MEMORANDUM

TO : The Directorates
    Heads of Operating Units and
    Regional Extension Offices
    This Administration

RE : Submission of Monthly Reports

DATE : 05 September 2003

In the interest of the service and to ensure continuous information to the Office of the Secretary on the programs and services being rendered by the POEA to its clients, you are hereby directed to submit to the undersigned progress report before the end of each month, particularly those with immediate policy implications including matters related to day-to-day operations brought to our attention by the Office of the Secretary, Office of the President, Senators and Congressmen, local government executives, our foreign posts, host governments, the media and other relevant organizations.

For strict compliance.

ROSALINDA DIMAPILIS BALDOZ
Administrator