

**[POEA MEMORANDUM CIRCULAR NO. 31 s. 1991,
July 10, 1991]**

**PRESENTATION OF EMPLOYMENT CONTRACTS/NOTICE OF
EMPLOYMENT TO THE LABOR ASSISTANCE CENTER**

Pursuant to Book III, Rule II, Section 2 of the Rules and Regulations Governing Overseas Employment, As Amended, and in order to promote the general welfare and protect the interest of Filipino overseas contract workers (OCW's) including seafarers leaving for their respective sites of employment/vessels, this Administration shall strictly require the presentation of employment contracts/notice of employment from every OCW/seafarer to the Labor Assistance Center at the Ninoy Aquino International Airport.

Overseas contract workers/seafarers without copies of their employment contracts/notice of employment, even if in possession of the Overseas Employment Certificate (OEC), on the date of their departure, shall not be allowed to leave for their respective worksites/vessels.

Landbased and seabased agencies must ensure that every OCW/seafarer leaving the country thru their facility is in possession of complete employment, travel and exit documents. They are further advised to include this information in their briefing to avoid any inconvenience.

This Order shall take effect 16 August 1991.

For strict compliance.

Adopted: 10 July 1991

(Sgd.) JOSE N. SARMIENTO
Administrator



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