



Annual Report 1983
Philippine Overseas Employment Administration

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Letter to the President



His Excellency
President Ferdinand E. Marcos
Malacañang

Dear Mr. President:

I am pleased to submit the report of operations of the Philippine Overseas Employment Administration (POEA) in 1983.

Amidst a general climate of uncertainty brought about by a recession in world trade and commerce, the POEA has managed to significantly improve on its 1982 performance. Among others, this establishes our primacy as a supplier of quality manpower to the entire world and enhances our existing capability to upgrade living and working standards for our citizenry.

We are committed to sustaining this performance record in the coming year as our own little contribution to the maintenance of national growth and stability.

Thank you.

Very respectfully,

A handwritten signature in black ink, appearing to read "Blas F. Ople". The signature is fluid and cursive, with a long horizontal stroke at the end.

BLAS F. OPLE
Minister



Letter to the Chairman



Minister Blas F. Ople
Chairman, Philippine Overseas
Employment Administration

Dear Sir:

With this report, we complete 20 months of operation as an integrated agency incorporating the former National Seamen Board, the Overseas Employment Development Board and the Bureau of Employment Services.

During this period, we have worked towards consolidating the gains of the overseas employment programs' earlier years even as we sought to plug the gaps that plagued past operations. We are happy to report that with the active support of the Ministry's leadership and the total cooperation of the POEA staff, we have achieved modest success in some areas and broken fresh ground in a few others.



For 1983, we processed 434,207 workers or 38.16% more than last year. We collected P47.6 million for the government and P65.98 million for the Welfare Fund for Overseas Workers. We now have in place a summary adjudication system, a streamlined licensing and regulation program and a marketing strategy which is expected to intensify in frequency and coverage next year. We plan to acquire a building of our own in 1984 which together with our computerization program will hopefully further improve the efficiency and quality of our service.

The POEA directorate and staff reiterate their gratitude for your concern for their welfare and support for their program and policy recommendations. In return, we promise to do better in 1984.

Very truly yours,

PATRICIA A. STO. TOMAS
Administrator

The Philippine Overseas Employment Administration

The Philippine Overseas Employment Administration or POEA leads the country's manpower export program in the development of the overseas workers' market, the monitoring of recruitment activities and the promotion of workers well-being.

Previously a three agency set-up composed of the Bureau of Employment Services, the Overseas Employment Development Board and the National Seamen Board, the POEA today integrates the overseas employment program into a unified machinery and strategy for supporting national growth and improved export performance in the service sector.

Within the organization, a Governing Board promulgates and adopts the rules and regulations assisted by two Advisory Boards, one for land-workers and another for seamen, consisting of members essentially coming from the private sector.

The Market Development and Placement Office organizes operations aimed at the generation of more job opportunities and facilitation of placement services.

The Licensing and Regulation Office sets employment standards and regulates the operation of private employment agencies, contracting entities and manning services.

The Workers Assistance and Adjudication Office maintains a manpower registry and provides legal and welfare services to the growing Filipino Workers communities overseas and their families.

The Regional Labor Center located in Jeddah, Saudi Arabia, operates as a field office undertaking welfare and marketing functions.

Attached to the POEA is the One-Stop Processing Center for Overseas Workers which is an inter-agency effort of the Ministry of Labor and Employment, the Ministry of Foreign Affairs and the Ministry of Tourism. Separate in-house departments for administration, finance, planning, research and information support the operating units.

The POEA in 1983

Under circumstances that severely tried the local and international economies, the Philippine Overseas Employment Administration (POEA) completed its second year of operation posting impressive gains in its major service areas.

From a contract processing level of 314,284 in 1982, the POEA approved 434,207 employment contracts in 1983 representing a percentage increase of 38.16. This is disaggregated into 380,263 contracts for landbased workers and 53,944 contracts for seamen representing a 52.04% increase and 15.93% decrease respectively over the 1982 totals. This improvement is considered doubly significant in the light of the perceived contraction in the world's major labor markets and given the stiff competition offered by other labor supplying countries. In the area of ship crewing, the decline is attributed to the general sluggishness of world trading that has resulted in the laying-up of many ocean-going vessels.

The increase in contract volume has also improved the levels of salary remittances from Filipino workers overseas. Central Bank figures indicate that from the total of \$800 million in 1982, overseas contract workers or OCWs accounted for \$955 million in 1983 exhibiting a 19.3% increase making the overseas employment sector one of the biggest contributors to the country's foreign exchange reserves. However, despite a successful raffle incentive program for remitting OCWs and the stricter enforcement of Letter of Instruction 857 providing for the use of banking channels for salary repatriation, it is felt that OCW remittances are still understated and can stand further improvements.

In licensing, the number of authorized participants in the overseas employment program now total 1,023 with 579 recruitment agencies, 164 manning agencies, 49 service contractors and 231 construction contractors. During the year, 102 authorities or licenses were either cancelled or suspended for violation of overseas rules and regulations ranging from inactivity to illegal recruitment. The Licensing and Regulation Office has started distributing official licenses and validity stickers to all registered entities and agencies in lieu of the previously issued letters of authority.

Workers assistance went into high gear in 1983 with a variety of welfare programs designed to help settle disputes faster and facilitate the extension of relief and aid to OCWs. The number of resolved cases increased by 74.6% after the simplification of adjudication procedures and the institution of a summary system of dispute settlement as directed by President Ferdinand E. Marcos in May 1982. The Administration also set up a special registry of OCWs netting 11,537 passport holders who now form part of a reserve pool of ready-to-go workers. The Philippine Entertainment Certification Center also came into being in 1983 and has, since its inception, auditioned 217 entertainers, 177 of whom earned proficiency certificates in various entertainment fields.

During the year, a number of special projects were also launched, among them the Bagong Bayani Awards for outstanding contract workers, the accreditation of medical clinics, intensified information campaign on overseas employment opportunities and a similar campaign directed against illegal recruitment activities at the barangay level.

Internally, the organizational development program of the POEA received its biggest boost with the signing of appointments of POEA personnel in the 2nd quarter of the year. During the year, employees participated in two general assemblies held in June and December. The Computerization of the various operating files is ongoing and will eventually form the POLA data base with the acquisition of a minicomputer system earlier approved for purchase by the National Computer Center and the Office of the President.

In response to speculations of a constricting market for expatriate labor, the Administration pursued an even more aggressive drive to improve the servicing of manpower requirements of existing principals together with the launching of more marketing campaigns geared towards the generation of increased job opportunities in the traditional and new markets for Filipino workers.

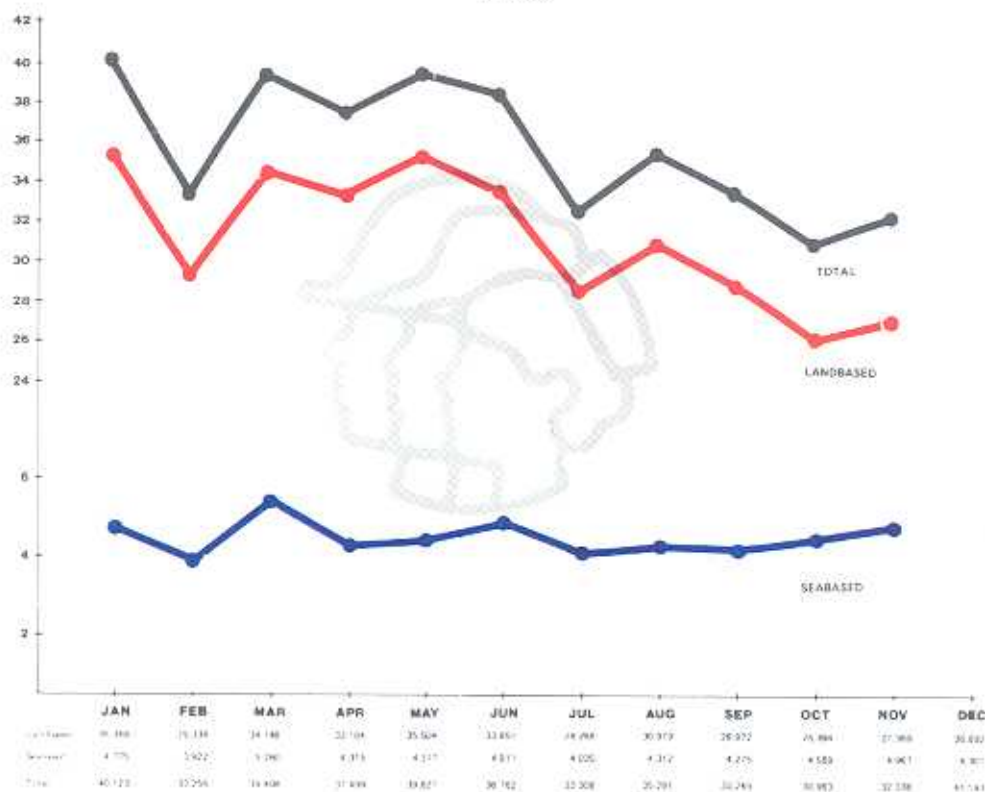
Accreditation of Foreign Principals

With the implementation of the modified system for accrediting foreign principals and projects, the processing time for job orders was reduced to just one day and requests for accreditation was cut down to two days. The new system also decreased the documentary requirements for submission by agencies wishing to accredit their principals further facilitating the accreditation process and speeding up the deployment of workers. The system also included the issuance of accreditation certificates in order to formally document and monitor the accreditation of foreign employers and projects.

