



Republic of the Philippines
Department of Migrant Workers

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**Service of Summons and Notice of Hearings and
Orders/Resolutions/Decisions to Foreign Principals/Employers in Disciplinary
Action Cases**

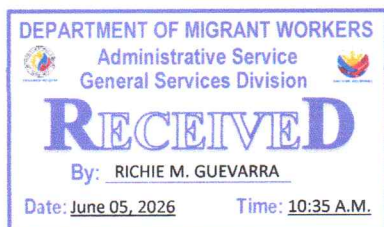
In line with the Department of Migrant Workers' continuing efforts to ensure the efficient and expeditious adjudication of cases, the public is hereby informed that the Adjudication Bureau or concerned Regional Office shall commence the service of Summons and Notice of Hearings to foreign principals/employers through their email addresses registered with the Department or through the licensed recruitment/manning agency with which they are actively accredited, as may be applicable.¹

Further, orders/resolutions/decisions in cases pending may likewise be served directly upon the foreign principal/employer through the electronic mail address registered with the Department.²

The implementation of this measure is being adopted in view of operational challenges encountered in the delivery of notices and processes through courier services, particularly in certain countries and regions where movement and delivery restrictions have been affected by heightened security measures and ongoing regional developments, which have in some instances resulted in delays in the service of notices and the disposition of cases.

The Department likewise reiterates that, consistent with the DMW Rules of Procedure, service through electronic mail shall be deemed complete at the time of its electronic transmission. Accordingly, all concerned foreign principals/employers and licensed recruitment/manning agencies are advised to ensure that their addresses, contact information, and electronic mail addresses registered with the Department remain current, valid, active, and regularly monitored for the timely receipt of official communications and processes relevant to pending cases and proceedings.

For information and guidance.



HANS LEO J. CACDAC
Secretary

¹ Sections 19 and 20, Rule I, Part II of the DMW Rules of Procedure.

² Sections 23 and 24, *ibid*.

CONTROLLED AND DISSEMINATED

By: DMW General Services Division on June 05, 2026

