



**Philippine
Overseas
Employment
Administration**

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**MEMORANDUM CIRCULAR No. 12
Series of 2006**

TO : ALL CONCERNED LANDBASED AGENCIES
**SUBJECT : Prequalification of Foreign Placement Agencies Hiring
Filipino Household Service Workers (HSW)**

Pursuant to Governing Board Resolution No. 07, series of 2006, aimed at providing better protection to overseas Filipino Household Service Workers, the following guidelines shall govern the pre-qualification of foreign placement agencies hiring Filipino Household Service Workers:

A. General Policy

1. All foreign placement agencies (FPAs) hiring Filipino Household Service Workers, including caregivers/caretakers in a household setting, shall undergo pre-qualification at the Philippine Overseas Labor Office (POLO).
2. The POLO concerned shall issue a Pre-Qualification Certificate in favor of a foreign placement agency valid for four (4) years.
3. The registration of foreign placement agencies shall be cancelled for non-compliance with their undertakings as pre-qualified FPAs, without prejudice to any disqualification proceedings that may be instituted against them at the POEA, as may be warranted.

B. Requirements for Pre-qualification of FPAs

The following shall be required from all FPAs applying for a Pre-Qualification Certificate:

1. Completion of an orientation on Philippine culture and policies and their responsibilities as FPAs, or its equivalent, upon availability of the materials;
2. Adequate holding and coordinating facility for household service worker operated exclusively or in cooperation with other foreign principals or their associations;
3. Verified written undertaking by the FPAs (in English and local language):
 - a. That the household service worker helper shall be treated humanely while in their custody;
 - b. That the household service worker shall be allowed to freely communicate with her family and with the Philippine Embassy/Consulate;
 - c. That, upon request, the principal shall render a report to the Philippine Embassy/Consulate on the whereabouts and condition of the household service worker;

- d. That the household service worker shall have custody of her/his passport/travel document at all times;
- e. That the Philippine Embassy/Consulate shall be allowed visitation of its holding and coordinating facility and the Filipino household service worker in its custody;
- f. That the FPA shall not make any arrangement for extension or transfer of employment of a household service worker except upon prior verification and approval of the POLO/Philippine Embassy/Consulate;
- g. That it shall act on problems of and extend necessary assistance to the household service worker it deployed and cooperate with the Philippine Embassy/Consulate in addressing the problem;
- h. That, when required, the FPA shall present to the Philippines Embassy/Consulate the household service worker in its custody;
- i. That it shall monitor and promote the well-being of the household service worker deployed by them and notify the Philippine Overseas Labor Office (POLO)/ Philippine Embassy / Consulate of any development about their condition and employment, including their repatriation, when applicable;
- j. That it assumes full and complete responsibility for all the acts of its employees and those it authorized to act on its behalf, in dealing with and in handling Filipino household service workers; and
- k. That it shall assist the household service worker in availing of benefits provided under the laws and regulations of the host government.

C. Transitory Provision

All previous issuances inconsistent with this Circular are hereby modified or repealed, accordingly.

For immediate compliance.


ROSALINDA DIMAPILIS-BALDOZ
Administrator

24 November 2006

