



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila



## MEMORANDUM

TO : ALL DOLE REGIONAL DIRECTORS

SUBJECT : REVISED PEA MONTHLY REPORTING FORMS

DATE : 29 April 2021

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In line with the effectivity of Department Order Nos. 216 and 217, Series of 2020 on local recruitment and placement by Private Employment Agencies (PEAs), all DOLE Regional Offices are hereby instructed to implement the revised the monthly monitoring and reporting forms, as follows:

- 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. Quarterly Report on Compliance with the Process Cycle Time (PCT) **[Tab C]**;
- d. Annex A - (Monthly Placement Report) PEA for Industry Workers **[Tab D]**;
- e. Annex A1 - (Monthly Recruitment Report) PEA for Industry Workers **[Tab E]**
- f. Annex B - (Monthly Placement Report) PEA for *Kasambahay* Workers **[Tab F]**;
- and
- g. Annex B1 - (Monthly Recruitment Report) PEA for *Kasambahay* Workers **[Tab G]**

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

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

For strict compliance.

  
RENATO L. EBARNE  
Undersecretary