



Republic of the Philippines
Department of Migrant Workers
Blas F. Ople Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1550

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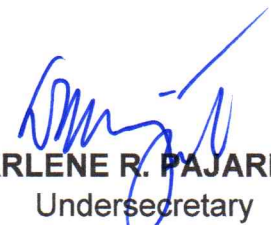
ADVISORY NO. 36
Series of 2026

**NEW SCHEDULE FOR RECEIVING APPLICATIONS, FOLLOW-UP AND
RELEASING OF DOCUMENTS AT THE LICENSING AND REGULATION
BUREAU, OFFICE OF THE ASSISTANT SECRETARY FOR LICENSING AND
PROCUREMENT and OFFICE OF THE UNDERSECRETARY FOR LICENSING
AND ANTI-TRAFFICKING IN PERSON**

The public is advised that, effective **01 July 2026**, a new schedule for the receiving of applications, follow-up and releasing of documents will be implemented at the aforementioned offices in order to provide its officers and personnels ample time to evaluate applications being received on a daily basis, and for the personnel to keep the LRB records up to date:

TYPE OF TRANSACTION	IN CHARGE	SCHEDULE
1. Receiving of application and other requests, and compliance submissions	Officer of the Day (Strictly no conference with Evaluator) & Alternate	Mondays to Fridays
2. Follow – up / Conference 2.1. Evaluator / Chief 2.2. Office of the Director IV 2.3. Office of the Assistant Secretary for Licensing and Procurement 2.4. Office of the Undersecretary for Licensing and Anti-Trafficking in Person	Assigned Evaluator / Executive Assistant	Thursdays only (Time as stated in Notice of Deficiency)
3. Agency verification for Walk-In Complainants from the Legal Assistance Division (LAD), Migrant Workers Protection Bureau (MWPB) only	Officer of the day & Alternate	Mondays to Fridays

The public's understanding and usual support are highly appreciated.


DARLENE R. PAJARITO
Undersecretary

Licensing and Anti-Trafficking in Person

DEPARTMENT OF MIGRANT WORKERS
Administrative Service
General Services Division

RECEIVED

By: JERROME KXIV A. MEDRANO

Date: June 30, 2026

Time: 12:00 P.M.

CONTROLLED AND DISSEMINATED

By: DMW General Services Division on June 30, 2026

