21 February 1995

TO: ALL POEA OFFICIALS AND EMPLOYEES

SUBJECT: Observance of Policies in the Release of Information/Data to the Public

This is to remind all POEA officials and employees to refrain from giving out interviews, comments or informations on matters pertaining to overseas employment without the proper clearance from their respective Director.

The above directive is intended to avoid erroneous informations which may mislead the public.

For strict compliance.

[Signature]

PHILIPINO G. JOSEPH, JR.
Administrator
DEPARTMENT OF LABOR AND EMPLOYMENT

W.I.I.M. OFFICERS OF THE DAY AND WEAR...

ASSISTANCE OFFICER

Pamela Ramirez, Acting OIC

GROOMING AND OTHER GUIDELINES IN

EUNING THE WORK

DATE: 17 November 1992

The following guidelines are established in ensuring the

Hinoy Judicial International Airport (HJIA).

I. GROOMING

The complete grooming shall be worn at all times.

- In the presence of all personnel appropriates attire

- Work:

- For ladies: dress or blazer and blouse and skirts

- For men: short sleeve or long sleeves shirt

- with collar

b. Wearing of nose, hoop-ear, earrings and rubber

- shoes is not allowed in HJIA

II. UNIFORM

a. All E.O. and MRO must come at the appointed time

- of the shift.

b. MRO card is issued at the Office - Central ID, 1 RA

- providing an office ID. Every ID and MRO card shall

be made in the uniform, identification for HJIA

- Dress Code (see covering) - and submit two 2 x 2

- pictures. These must be submitted to the MMC


C. All office ID and MRO card shall be worn at all

- times - and are not to be removed at any time.
The ID and JAVA pass shall be worn at all times.

**CONTROL POINT OF ID AND JAVA PASS**

Contact person: \( \text{Mr. Cruz} \)

1. Track attendance of ID's. Have all JAVA sign Attendance logbook.

2. Accept bags, crates, boxes, and stickers and return unused ones to the next CD. The CD in the first shift shall receive the coupons and stickers from Mr. Hector Cruz. Likewise, the CD in the last shift shall return unused coupons and stickers to Mr. Cruz.

Submit a report on any transpired during the shift.

Refer any problems that may arise during the shift to Mr. Cruz or Mr. Cynthia Orlande, Secretary, at Extension 511 or immediate building at 19-53, 53-2711.

For compliance,

\( \text{Mr. Cruz} \)
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<thead>
<tr>
<th>Field</th>
<th>Description</th>
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<td>1.</td>
<td>Passport No.</td>
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<td>2.</td>
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<td>Place of Birth</td>
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<td>Age</td>
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<td>Distinguishing Marks</td>
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<td>Race</td>
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<td>Civil Status</td>
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<td>Marital Status</td>
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<td>17.</td>
<td>Position/Designation</td>
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<td>18.</td>
<td>Office Location</td>
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<td>19.</td>
<td>Place of Employment</td>
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**DUTIES AND FUNCTIONS:**

**Address and Approval** (Do not fill this portion)

**In Case of Emergency, Person to Contact:**

[Space for Additional Information]

**Signature**

[Signature Space]

**Picture**

[Picture Space]