With the new system operating in the accreditation of principals for landbased projects, the Administration received a total of 1,795 applications for the year, a 49% increase in the number of requests over the previous year. This notwithstanding, 86% of all requests were processed and of these 819 were granted full accreditation; 667 were given provisional accreditation pending completion of basic requirements and 55 applications were denied due to incompatibility with existing rules and regulations.

Among those given full accreditation 638 or 78% were new principals and 79% or 528 new principals accounted for those given provisional accreditation. Compared to last year's figures, an increase of 13.8% was registered in the number of new employers accredited by the Administration this year.

Processed Contract Workers
(1983)



In terms of project location, the distribution of projects accredited were quite similar to last year except for an increase in the percentage share of the Middle East which accounted for 84% of the total projects accredited. Accredited principals with areas of operation in the Asian region composed 12% while the remaining 4% were distributed among the Americas, Trust Territories, Europe and Oceania.

In the accreditation of shipping principals, the processing time had also been reduced by half with the

implementation of new procedures. Despite the global slump in the shipping industry, the number of new principals given accreditation still increased by 14.3% from last year's 63 new principals and the number of vessels enrolled by 55.2%, compared to last year's figure of 507 vessels.

Processing of Workers Contracts

Defying dire predictions of a shrinking labor market, the total



number of contract workers processed by the Administration marked a 38.16% increase over last year's figure. The increase in the hiring of Filipino workers is accounted for by the increase in landbased workers (52.64%) which more than made up for the continued slump in the hiring of seamen (decrease of 15.93%). These figures should however be taken with a note of caution since these may have been enhanced to a great extent by the improved monitoring and checking mechanism instituted by POEA this year rather than the market conditions existing overseas.

Market Distribution Profile

In terms of market distribution, the Middle East remained the principal market for both the new hires (81.65%) and rehired workers (90.68%) with an aggregate market share of 85.05% of landbased workers. Asia was still the second biggest market for Filipino contract workers with 10.73% of the market. The remaining 4.22% of landbased workers employed this year was dispersed among the Americas (1.48%), Europe (0.76%), Trust Territories (0.81%) and Oceania (0.55%)

workers at 65.54% of total hirings made. Service workers composed the second largest group of workers employed with 15.29% and professional, technical and related workers forming the third largest category with 13.92% of workers hired.

The hiring pattern for this year indicated a slight shift in skills demand from low skilled to higher skilled workers as evidenced by a bigger percentage share of workers in the professional-technical workers and clerical workers categories compared to last year's distribution of employment.



Landbased Contract Workers

Placement

The processing of landbased workers through the integrated system of the POEA covered 237,253 new hires (62.4%) and 143,010 rehired contract workers (37.6%). Private sector participation in the placement of new hires accounted for 97.5% while government sector participation was limited to 2.5% (5,953). Among the workers newly hired by private agencies this year, construction workers made up 41.47% while non-construction agencies placed 56.02% of these workers. In comparison to figures last year, placements made by the private sector increased by 52.7% while government placements increased by 18.2%.

Compared to the market distribution profile of 1982, a slight shift in the demand for Filipino workers can be noted. Significant increases in market shares of Oceania and the Trust Territories were seen as a result of almost tripled placement volumes in Papua New Guinea, Saipan and Wake Island. Europe also showed gains in the market share with Italy and Greece registering the highest increments. The Middle East further increased its share of the market despite predictions to the contrary with Saudi Arabia, Iraq, Kuwait, UAE, and Libya accounting for bigger deployment volume.

Skills Demand

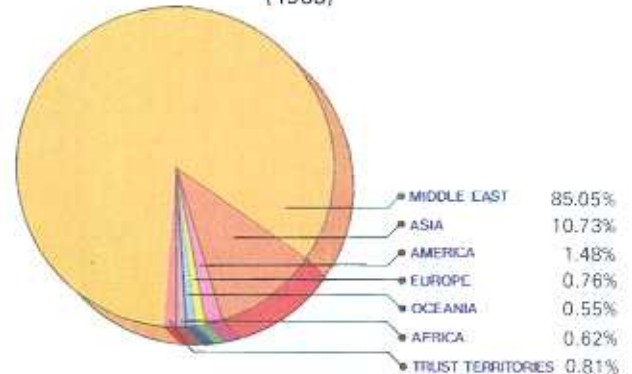
For this year, production process workers, transport equipment operators, and laborers remained the most highly demanded category of

Seabased Workers

The protracted depression in the shipping business worldwide was reflected in the hiring of seamen this year. The volume of seamen hired this year reached 53,944, a 15.93% decrease compared to 1982. The seamen with senior ratings formed the largest category of workers hired this year (40.98%), followed by licensed officers (25.19%) and those with entry ratings (22.58%). The traditional markets for Filipino seamen remained the same as vessels with Panamanian (41.99%) and Liberian (22.34%) flags of registry accounting for the biggest boardings. Ships registered in the Philippines also boarded a sizeable number of seamen with (5.99%) of total hirings.



**PROCESSED LANDBASED CONTRACT WORKERS
by Major World Group
(1983)**



Balik-Manggagawa Assistance Center

The Administration's efforts towards further easing the processing requirements for returning workers was again manifested in the expanded Balik-Manggagawa Assistance Center (BMAC). At the end of this year a total of 143,010 rehires were registered by the Center and issued reduced travel tax certificates and re-exit passes. In addition, the Center also serviced 6,206 dependents of contract workers as well as 6,398 workers on emergency leave.

Government Placement Office

The servicing of manpower requirements on a government-to-

government basis is the primary activity of the Administration's limited participation in the recruitment and placement of workers for overseas employment.

For this year, the Government Placement Office serviced 11 major foreign government clients and deployed a total of 5,953 workers. Among the major clients this year is the Ministry of Health of Saudi Arabia who hired some 1,500 medical and paramedical workers through the Saudi Recruitment Office in Manila. Among these workers who were mostly registered nurses, medical technologists and pharmacists, were 40

ambulance drivers who went through rigid trade testing and a one week first aid training course at the Philippine National Red Cross, a special feature in POEA's service package.

After its last recruitment in 1981, the Ministry of Health of Jordan reactivated its agreement with POEA and hired 83 nurses for its government hospitals. Similarly, the Royal Medical Services of the Jordan Armed Forces employed 90 staff nurses to be stationed in these hospitals namely the King Hussein Medical Center, Queen Alia Heart Institute and the French Rehabilitation Center for Orthopedics.



As a result of the mid-year marketing and technical mission to Saudi Arabia, the major recruitment agreements with the Saline Water Conversion Corporation (SWCC) and the Grain Silos Flour Mills Organization (GSFMO) were renewed. At the year's end, SWCC had hired 30 medical personnel to be deployed in its new water desalination plants in Jeddah, Jubail and Alkhubar, while GSFMO had interviewed and began selecting applicants for 97 positions in various grain milling operations.

For 1983, the General Organization for Social Insurance Riyadh National Hospital also recruited 40 medical workers while the King Saud University College of Dentistry and College of Medicine recruited 141.

Market Development

Among the various projects undertaken this year was the programmed series of marketing missions to key countries requiring Filipino manpower. Early in the year, no less than Minister Ople headed a joint delegation of government and private representatives of the industry to Saudi Arabia and Iraq, two of the principal markets in the Middle East. As a response from the invitation of the Ministry of Labor and Social Affairs of Saudi Arabia, the mission met with various high officials of the host country.

the mission with the objective of determining future manpower needs of these principals. Visits and dialogues with Filipino workers were also conducted to find out their pressing problems and needs. The delegation visited Iraq, Jordan as well as Italy.

