

Name of Agency: _____

Please indicate whether main office or branch office: _____

Address: _____

Contact Number: _____

General Instructions: Kindly accomplish this form in either hard or soft copy and submit the duly signed report to the Regional Office concerned within 7 calendar days following the reference month, and keep signed copy for file. Agencies to submit the softcopy of the report (i.e. scanned signed copy or Microsoft Excel file) via electronic mail to the concerned Regional Office, copy furnished the Bureau of Local Employment through ble.peareports@gmail.com.

Failure to submit monthly reports within the prescribed period shall be subject to the corresponding penalties as provided under the existing guidelines.

MONTHLY PLACEMENT REPORT

_____, 20__

	Name of Worker			Educational Attainment	Residence (Region)	W/P*	Sex	Age	Civil Status	Name of Employer	Address of Employer	PSIC**	Status of Employment	Position	PSOC***	Monthly Salary
	Last Name	First Name	Middle Name													
1																
2																
3																
4																
5																

* Please indicate if the recruit is a walk-in applicant (W) or provincial recruit (P)

**Philippine Standard Industrial Classification

***Philippine Standard Occupational Classification

Total number of male workers:		Total number of walk-in applicants:		Total Number of Placed Workers:	
Total number of female workers:		Total number of provincial applicants:			

Prepared by:

Certified correct by:

Position

Position

Date: _____

Date: _____

Name of Agency:

Please indicate whether main office or branch office:

Address:

Contact Number:

General Instructions: Kindly accomplish this form in either hard or soft copy and submit the duly signed report to the Regional Office concerned within 7 calendar days following the reference month, and keep signed copy for file. Agencies to submit the softcopy of the report (i.e. scanned signed copy or Microsoft Excel file) via electronic mail to the concerned Regional Office, copy furnished the Bureau of Local Employment through ble.peareports@gmail.com.

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MONTHLY RECRUITMENT REPORT

_____, 20__

	Name of Recruit				Educational Attainment	Residence (Region)	W/P*	Sex	Age	Civil Status
	Last Name	First Name	Middle Name	Suffix						
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Total number of recruits:

* Please indicate if the recruit is a walk-in applicant (W) or provincial recruit (P)

Prepared by:

Certified correct by:

Position

Position

Date:

Date:

Name of Agency: _____

Please indicate whether main office or branch office: _____

Address: _____

Contact Number: _____

General Instructions: Kindly accomplish this form in either hard or soft copy and submit the duly signed report to the Regional Office concerned within 7 calendar days following the reference month, and keep signed copy for file. Agencies to submit the softcopy of the report (i.e. scanned signed copy or Microsoft Excel file) via electronic mail to the concerned Regional Office, copy furnished the Bureau of Local Employment through ble.peareports@gmail.com.

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MONTHLY PLACEMENT REPORT

_____, 20__

	Name of Worker			Educational Attainment	Residence (Region)	W/P*	Sex	Age	Civil Status	Name and Address of Employer	Duration of Employment	Occupation	Monthly Salary
	Last Name	First Name	Middle Name										
1													
2													
3													
4													
5													

* Please indicate if the recruit is a walk-in applicant (W) or provincial recruit (P)

Total number of male workers:		Total number of walk-in applicants:		Total Number of Placed Workers:	
Total number of female workers:		Total number of provincial applicants:			

Prepared by: _____ Certified correct by: _____

_____ *Position* _____ *Position*

Date: _____ Date: _____

Name of Agency:

Please indicate whether main office or branch office:

Address:

Contact Number:

General Instructions: Kindly accomplish this form in either hard or soft copy and submit the duly signed report to the Regional Office concerned within 7 calendar days following the reference month, and keep signed copy for file. Agencies to submit the softcopy of the report (i.e. scanned signed copy or Microsoft Excel file) via electronic mail to the concerned Regional Office, copy furnished the Bureau of Local Employment through ble.peareports@gmail.com.

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MONTHLY RECRUITMENT REPORT

_____, 20__

	Name of Recruit			Educational Attainment	Residence (Region)	W/P*	Sex	Age	Civil Status	Parents/ Guardians/ Spouse
	Last Name	First Name	Middle Name							
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Total number of recruits: |

* Please indicate if the recruit is a walk-in applicant (W) or provincial recruit (P)

Prepared by:

Certified correct by:

Position_____
Position

Date:

Date: