



## MEMORANDUM

TO : **ALL DOLE REGIONAL DIRECTORS**

SUBJECT : **REVISED PEA MONTHLY REPORTING FORMS**

DATE : 4 February 2020

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In line with the Department's thrust to improve the reporting and monitoring of the private sector's recruitment and placement of workers, the monthly reporting forms for the Private Employment Agencies (PEAs) are hereby revised.

Pursuant to the consultations conducted by the Bureau on the proposed revision to the DOLE Department Order No.141-14, Series of 2014, or the Revised Rules and Regulations Governing Recruitment and Placement for Local Employment with Private Employment Agencies (PEAs) and Regional Implementers, attached are the revised monthly reporting forms:

- a. Form No. 1 - Monthly Regional Report on PEAs (Industry Workers) **[Tab A]**;
- b. Form No. 2 - Monthly Regional Report on PEAs (*Kasambahay* Workers) **[Tab B]**;
- c. Annex A - (Monthly Recruitment Report) PEA for Industry Workers **[Tab C]**;
- d. Annex B - (Monthly Recruitment Report) PEA for *Kasambahay* Workers **[Tab D]**;
- e. Annex C - (Monthly Placement Report) PEA for Industry Workers **[Tab E]**; and
- f. Annex D - (Monthly Placement Report) PEA for *Kasambahay* Workers **[Tab F]**

The revisions on the reporting forms include the submission of either hardcopy or softcopy (i.e. scanned and Microsoft Excel file) to the Regional Office, copy furnished this Bureau through [ble.peareports@gmail.com](mailto:ble.peareports@gmail.com).

The PEAs shall submit their respective recruitment and placement reports to the concerned Regional Office within fifteen (15) days after the reference month. Likewise, the Regional Offices shall submit their respective monthly monitoring report within thirty (30) calendar days after the reference month.

For strict compliance.

  
**RENATO L. EBARLE**  
Undersecretary