In the interest of the service, ATTY. RAMMEX TIGLAO and ATTY. JONE FUNG, both Attorney VI, are hereby designated as O.E. Legal Counsels of the Philippine Overseas Employment Administration.

As such, above-mentioned lawyers shall perform the following duties and responsibilities:

1. ATTY. RAMMEX TIGLAO

   a. Represent POEA in civil, administrative as well as criminal cases to protect its properties and other immunities;

   b. Provide legal advice on laws, statutes, rules and regulations applicable and related to the overseas employment program;

   c. Prepare, answer written complaints and legal queries on overseas employment;

   d. Advise and assist the Administration in the implementation of rules and regulation in the accreditation of foreign principals/projects, enforcement of employment contracts, other rules and regulations of the POEA; and

   e. Perform other tasks as may be designated by the Administrator.

2. ATTY. JONE FUNG

   a. Represent POEA in litigation of civil, administrative, and criminal cases of officials and employees on matters involving their official functions, duties and responsibilities;
b. Render legal opinion and/or prepares Agreements, contracts and similar documents for the Administration;

c. Review and render legal opinion on recruitment, manning and service agreements as well as master employment contracts;

d. Hear, mediate and conciliate on matters of accreditation and employment contracts of foreign principals/projects and its agencies/entities;

e. Prepare, answer written complaints and legal queries on overseas employment;

f. Perform other tasks as may be designated by the Administrator.

This order supersedes Special Order No. 34, series of 1997.

For compliance.

9 July 1997