

**[POEA MEMORANDUM CIRCULAR NO. 49 SERIES
OF 1996, October 31, 1996]**

REPAYMENT OF LOST OFFICIAL RECEIPTS

In order to safeguard Official Receipts issued to Agencies and other Clients of the Administration, no certifications will be issued for lost Official Receipts including xerox copies of duplicate receipts to avoid tampering and recycling of the same.

After completion of transaction, all receipts issued will have to be stamped as "Used" by all assigned releasing officers of each Branch and Office.

Tampering of Official Receipts is strictly prohibited. Company representative or employee of this Administration found violating such prohibition shall be dealt with appropriate sanction.

Any doubt on the genuineness or authenticity of the Official Receipts may be referred to Cash Division immediately for verification. New receipt shall be issued only upon payment of corresponding fee.

For strict compliance.

Adopted: 31 October 1996

(SGD.) FELICISIMO O. JOSON, JR.
Administrator

