

**[ POEA MEMORANDUM CIRCULAR NO. 04, January 25, 1995 ]**

**POSTING OF THE AGENCY'S COMPLETE LIST OF OFFICERS AND EMPLOYEES**

Further to Memorandum Circular No. 11, series of 1983 on the posting of orders, rules and regulations and related issuances and Memorandum Circular No. 26, series of 1990 on the posting of door stickers and posters, all licensed landbased agencies, manning agencies and registered shipping companies are required to post in a conspicuous place within their respective office premises a complete list of their company board members, officers and employees duly acknowledged by this Administration and to immediately issue company ID cards to the said listed officers and employees.

All concerned are hereby directed to submit the list in poster form for approval of the Licensing and Regulation Office, this Administration, on or before February 15, 1995. The approved poster shall be posted not later than 22 February 1995.

Failure by any agency to comply with this directive shall cause the imposition of appropriate administrative sanction.

For strict compliance.

Adopted:

(SGD.) FELICISIMO O. JOSON  
*Administrator*



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