In an unprecedented move, the POEA in November orchestrated a major conference between top French contractors and Filipino manpower servicing companies in Manila. With a delegation of private contractors headed by Minister Blas F. Ochoa, the French representatives sat down with POEA officials to discuss the

letters was sent to over 500 current and prospective clients expanding the awareness of clients to the availability and advantages of hiring Filipino labor. Similarly, the Market Information Assistance program provides immediate and comprehensive information to the various publics of the Administration. To date, a total of 184 queries have been serviced by this program. Following up these programs is the New Business Accounts project which seeks to continuously monitor existing clients and pursue prospective accounts raised by queries received from foreign employers. Concomitantly, new and significant developments in the major markets for Filipino workers were also captured in the market-situationers of the marketing unit and were regularly fed to the decision makers of the Administration for immediate policy alignments. Country profiles were also produced by the research team to update and inform both clients and management of the latest developments in these countries. As a whole these programs have been pursued vigorously all year through and have opened new possibilities for added job opportunities for Filipino expatriate labor.

1983 → Regional Ctr in Middle East
Workers assisting adjudication of



matter and related issues on immigration clearance, foreign exchange remittances and security matters.

As a follow up of the first mission, a technical group from the government sector again visited Saudi Arabia and other neighboring Middle East countries. Discussion with current governments clients and other government offices was the focus of

prime contractors and explored possible tie-ups and joint ventures towards landing more jobs for Filipino workers.

Aside from these missions the marketing group also launched several projects designed to expand the current market for Filipino workers. Through its Direct Mailer Campaign, immediate promotion of the Filipino workers capabilities through sales

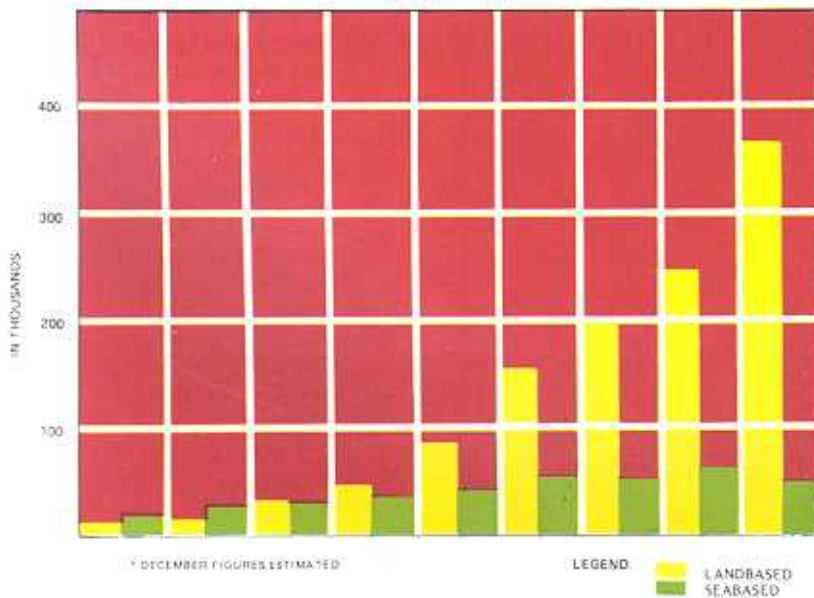
Prospects for 1984

The economic restructuring in the Middle East coupled with the increasingly keen competition of other labor-exporting countries have put a strain on the overseas employment program of our country. Expecting the situation to linger in 1984, the government needs to respond more innovatively by way of aggressive marketing strategies that will promote Filipino manpower overseas. For this purpose, POEA's marketing approach for the current year shall be as follows:

1. Efforts for Market Development & Promotions shall be directed with greater

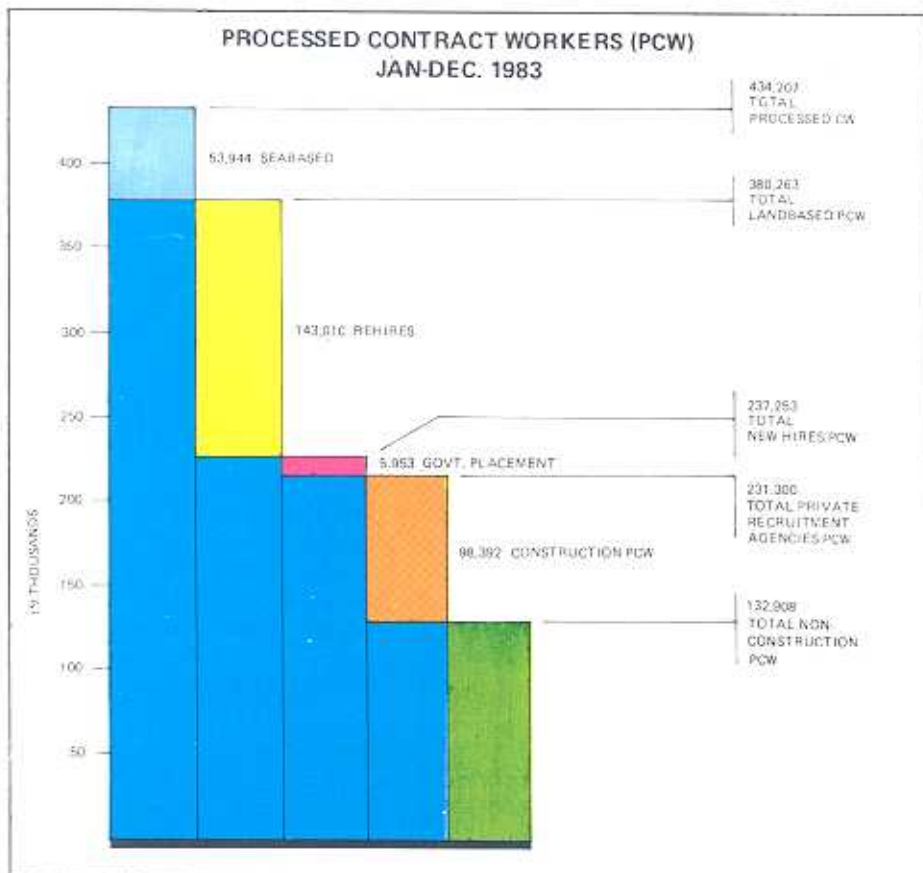


PROCESSED OVERSEAS CONTRACT WORKERS
1975 - 1983



emphasis to the *Middle East*, our largest traditional market.

- Given the expected dip in placement volume from traditional markets, the POEA shall explore and develop the *African Region* as a possible new market for *specific* Filipino skills.
- The already identified skill categories with increasing felt-demand shall continue to be pursued by the POEA (e.g. nurses for the U.S.; household help in Hongkong; teachers for Nigeria & Zambia, etc)



4. Protocol agreements on labor with foreign governments shall be initiated including the renewal and/or full implementation of agreements already formalized.
5. A thorough review & realignment of government recruitment policies (hiring procedures, costs, employment terms, etc) to meet requirements of host country-targets shall be undertaken.

Licensing and Regulation Office

The Licensing and Regulation system is at the heart of any effort to protect the welfare and promote the well-being of Filipino workers overseas. For 1983, the Licensing and Regulation Office (LRO) set out to rationalize private sector participation in the overseas employment program. Toward this end, the following major activities were undertaken during the year:

- the imposition of immediate disciplinary action against erring agencies and entities under a defined table of administrative sanctions;
- maintenance of a regular information program that included the quarterly publication of registered agencies for public reference, a media campaign on pertinent POEA rules and regulations to prevent exploitation practices; particularly illegal recruitment;
- institution of a monitoring and regulation system for agencies that included inspection of agency premises and book of accounts; and
- development of country-specific model employment contracts and a system for ranking and rating recruitment agencies, contractors and manning agencies.

Licensing

At present, participation in the overseas employment industry is dominated by fee-charging private employment agencies (579) followed by construction contractors (231), manning agencies (164) and service contractors (49).



This is an increase of 50 over last year's participants, accounted for mainly by service contractors and former holders of authorities to negotiate who have since acquired principals.

Pursuant to the government's policy of dispersing employment opportunities to the rural areas, 97 provincial recruitment authorities were granted to various placement agencies and entities throughout the country.



