



**PDOS ADVISORY NO. 03**  
**Series of 2019**

**TO : ALL AUTHORIZED SUPPLEMENTAL PDOS PROVIDERS**  
**SUBJECT : SUBMISSION OF MONTHLY REPORT**  
**DATE : 02 September 2019**

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The PDOS Development and Monitoring Unit (PDMU) has noted the increase in inquiries regarding the required submission of the Monthly Report of the authorized Supplemental PDOS providers. As earlier discussed with you during the OWWA Trainer's Orientation as prerequisite in granting the authorization to conduct Supplemental PDOS, this is to reiterate the following guidelines in support to PDOS Advisory No. 02, series of 2018:

1. The submission of the Monthly Report shall be every first (1<sup>st</sup>) working day of the succeeding month.
2. Use the standard reporting format provided during the orientation. The format and content of the report must comply with the OWWA requirements.
3. Only the registered trainer who have undergone the OWWA Trainer's Orientation for the authorization of the Licensed Recruitment Agency (LRA) to conduct supplemental PDOS for their own-recruit departing domestic workers (DWs) bound to the Kingdom of Saudi Arabia (KSA) shall be responsible of the following:
  - a. Prepare the monthly reportorial requirement using the required standard format for and in behalf of his/her agency;
  - b. Submit to OWWA-PDMU the monthly PDOS accomplishment report of the agency not later than every first working day of the succeeding month; and
  - c. Act as the focal person of the agency to OWWA-PDMU.
4. PDMU shall only entertain clarification regarding concerns relating to the monthly reports from the registered trainer of the LRA.
5. Monthly reporting is an integral part of the documentation process of the mandatory PDOS training of OFWs. As such, violation of PDOS policies on Reportorial Requirements shall be imposed of the following penalties per item V. Sanction, of PDOS Advisory No. 05, series of 2010:
  - a. First Offense – Warning
  - b. Second Offense – Three (3) months Suspension
  - c. Third Offense – Cancellation of Accreditation

This Advisory shall take effect fifteen (15) days after complete publication in any newspaper of general circulations and upon filing three (3) certified copies of it with the Office of the National Administrative Register (ONAR) of the University of the Philippines Law Center.

**For strict compliance.**

  
**HANS LEO J. CACDAC**  
Administrator