for departure have expired, the LAC shall allow the workers departure provided that such expiration is not exceeding three days.

May I suggest an immediate implementation of the above.

CRESCENCIO M. SIDDAHAO
Deputy Administrator-Employment and Welfare