On the other hand, strict enforcement of labor rules and regulations resulted in the cancellation of some 28 and suspension of about 74 agencies and entities. Reasons behind the cancellation and suspension ranged from non-payment of agency dues to violation of recruitment rules and regulations.

The Licensing Office has also started distributing the license certificates valid for three years subject to yearly validation to all private recruitment agencies and entities.

Inspection

Private recruitment companies applying for the renewal of their license, establishment of branch office, upgrading of authority and transfer of business address are being inspected by POFA. Special inspections are also being conducted before lifting a suspension and to check on whether suspended or cancelled agencies still operate despite the imposed sanctions on them. Findings of these ocular visits determine the continued participation of the agencies in the overseas employment program.

To date 216 ocular inspections involving 201 recruitment agencies and entities (145-landbased and 56-seabased) were conducted by the Inspection Division. Transfer of business address (42%) dominated the nature of inspection followed by renewal/upgrading of authority and transfer of business address (23%), renewal of license (16%), new application for license (14%), special inspection (3%) and establishment of branch office (2%).

Recruitment Regulation

Recruitment regulation provided one effective measure toward curbing illegal recruitment activities through



expeditious prosecution and prompt investigation of complaints. In 1983, this resulted in the resolution of 804 cases, restitution of P1,470,306.00 and the suspension/cancellation of 44 agencies.

Recognizing the need to minimize further expense on the part of the victims, a systematic procedure on the filing of complaints as well as simplified forms were introduced. To enhance people's awareness on the modus operandi of illegal recruiters, the POFA officials in collaboration with

the Institute of Labor and Manpower Studies (ILMS) and the MOIE Regional Offices also went to various regions of the country conducting Anti-Illegal Recruitment Seminars. Six such seminars were held in Legaspi, Naga, Laguna, Quezon, Zamboanga and Davao. As a preventive measure, the Ministry of Justice and the Task Force on Illegal Recruitment were alerted about the existence of unlicensed agencies advertising non-existent job openings which then became the subject of special police operations.



These efforts proved fruitful with 983 cases filed with LRO in 1983 involving 2618 complainants.

Evaluation of Licensed Agencies

The Ranking and Rating System, a scheme aimed at upgrading and professionalizing the overseas employment and contracting industry through evaluation of the performance of licensed agencies and entities was pre-tested during the year using the manning agencies as the core group. Results of this evaluation scheme now provide the basis for an expanded evaluation instrument eventually meant to be used for the granting of incentives for the performing agencies.

When fully implemented, all licensed agencies and entities will be ranked and rated according to their performance. In the end, it is hoped that the ranking and rating system could also be used to rationalize the industry and enhance a healthier state of competition among agencies of comparable capabilities.

Standards

Country-specific model employment contracts and service agreements are being developed by the standards Division of POEA. These employment contracts take into consideration basic Philippine requirements for workers' welfare as well as the laws, customs, traditions, working and living conditions in the country of employment. Model employment contracts for Filipino contract workers bound for Saudi Arabia, Iraq, Kuwait, United Arab Emirates, Bahrain, and Papua New Guinea; for Filipino domestic helpers bound for Saudi Arabia, Singapore, Canada and Hongkong; and for entertainers bound for Japan, Singapore and Hongkong have been completed.



Private Employment Agency

By these presents, **COSMOPOLITAN MANPOWER & RECRUITMENT SERVICES/Joselito A. Adriano**

having complied with the requirements of the Labor Code, as amended, is authorized to operate as an **Employment Agency** and has the power to engage in recruitment, hiring, and placement of **Landbased Non-Const. Workers** for overseas jobs or projects, subject to the provisions of the Labor Code, as amended, and the rules and regulations of the Philippine Overseas Employment Administration.

This license is **NON-TRANSFERABLE** and is not valid outside the authorized address of operation which is at **Rm 303 3rd Flr, Ermita Bldg, Arquiza St., Ermita, M. Manila**

This license shall be valid during the period indicated unless sooner cancelled, revoked, or suspended for whatever cause.

Given this **19th** day of **March** 1983 in Manila, Philippines.



(Not valid without POEA ID #44)

Recommending Approval:

Priscilla A. Sto. Tomas
Priscilla A. Sto. Tomas
Administrator

Approved:

Bias F. Ople
Bias F. Ople
Director

Valid From: **3-19-83**
To: **3-19-84**





Thus far, Model Employment Contracts for all Filipino contract workers and all domestic helpers bound for Saudi Arabia and Papua New Guinea have been endorsed to the government of these countries while the rest are still being reviewed and evaluated. Efforts are also underway for the conduct of wage studies and setting up of a reference library on labor and social security laws of host countries as well as international labor laws.

Prospects for 1984

1. Full scale implementation of the ranking and rating system and recruitment agencies and entities based on performance.
2. Continued weeding out of unfit participants in the

3. Continued strict regulation of the recruitment activities of private agencies and entities as well as regular checks on

4. Continued development of country specific model employment contracts.



Licensing and Regulation Office Status Report CY-1983

I.	Number of Authorized Recruitment Companies	1023
	A. Private Employment Agencies	579
	B. Manning Agencies	164
	C. Service Contractors	49
	D. Construction Contractors	231
II.	Authorities Cancelled	28
	A. Due to violation of recruitment rules and regulations	27
	B. Due to Voluntary Surrender of Authorities	1
III.	Authorities Suspended	74
	A. Due to non-payment of bonds and fees	1
	B. Due to violation of recruitment rules and regulations	
	1. Suspension of Licences	28
	2. Suspension of documentary processing	45

Workers Assistance and Adjudication Office

The Workers Assistance and Adjudication Office (WAAO) protects and assists overseas contract workers and their families through its welfare assistance and adjudication machinery. Pre-employment services such as the pre-departure orientation seminar, registration and skills development services are also under WAAO's jurisdiction. During the year, WAAO's service delivery went into high gear with the implementation of the following major activities:

- establishment of the systems and procedures for faster resolution of legal cases including the computerization of adjudication operations;
- maintenance of an effective welfare assistance service to overseas contract workers and their families through immediate settlement of complaints including monetary claims and repatriation cases;
- institution of the Code of Discipline for Overseas Contract Workers, the watchlist of erring contract workers, pre-departure orientation seminar and setting of standards for



maritime training courses in accordance with the Standards of Training, Certification and Watchkeeping (STCW) — International Maritime Organization (IMO) convention;

- streamlining of the systems and procedures in the registration of seafarers and US bound nurses; and

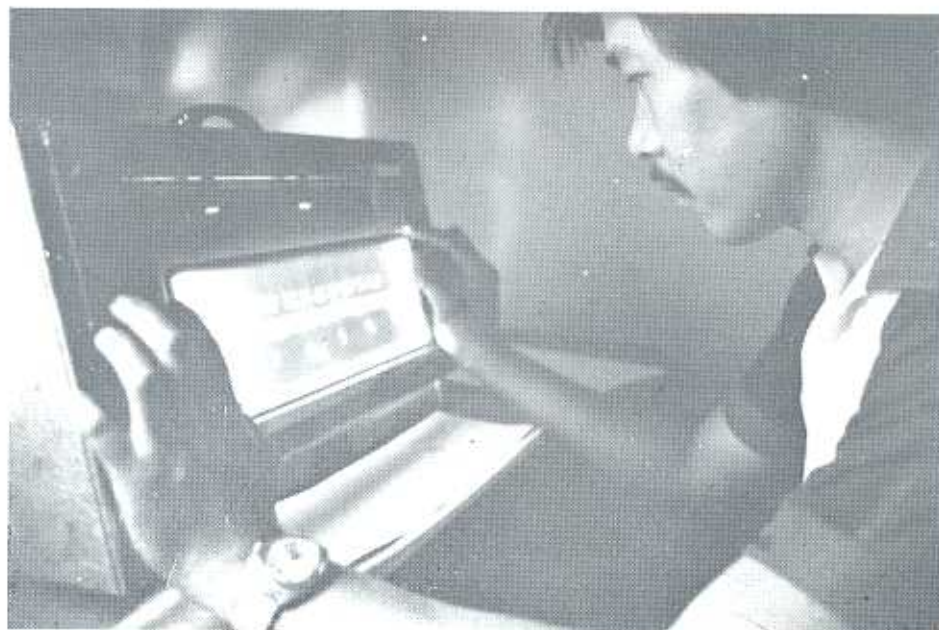
- setting up of the Philippine Entertainers Certification Center (PECC), launching of the Bagong Bayani Awards (BBA) and registration of floating passport holders.

