



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Regional Office VI



Swan Rose Building, Commission Civil Street, Jaro, Iloilo City  
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Email : [ro6@dole.gov.ph](mailto:ro6@dole.gov.ph) : [doleregion6@yahoo.com](mailto:doleregion6@yahoo.com) Website: [www.ro6.dole.gov.ph](http://www.ro6.dole.gov.ph)

\_\_\_\_\_  
Date

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Dear Mr./Ms. \_\_\_\_\_:

Please be informed that your application for registration under Department Order 141-14 (DO 141-14), is already approved and the License is hereto attached.

As a private employment agency, we are reminding you of the following responsibilities as set forth under DO 141-14:

1. Submit to Field Office concerned Monthly Recruitment, Placement and Replacement Reports within three (3) days after the reference month (*copy of the Reports is hereto attached*);
2. Notify the Field Office concerned in cases when the agency or its branch office ceases to operate prior to the expiration of its license or its authority to operate; and
3. Strictly adhere to the recruitment and placement procedures set forth in Section 40 and 41 of DO 141-14.

We are looking forward to your strict compliance of the said responsibility.

Very truly yours,

\_\_\_\_\_  
Head of Office

*Cc: Field Office of Origin*

DOLE I-Text Nos.:

DOLE Regional Office 09173276515 & 09173276818  
Aklan Field Office 09173273132  
Antique Field Office 09173275313  
Capiz Field Office 09173275220

Iloilo-Guimaras Field Office 09173276719  
Negros Occidental Field Office 09173275919  
Himamaylan Satellite Office 09173275414  
Sagay Satellite Office 09173275717