



**Philippine
Overseas
Employment
Administration**

Republic of the Philippines
Department of Labor & Employment
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MEMORANDUM CIRCULAR NO. 11
Series of 2006

TO : ALL CONCERNED

SUBJECT : Transition Period to Implement the Governing Board Resolution Affecting Household Service Workers (HSWs), Low/Semi-skilled Female Workers and Applicants for New License using HSWs as their New Market

In order not to prejudice the employment opportunities of our Filipino Household Service Workers (HSWs) and Low/Semi-Skilled Female Workers including caregivers/caretakers in a household setting and the marketing efforts of applicants for new license using HSWs as their new market, in relation to the various requirements provided under Governing Board Resolution Nos. 4, 5, 6, 7, 8, 9, 10 and 11, series of 2006, and pursuant to the instructions given by the POEA Governing Board, the following guidelines shall apply for transactions submitted to POEA upon the effectivity of said resolutions:

1. Individual employment contracts of Household Service Workers (HSWs), including caregivers/caretakers in a household setting, whose work permit/ entry visa were issued by the host government prior to December 15, 2006 shall be processed in accordance with the rules and regulations existing prior thereto, except that during the processing of their contract, these workers will, nonetheless, be required to submit proof of possession of OWWA Certificate of Competence or Attendance to the OWWA provided country-specific language and culture orientation.
2. Requests for processing of Low/Semi-Skilled Female Workers whose work permit/ entry visa were issued before December 15, 2006 shall be processed in accordance with the rules and regulations existing prior thereto.
3. Household service workers (HSWs), including caregivers/caretakers in a household setting, and returning to the same employer:
 - a) under the same contract that was processed by POEA before February 1, 2007 shall be processed in accordance with the rules and regulations existing prior thereto;
 - b) under a new contract executed at the worksite and with re-entry visas issued before February 1, 2007 shall be processed in accordance with the rules and regulations existing prior thereto;
 - c) under a new contract executed at the worksite and with re-entry visas issued after February 1, 2007 shall be processed in accordance with the new rules.

4. Verification by the concerned POLO shall be a requirement for the registration of additional/subsequent request for job order involving Low/Semi-Skilled Female Workers submitted to POEA on December 15, 2006; and
5. Applications for new licenses indicating Household Service Workers as their new market, as stated in the Job Orders or Manpower Requests shall be accepted provided that the Job Orders or Manpower Requests, Special Power of Attorney or Recruitment Agreements, were verified and authenticated by the concerned POLO and Embassy/Consulate prior to December 15, 2006.

For strict compliance.


ROSALINDA DIMAPILIS-BALDOZ
Administrator

24 November 2006

CONTROLLED AND DISSEMINATED
BY CRD ON NOV 29 2006