FOR: SALOME S. MENDOZA  
Chief, Employment Contract Processing Branch  

FRANCIS DOMINGO  
OIC, Labor Assistance Center  

RE: Records keeping of Travel Exit Passes  

DATE: 12 October 1988  

In accordance with memorandum dated September 12, 1988, please be informed that all Travel Exit Passes of overseas contract workers should be properly endorsed to the Central Records Division, Administrative Branch.  

For your guidance.  

MANUEL G. IMSON  
Deputy Administrator  

Francis Domingo  
Ms. Salome S. Mendoza  
Ms. Lorna Fajardo