Adjudication

Cases being filed in the Adjudication Department of POEA range from unpaid salaries and wages to breach of contract, non-payment of benefits, disciplinary action, illegal exaction, unpaid allotment, illegal dismissal, unpaid remittance or allotment, non-payment of overtime and termination pay. Both complainants and defendants include workers, workers' dependents as well as employers and recruitment agencies.

A total of 3,041 cases were handled during the year out of which 1,650 cases were resolved exhibiting a resolution rate of 54%. Benefits awarded amounted to P20,369,646.56; US\$2,556,158.89; S\$1,600.00; ID7,571.00; SR146,451.54; BD420.00; AS1,944.80; LD2,768,085.70; MAS1,320.00; D\$100,008 benefitting about 3,212 contract workers.





Status of Legal Cases 1983

Total Number of Cases Handled	3041
Total Number of Cases Resolved/Decided	1650
Total Number of Workers Involved	3212
Total Number of Cases Appealed	118
Total Number of Writ Execution Issued	89

Benefits Awarded

P20,369,646.56	BD	420.00
US\$ 2,566,158.89	AS	1,944.80
S\$ 1,600.00	LD	2,768,085.70
ID 7,571.00	AS	1,320.00
SR 146,451.54	DS	100,008.00

Welfare Assistance Services

With a resolution rate of 61%, more effective delivery of welfare assistance services was achieved during the year which registered 1635 complaints wherein 65 were repatriation cases.

Non-support remains the top complaint (40%) followed by claims for death benefits (11%), whereabouts cases (11%), delayed allotments (10%),

complaints against employer (8%), detentions (1%) and various other welfare cases (7%). Benefits awarded on non-support cases amounted to US\$944,581.17 and P1,767,237.50; on death benefits — US\$23,859.00; SR37,498; HK\$20,000; and P25,000.00; on accident disability benefits — P40,000.

Pre-Departure Orientation Seminar

As part of the pre-employment

assistance to overseas bound workers, the POEA issued Memorandum Circular No. 3 making mandatory the conduct of the pre-departure orientation seminars (PDOs). This requirement aims to help contract workers cope with the adjustment difficulties they would face in their country of employment.

During the year, POEA supervised the holding of seminars in private recruitment agencies and entities accrediting a total of 585 PDOs programs where 448 (77%) were for landbased workers and 137 (23%) were for seabased workers. POEA through its PDOs Division also conducts PDOs for name-hires and government recruited workers. To date, about 48,904 workers have attended PDOs representing a 140% improvement over last year's aggregate of 20,400.

Training Assistance

In the area of skills training and development, the POEA supports and accredits training centers as well as initiates training activities. During the year, POEA rendered technical and financial assistance to several institutions with established maritime training courses under its sponsorship while a Memorandum of Agreement on

1983
Seafarers

a comprehensive landbased training was concluded with the National Manpower and Youth Council.

Performance of accredited training centers are being evaluated through ocular inspections as well as submission of reports. During the year 24 training centers, 9 maritime schools and 10 CGFNS review centers were inspected. Reports from accredited centers on the other hand showed a remarkable improvement in its graduates in 1982, this year's graduates reached 133,848. This improvement reflects the present policy of upgrading the skills of our workers to enhance their competitive advantage.

The Administration also initiated the setting up of standards in maritime training courses in conformity with the STCW-IMO convention on seafarers under the auspices of the United Nations. In this regard, accredited maritime training centers reported 1,474 graduates on radar simulator course which is one of STCW's

requirements before second and third mates seafarers could be considered for overseas employment starting January 1984.

Manpower Registry

To expedite placement of Filipino workers a registry of seamen by skills category and US bound nurses is being maintained by the POEA Manpower Registry Department.

Seamen registered during the year totalled 10,278, a 39% decrease over last year's aggregate of 16,755. Apprentices (60%) topped the list of registered seamen followed by entry ratings (27%), licensed officers (4%), senior ratings (4%), other officers (1%) showing the same pattern as that of the previous year.

Prospects for 1984

1. Faster resolution of cases filed in previous years and continued

2. Setting up a training workshop for hearing officers and operationalization of the watchlisting of workers.

3. Operationalization of the Inter-Ministry Task Force on concerted breach of contract cases.

4. Establishment and maintenance of the national manpower pool of landbased workers and development of a workers referral and placement system. A seminar-workshop on skills standardization is also planned.

5. Continued upgrading of the quality of Filipino entertainers overseas through audition as well as establishment of entertainers' registry.

6. Development of training curricula in accordance with the provisions of STCW-IMO convention.

7. Conduct of evaluative study on review programs of accredited CGFNS review centers.

8. Continued improvement in the rendering of welfare assistance services to contract workers and their dependents.



Staff Development

To date POEA has 461 employees with 349 regular appointment holders, 95 casuals, 13 contractuels and 4 consultants.

As part of its staff development activities, the Administration either participated in or initiated some 22 seminars and conferences during the year. Among these were the "Mid-year Assessment of POEA Operations Conference held at Puerto Azul, Cavite in June and the Year-end General Assembly held in December participated by all employees. The other seminars-conferences include a basic course on records management, a seminar on financial development, a congress on work attitudes, future leaders program, program in development economics, EDP executive development seminar, a seminar on project design and evaluation, seminar-workshop on the business of shipping and various other symposia and forums.

Sports activities also provided an opportunity for enhancing staff morale. During the sports competition in the 50th MOLE Anniversary Celebration, the POEA was runner-up in all sports categories while the inter-agency Mini Olympics with the Ministry of Foreign Affairs and liaison officers of recruitment and travel agencies saw POEA employees as over-all champions in various events.

Acquisition of POEA Building

The negotiations for acquisition of a building which will house all POEA operations is on-going. It is planned that by May, 1984, POEA offices will all have been to one location. This move is aimed at overcoming the operational difficulties obtained from the dispersed locations of its offices. It is believed that when housed in only one place, POEA's various clients will be better served through better coordination and monitoring of its various units.



Publications

Reaching the public has been one of the most rewarding experiences of POEA during the year. Through publications in major dailies POEA has disseminated the periodic list of licensed, cancelled and suspended agencies. Institutional ads were also effected giving directions to workers on how to go about proper documentation procedures when applying for overseas jobs and how much fees recruitment agencies are authorized to collect. POEA also regularly publishes overseas job vacancies as well as important information the public has to know regarding overseas employment.

Pamphlets, brochures and tagalog comics were also published by POEA. The pamphlets and brochures were aimed at informing various institutions and overseas clients on the Philippine Overseas employment program while the tagalog comics are reading materials for overseas workers stirring their consciousness on their

responsibilities as well as warning them against unscrupulous practices.

Income and Disbursements

POEA's collections this year amounted to P47.562 million marking an 18% increase over last year's aggregate of P40.389 million. These collections came mostly from processing fees paid by contract workers and registration fees paid by recruitment agencies. Compared to 1983, POEA seemed to have streamlined its expenditure pattern exhibiting a 5% decrease in its total expenditure (P23.694 million) compared to the 1982 total (P25.059 million).

Contributions from the Philippine Tourism Authority and Welfare Fund amounted to P12.1 million. Of this amount, P9.4 million were spent on the operations of the Regional Labor Center for Middle East and Africa, the One-Stop Documentation and Processing Center and the Anti-Illegal Recruitment Program.

In December, the Administration sponsored a program for the orphans of Asilo de San Vicente de Paul, as part of its community reach out activities. In addition to spending a morning of games and gift-giving with the orphans, the Administration was also able to raise some P95,000 in cash donations from various agencies for the screening of the windows of the school and dormitory of the orphanage including the labor component for the project donated free of charge by Dumez Company of France.

Prospects for 1984

1. Continued improvement in the POEA's staff development program.
2. Transfer of all POEA operations in one building by 1984
3. Acquisition of a minicomputer as approved by the National Computer Center and the Office of the President.
4. Continued publication of relevant information on the overseas employment program for the benefit of the public as well as POEA's overseas clients.



Regional Labor Center for the Middle East and Africa

As the first foreign-based field operations unit of the Administration, the Regional Labor Center (RLC) was established to ensure and maximize the participation of Filipino workers in the development of the Middle East and African Regions. Operating from Jeddah, Kingdom of Saudi Arabia the RLC has continuously sought to promote employment, protect the interests as well as enhance the welfare of Filipino workers who now number close to 400,000 in these two regions.

