



**Philippine  
Overseas  
Employment  
Administration**

Republic of the Philippines  
Department of Labor and Employment  
BFD Building, Ongas Avenue cor. EDSA, Mandaluyong City 1801

Website: [www.poes.gov.ph](http://www.poes.gov.ph) E-mail: [info@poea.gov.ph](mailto:info@poea.gov.ph)  
Hotline: 722-1144, 722-1155



17 October 2008

DANIEL FAJELAGUTAN  
President  
FIRST STEP MANPOWER INTERNATIONAL  
SERVICES, INC.  
Rooms 202, 206 & 208 Nestor Building  
1578 A. Mabini corner Pedro Gil Streets  
Ermita, Manila

Dear Mr. Fajelagutan:

Your agency's request to recognize your new business office due to your transfer from G/F, Fortune Building, 144 Pasig Boulevard, Pasig City to the above-stated address is approved.

Our records shall be modified accordingly to reflect your agency's new official address.

However, your agency is required to submit the proof of posting of your POEA door sticker, "kaukulang bayad" poster, valid license, company signboard and organizational chart within fifteen (15) days from the date of inspection.

*Submited  
11/17/08*

Very truly yours,

  
MELCHOR B. DIZON  
Director IV  
Licensing and Regulation Office  
*me epl*