TO: ALL DEPARTMENT/DIVISION HEADS

The Office of the Administrator is expected to render regular accomplishment reports on overseas employment operations every first and third Monday of each month starting April, 1987. This means that timely and accurate data on POEA concerns must be generated and collated into an executive summary report by the Planning and Research Division.

In this connection, we wish to reiterate the submission of bi-monthly and monthly accomplishment reports by respective units/offices not later than three (3) days after each reporting period.

For strict compliance.

[Signature]
TOMAS D. ACHACOSO
Administrator

25 March 1987