In 1983, the Center assisted a total of 5,507 workers mostly through its conciliation efforts and legal advice. The Center settled a total of 5,532 cases, of which 4,650 (84%) involved

contract violations. In terms of benefits awarded arising from the settlement of cases, a total of \$2,540,239 were paid to Filipino workers. During the year, 905 contracts were processed by the Center involving 13,939 workers and 5.08 million dollars.

The Center early in the year, also played an important role in the successful marketing mission headed by Minister Blas F. Ople to Saudi Arabia and other Middle East countries. In the middle of the year, the Center also played host to a technical mission from the head office which set up the Center's Administrative procedures and systems.

After reviewing the developments that have transpired during the year,

the RLC proposed a number of measures aimed at maintaining the level and quality of participation of the Filipino workers in the Middle East. Among these were further simplification of processing and faster mobilization of workers, a review of wages and benefit for possible adjustments to remain competitive, and the reduction of mobilization costs. These recommendations were made in the light of conservative projections relative to the traditional markets for Filipino expatriate labor. This notwithstanding, the RLC renewed its commitment to remain a catalyst in furthering the objectives of the overseas employment program and a cornerstone in the enhancement of the welfare of Filipino workers in their area of operation.

The One-Stop Processing and Documentation Center

With the primary objective of enhancing the competitive advantage of Filipino manpower in the international labor market and by virtue of Presidential Letter of Instruction No. 1319, the One-Stop-Processing and Documentation Center was inaugurated on September 11 of this year. Marking a major innovation in the manpower export industry worldwide, the center was so designed to further cut down the mobilization time of Filipino contract workers through the consolidation of all processing and documentation services under one roof.

Upon full integration of the activities of the three principal agencies namely the Ministry of Foreign Affairs, the Philippine Tourism Authority and the Philippine Overseas Employment Administration, the center can service 1,600 to 2,000 contract workers daily. Among the new and convenient features of the simplified system of documentation envisioned for the center is the use of a single set of documents per worker that will pass through an assembly line of processors from the different agencies. This would mean that only one entry and only one exit point shall operate within the center avoiding confusion and unnecessary loss of time and effort arising from the transfer of documents.

The center has also been pre-designed to expand and accommodate other certification and authentication services as well as banking, airline ticketing, medical and postal offices. With these auxiliary units in place, the center can offer a full range of services within one location.

And with the aid of the computerization program set for the center next year, the One-Stop-Processing and Documentation Center will be closer to the goal of one day processing.



Philippine Entertainment Certification Center

Among the important policies upheld by the Administration is the preservation of the Filipino contract workers-marketability by ensuring that his qualifications meet the requirements of his employers. In keeping with this policy, the Administration established the Philippine Entertainment Certification Center last April 28 with the foremost objective of ascertaining the qualifications of entertainers wishing to leave for overseas employment.

Alarmed by the rising complaints about pseudo-entertainers entering the major markets for Filipino entertainers, the POEA linked up with the various concerned industry associations and set up the auditioning and certification mechanism. At the end of the year, a total of 217 entertainers had been auditioned out of whom 177 were certified as qualified entertainers in their respective talent categories. With the full implementation on January 1, 1984 of a new rule that would require all outgoing entertainers to be certified by the center before being allowed to

leave, the quality of this special category of contract workers will be secured and their impressive international reputation preserved if not further enhanced.

Registration of Floating Passports

Before the Administration's crackdown on illegal recruitment activities, hundreds of thousands of individuals seeking overseas employment were victimized and were left holding on to passports without jobs abroad. In an effort to assist these victims and establish the nucleus of a contract workers' list, the Administration opened a registry specific to floating passport holders and instituted a referral system linked to various recruitment agencies beginning with the Overseas Placement Association of the Philippines.

Designed to be a registry of ready-to-go workers, this special manpower pool now consists of 11,537 registrants of various skill categories. As a start, 345 of those registered were immediately accepted for overseas employment through the established referral system. With the full automation of this registry, many more



workers are expected to be drawn from the registry and placed in overseas jobs.

Bagong Bayani Awards

In recognition of the valuable contribution of overseas contract workers to the country's economic situation, the Administration launched

the Bagong Bayani Awards (BBA) in November this year. The BBA is a search for ten exemplary contract workers who have made outstanding contributions to furthering the image of Filipino contract workers in his country of employment as a paradigm of competence and an ambassador of goodwill.

With the first awarding ceremonies scheduled for May 1, 1984, this joint undertaking with the Philippine National Bank (PNB), the Central Bank of the Philippines (CB), the Philippine Airlines (PAL), the Kapisanan ng mga Brodkaster sa Pilipinas (KBP), the Welfare Fund for Overseas Workers (WELFUND),



Landbank of the Philippines and Ministry of Tourism (MOI) will pay tribute to the new breed of heroes of the nation. And with this event held annually, there is yet another chance for the Filipino contract worker to exhibit his new brand of excellence, a tradition he has formed and to which others may commit themselves, exemplify and respect.

The Labor Assistance Center

Since its operationalization on May 1, 1983, the Labor Assistance Center (LAC) has sought to ensure the protection of all departing contract workers by ascertaining their proper and complete documentation as mandated by LOI 3217. Thus far, the LAC has serviced some 215,000 departing contract workers, both seamen and landbased workers, headed for various countries of employment.

The Center, located at the departure area of the Manila International Airport, operates on a 16-hour daily schedule, seven days a week and is jointly manned by officers of the Administration, the Philippine Tourism Authority and the Philippine Coast Guard. Aside from monitoring the departure of contract workers, the center was envisioned to keep track of returning workers and provide them with relevant information pertaining to new rules on labor, immigration, and related subject matter.

Within less than a year of operation, the LAC has proven to be invaluable as the final checkpoint in the Administration's protection machinery and has greatly contributed to controlling the practice of many unscrupulous individuals who exploit and victimize unwary persons seeking overseas employment. With expansion plans for a wider array of services already being formulated and arranged for the coming year, the LAC will continue to be one of the more important field units of the



Administration in the service of Filipino overseas contract worker.

Regionalization of Services

Cognizant of the numerous problems and difficulties emanating from the regions outside Metro Manila, the Administration established five Regional Extension Units (REUs) in selected areas where the volume of overseas employment and related concerns so warranted. Directly reporting to the office of the Regional Director of the Ministry of Labor and Employment, the REUs were made operational in September in the cities of Baguio (Region I), Bacolod (Region VI), Cebu (Region VII), Zamboanga (Region IX) and Davao (Region XI).

Since their operation, these extension offices have mounted multiple information dissemination campaigns about the overseas employment program of POEA and seminars against illegal recruitment, monitored and reported the activities of illegal recruiters, began forming regional manpower pools and pursued other vital activities pursuant to their mandate. With these field units in high gear, the Administration's programs can be assured of a wider and more extensive coverage.

Aside from the establishment of these units, the Administration also engaged in regional recruitment activities as part of the policy to disperse overseas job opportunities outside of the metropolis. In Cebu alone, a total of 147 skilled and unskilled workers of varying categories were recruited for the Saud Al-Muraibid Establishment in Saudi Arabia. Responding to critical situation created by the sudden displacement of coconut workers in Quezon, the Administration assisted in the recruitment of 310 workers for the Dumez company of France for various projects in Singapore and Saudi Arabia. In the year to come, a bigger number of job opportunities will be sourced from the regions as the Administration continues to expand its reach nationwide.

Accreditation of Medical Clinics

With emphasis placed on furthering the marketability of Filipino contract workers, the Administration together with the Ministry of Health this August began the accreditation of medical clinics and the conduct of medical examinations of outgoing overseas workers. Seeking to establish, regulate, and upgrade the standards of medical service and examination of workers for overseas employment, the

joint Ministry of Health — Ministry of Labor and Employment Accreditation Committee have thus far accredited 58 medical clinics and hospitals. In the same vein, these measures have prevented cut-throat competition imminent in an area overpopulated with medical clinics offering the same services and eliminated the overcharging of fees from unwary contract workers. With this concerted effort to ensure that departing contract workers are not only occupationally qualified but also medically and physically fit, the preference of foreign employers and confidence in the Filipino worker is expected to continue to grow:

Computerization Program

Despite major snags and revisions experienced in the computerization program throughout the year, the Administration had activated critical data files vital to the operating units. With a complete and updated listing of authorized agencies available, information relative to the detailed status of any recruitment agency can be availed of immediately with the capability of accommodating changes even on a daily basis. In market development concerns, a complete listing of foreign principals and projects accredited by the Administration is presently available and is being updated. In the area of workers:

registry, a total of 50,000 names and contract details processed by POEA have already been entered with some 11,500 workers holding floating passports constituting a separate registry.

