MEMORANDUM

TO: BRANCH MANAGERS, DIVISION CHIEFS AND SUPERVISING OFFICERS

In connection with the recent decentralization of the conduct of pre-departure orientation seminars to accredited non-governmental organizations which have signed covenants of agreement with the Administration, close monitoring and supervision of these NGOs are needed in order to assure their proper observance of the guidelines and procedures established for the PDO program.

In view of this, we encourage middle managers and senior officers to get involved in this program through:

1. voluntary membership in the PDO inspectorate pool who can be tapped to join spot observation/inspection of the PDO sessions/venues of certain NGOs, and/or

2. actual participation in the workers education program as resource person to handle briefing on topics such as government services for OCWs, terms and conditions of employment contract, work realities, code of discipline for OCWs, travel tips and airport procedures. Officers, in particular who have gained considerable experience through their overseas missions/studies/exposure in POEA areas of operations are enjoined to contribute their knowledge in the in-house PDOs and in the PDOS to be conducted in the regions or different parts of Metro Manila.

Interested individuals may signify their intention to be part of the program in writing, addressed to the Director, Welfare and Employment Office.

For information.

FELICISIMO G. JOSON
Administrator

09 July 1993