**MEMORANDUM**

FOR : **ATTY. ROSEMARIE G. DUQUEZ**

Director IV, Pre-Employment and Government Placement Bureau

(PEGPB)

THRU : **JEROME A. ALCANTARA**

Assistant Secretary for Licensing and Adjudication

Services including Regional Operations

SUBJECT : **RECEIVED APPLICATIONS FOR** ${employer}

DATE : ${date}

May we respectfully endorse the application documents of the following applicants received at this Office for ${employer} from \_${date} ;

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **LAST NAME** | **FIRST NAME** | **MIDDLE NAME** | **PASSPORT NO.** |
| ${no} | ${last\_name} | ${first\_name} | ${middle\_name} | ${passport\_number} |

Attached also is the Application Summary Matrix for the said RSF.

For your information and appropriate action, please.

Thank you.

**ATTY. APRIL R. CASABUENA**  
 Regional Director