With negotiations for the purchase of a mini computer underway, the capability of the existing computer system is expected to increase tenfold with the additional feature of an on-line system. Designs for shifting the existing manual operations of services into this system are already being finalized in time for



the arrival of the computer near the middle of next year. Inter-agency information exchange channels with the Central Bank, the Development Academy of the Philippines, the Meralco Foundation, the National Computer Center and other related

agencies have already envisioned to form an integrated information network linked to the POEA-MIS to better serve the overseas employment program. With the complete computerization of POEA, many of the delays and problems encountered in the daily operations will be a thing of the past and the capability to service twice the present volume of clients at half the time will be within reach.

POEA Rules and Regulations and P.B. 4531

After a series of long and serious deliberations, the Administration issued its new rules and regulations last December 1, 1983. Seeking to standardize as well as streamline its operations and transactions with its clientele, the new set of regulations embody the Administration's commitments to deregulation, flexibility, and faster delivery of services. Among the significant changes introduced were decreased documentary requirements for accreditation of principals, the ranking and rating of agencies with incentives and recognition for exemplary performance, creation of a manpower registry for the use of recruiters, summary procedure for the adjudication of cases, standardization of employment contracts and the certification of entertainers before employment abroad. The new rules also incorporate better protective measures for workers with the definition of employer's responsibilities for the welfare and protection of his recruits, the mandatory requirement of a pre-departure orientation seminar to be given by agencies to their departing workers and the limitation of the conduct of medical examinations to accredited clinics. With these new rules and regulations set to take effect by January 1, 1984, a better quality of services and programs for the manpower export industry can be realized.

In addition to these new rules, the Administration has been actively promoting the passage of Parliamentary Bill 4531 otherwise known as the Omnibus Employment Bill. The bill is already pending with the Batasan Labor



Committee and several public hearings have been conducted. The bill incorporates all proposed and existing legislations related to overseas employment and seeks to rationalize the industry through a system of sanctions and incentives. With its passage into law, a bigger package of benefits may be available to overseas workers concomitant with a wider dispersal of overseas employment benefits and opportunities to a greater number of Filipinos.

Private Sector Consultation and Dialogue

The fostering of a closer and collaborative relationship with the Administration's partners in the private sector has been, from the onset, an actively pursued undertaking. For this year alone, a series of major consultative dialogues was held with representatives of the various industry associations, both for the landbased and seabased agencies. Among the more important and widely attended conferences was the Kamaya Point Discussion held in Bataan, where 91 representatives from 8 industry associations exchanged views, problems, and proposed solutions with some 40 officials from POEA. As a result of this three-day workshop, a better understanding of policy issues and operational difficulties faced by both sectors was reached and common terms of reference were identified. While many of the private sector

recommendations were either immediately implemented or were incorporated in the new rules and regulations of the POEA, what was more significant was that the dialogue was able to generate goodwill, mutual trust and a shared commitment to improve the program and services of the industry for the benefit of all concerned.

In the latter half of the year, the Administration also held dialogues with the Filipino Association for Mariners' Employment and the Association of Liaison Officers of the POEA. In both meetings, specific problems relative to the groups' concerns were raised and were immediately responded to by the Administration. Again the consultative meetings were fruitful as both parties adjusted and reached mutually acceptable courses of action, among which included the increase of seabased workers' remittances from 70% to 80%, the review and revision of the Standard Format of Service Agreement, the imposition of more stringent measures against erring seamen by the Administration and the improvement of communication and interaction between the liaison officers and the Administration's top management.

Continued Enhancement of Filipino Seamen's Employment Opportunities

In a concerted effort to preserve the Filipino seaman's worldwide domination of the industry, the

Administration during the year took several steps towards this end. Responding to the perennial problem of ship interdiction by international labor federations, the POEA spearheaded the formation of an inter-agency task force to undertake concrete and immediate measures to protect the competitive advantage of Filipino seafarers. Composed of representatives from the Ministry of Justice, the Philippine Coastguard, the Philippine Regulatory Commission, the Ministry of Foreign Affairs, and the POEA, the mechanism for faster reaction to interdictions of Filipino-manned flag-of-convenience vessels was established. Also, stronger penalties for seamen who were guilty of breach of contract were initiated and discussed for future implementation. These measures were undertaken in an effort to neutralize the actions of international federations seeking to displace the comparative advantage enjoyed by Filipino seamen under the guise of wage standardization. With firmer actions planned by the task force, this form of international labor protectionism will be effectively neutralized and the job opportunities of Filipino seamen protected.



POEA Statement of Income, Allotment, Receipts and Expenditures

For CY Ending December 31, 1983

GENERAL FUND	
REVENUES AND OTHER RECEIPTS	
Operating and Service Income:	
Income from Government Service	P47,562,113.12
Miscellaneous Income	3,080.56
Sub-Total	P47,565,193.68
Other Receipts:	
Collections for Welfund for Gov't. Hired Overseas Workers	P 765,924.44
Cash Bond	14,013,124.85
Miscellaneous	1,705,605.57
Sub-Total	16,484,654.86
TOTAL RECEIPTS	P64,049,848.54
ALLOTMENT	
Personal Services	P 8,716,000.00
Maintenance & Other Operating Expenses	13,126,000.00
Capital Outlay	2,457,000.00
TOTAL ALLOTMENT	P24,299,000.00
EXPENDITURES	
Personal Services	P 8,111,184.81
Maintenance & Other Operating Expenses:	
Traveling Expenses	748,729.00
Communication Services	490,478.16
Transportation Services	20,473.67
Other Services	7,158,631.72
Supplies & Materials	1,304,740.70
Rental	2,079,734.80
Water, Illumination & Power Services	749,958.42
Separation/Gratuity Pay	284,265.22
Maintenance of Motor Vehicles	138,988.31
Representation/Extraordinary Expenses	150,000.00
Total MOE	P13,126,000.00
Capital Outlay	P 2,457,000.00
TOTAL EXPENDITURES	P23,694,184.81
BALANCE	P 604,815.19

POEA Trust Accounts

For CY Ending December 31, 1983

1983 Fund Contributions:	
From PTA	P 4,620,374.86
Welfund	P 7,529,255.40
TOTAL FUND CONTRIBUTIONS FOR 1983	<u>P12,149,630.26</u>
APPROPRIATIONS:	
Personal Services	P 563,520.38
Maintenance & Other Operating Expenses	9,837,960.28
Equipment Outlay	1,748,149.60
TOTAL APPROPRIATIONS	<u>P12,149,630.26</u>
EXPENDITURES:	
Personal Services	P 463,520.38
Maintenance & Other Operating Expenses:	
Traveling Expenses	477,040.10
Communication Services	27,587.95
Transportation Services	26,249.96
Other Services	5,310,467.76
Supplies & Materials	175,368.46
Rental	1,315,858.55
Light, Power, Water	79,965.49
Extraordinary/Contingency/Emergency	800,000.00
Expenses (Foreign Exchange Differential	
Total MOE	748,149.60
TOTAL EXPENDITURES	<u>P 9,424,208.25</u>
BALANCE	<u>P 2,725,422.01</u>

PROCESSED LANDBASED CONTRACT WORKERS

By: MAJOR OCCUPATIONAL GROUP & MAJOR WORLD GROUP
CY 1983

	AFRICA	ASIA	EUROPE	MIDDLE EAST	OCEANIA	THE AMERICAS	TRUST TERRITORIES	TOTAL	%
Professional, Techn'l. and Related Workers	1,388	12,795	932	34,165	312	2,982	357	52,931	13.92
Entertainers*		(11,878)	(643)	(425)			(171)	(13,117)	(3.45)
Managerial, Executive and Administrative Workers	53	106	6	1,586	82	7	30	1,870	0.49
Clerical Workers	29	292	22	13,587	82	71	106	14,189	3.73
Sales Workers	4	78	10	1,987			180	2,259	0.59
Service Workers	42	15,474	1,618	39,429	99	942	547	58,151	15.29
Agricultural, Animal Husbandry, Forestry Workers and Fisherman	5	2	2	1,508	4		120	1,641	0.43
Production Process Workers Transport Equipment Operator and Laborers	832	12,067	288	231,152	1,493	1,644	1,746	249,222	65.55
TOTAL	2,353	40,814	2,878	323,414	2,072	5,646	3,086	380,263	
%	0.62	10.73	0.76	85.05	0.55	1.48	0.81		

*included in the total of the Professional, Tech'l & Related Workers' Group

Processed Landbased Overseas Contract Workers

	1983	1982	% Increase (Decrease)		1983	1982	% Increase (Decrease)
MIDDLE EAST	323,414	211,003	53.27	AFRICA	2,353	1,098	114.29
Bahrain	6,617	3,910	69.23	Africa (unsp.)	349	1	
Egypt	209	18		Algeria	126	344	
Iran	193	10		Angola	112	53	
Iraq	14,349	20,219	(29.03)	Cameroon	2		
Jordan	1,875,803			Ceiski		1	
Kuwait	14,781	8,604		Congo	12	52	
Lebanon	1,694	453		East Africa	18	6	
Libya	11,042	6,991	57.94	Ethiopia	2	3	
Oman	2,773	1,648		Ghana	1		
Qatar	2,863	1,357		Ivory Coast		1	
Saudi Arabia	251,080	156,527	61.68	Kenya	2		
U.A.F.	12,831	7,762	65.31	Liberia	7	1	
Yemen	1,009	700	44.14	Malawi	1		
Syria	22	1		Mauritania	1		
Israel	8			Morocco	24		
M. East (unsp.)	68			Nigeria	1,306	316	313.29
				Rep. of Venda	2		
				Somalia	62	5	
				South Africa		213	
				Sudan	170	1	
				Tanzania	15	10	
				Tunisia		4	
				Uganda	16	2	
				West Africa	27		35
				Zaire	2		
				Zambia	96	50	
ASIA	40,814	31,011	31.61	OCEANIA	2,072	683	203.37
Bangladesh	95	4		Australia	17	3	
Brunei	3,831	3,701		Nauru	173	41	
Borneo	4	3		New Zealand	9	37	
China	47			Papua New Guinea	1,873	602	211.13
Hongkong	13,178	7,424	77.5	AMERICAS	5,646	3,707	52.31
India	38			Bermuda	4		
Indonesia	913	762		Brazil	7		
Japan	12,057	13,685	(11.90)	Canada	347	370	
Korea	29	17		Diego Garcia Is.	1,754	884	98.42
Macau	9			Guam	78	118	
Malaysia	1,386	973	42.45	Mexico	2		
Nepal	15			New Caledonia	1		
Pakistan	4			Samoa	5		
Sabah	1			Trinidad & Tobago	1	24	
Singapore	9,036	4,337	108.35	U.S.A.	3,440	2,282	50.75
Sri Lanka	77	48		Venezuela	6	18	
Taiwan	28	55		Bahamas	1		
Vietnam	3			Virgin Is.		1	
Asia (unsp.)	42			TRUST TERRITORIES	3,086	1,148	168.82
EUROPE	2,878	1,465	96.45	British Indian Ocean Territory	14	75	
Austria	51	83		Caroline Is.	20	8	
Belgium	82	2		Marianas Is.	54		
Cyprus	154	84	83.33	Marshall Is.	17	28	
Denmark	80	143		Micronesia	5	2	
England	91	253		Majuro	1		
Finland	2	54		Palau	247	89	
France	113	55		Ponape	11		
French Polynesia			2	Salpan	2,472	911	170.26
Greece	598	130	360.00	Solomon	4		
Holland	69	33		Timian	1		
Ireland	1			Truk Is.	32	1	
Italy	1,011	281	259.79	Yap Is.	27	11	
Malta	50			Trust T. (unsp.)	2		
Norway	16	1		Wake Is.	179	20	795
Monaco	3			Fuji Is.		1	
Netherlands	4	10					
Spain	240	66					
Scotland	2						
Sweden	1	1					
Switzerland	146	23					
Germany	142	200					
Europe (unsp.)	22	6					
Western Europe		38					
				GRAND TOTAL	380,263	250,115	

PROCESSED SEABASED CONTRACT WORKERS

	Licensed Officers	Other Officers	Apprentices	Senior Ratings	Entry	Others Others	Not Specified	Total
Panama	5,684	58	662	9,326	5,067	1,853		22,650
Liberia	2,882	2	188	5,203	3,043	690	42	12,050
Philippines	1,111	1	187	1,121	746	64		3,230
Singapore	946	6	68	1,058	395	744		2,815
Saudi Arabia	603	9	38	864	439	370	1	2,374
Greece	338		167	1,030	473	43		2,051
Japan	464	12	62	680	362	31	3	1,614
Cyprus	299		55	529	227	29		1,139
Kuwait	138	4		231	95	196	1	667
U.A.E.	130	25	18	251	190	68		682
U.S.A.	135		5	167	85	100		492
Netherlands	20	1		84	85	283		473
U.K.	31	1		166	79	40		317
West Germany	78			119	61	13		271
Bahamas	39			170	103	140		392
Malta	24		4	66	53	1		148
Hongkong	31	2		58	40	14		145
Taiwan	7			38	1	2		42
Austria	10			10				20
France	10				8	8	15	41
Iran	21			76	37	24		158
Norway	23		2	92	68	56		241
Denmark	54			65	78	4		141
Bermuda	27			44	8	1		80
Thailand	25			29	11	2		67
Malaysia	159		3	67	18	17		264
Somalia	8			18		1		27
Dubai	30	7		100	52	30		219
Dutch Antilles					21	13		34
Lumoran	5			1	5			9
Lebanon	19			57	30	1		107
Libya	45	2	3	71	37	6		164
Grand Cayman	3			16	8	1		28
Male-Maldivs	19			2	4	3		28
Honduras	12			15	5	1		31
Dominican Rep.	9			8	3	2		22
Ireland	10				11			21
Bahrain	34	3		64	20	7		128
Spain				2	3	9		14
India				7	10	17		34
Qatar	9			3	16	14		42
Sweden				4	2	5		11
Guatemala						4		4
Tonga	8	1		1				10
Canada				3	2	2		7
Papua New Guinea	5			2				7
Douala-Cameroon	4			6				10
South Korea	6		1	6	7			20
Brunei	4	3	2	5	3			17
Nauru	11							11
Curacao	5			13	2			20
Sri Lanka				1	1		1	3
Iraq	7			4	1			12
Indonesia				1				1
Gabon			1	3	2	12		18
Algeria				1				1
Israel	2			1				3
China	1			1				2
Ethiopia						1		1
Jordan	12			34	17	5		68
Brazil	1				2			3
Bangladesh				1				1
Far East (N.S.)	2	1		2				5
Europe (N.S.)	2			28		3	35	68
Middle E. (N.S.)	2			37				39
Africa (N.S.)	1					1		2
S. America (N.S.)	7	3		41	3			54
N.S.							33	33
Others				35				35
Peru	6			6	1			13
Australia	1			1				2
Samoa					1	1		2
Egypt				2				2
Bulgaria	1							1
Sahara		1		1				2
Total	13,587	142	1,468	22,108	12,179	4,329	131	53,944
%	25.19	26	2.72	40.98	22.58	8.03	24	100.00

Landbased Accreditation 1983		Seabased Accreditation 1983	
No. of applications pending before	7	New vessels enrolled	787
No. of new applications received	1,795	Foreign registered vessels	758
No. of applications for processing	1,802	Philippine registered vessels	29
No. of applications processed	1,541	Cancelled/Terminated vessels	69
Given full accreditation	819	New principals accredited	72
Given provisional accreditation	667	Full accreditation	42
Denied	55	Provisional accreditation	30
No. of applications still pending	261	Cancelled/Terminated principals	3
No. of initial job order requests	210,250		

**PROCESSED OVERSEAS CONTRACT WORKERS
1975-1983**

YEAR	LANDBASED	SEABASED	TOTAL
1975	12,501	23,534	36,035
1976	19,221	28,614	47,835
1977	36,676	33,699	70,375
1978	50,961	37,280	88,241
1979	92,519	44,818	137,337
1980	157,394	57,196	214,590
1981	210,936	55,307	266,243
1982	250,115	64,169	314,284
1983	380,263	53,944	434,207

**Seamen Registered and Hired
By Majority Category
1983**

	Licensed Officers	Other Officers	Apprentices	Senior Ratings	Entry	Others Others	Not Specified	Total
Registered	445	82	6,176	314	2,823	438		10,278
Hired	13,587	142	1,468	22,108	12,179	4,329	131	53,944

**PROCESSED LAND-BASED CONTRACT WORKERS
BY MAJOR WORLD GROUPING
1975-1983**

	1975	1976	1977	1978	1979	1980	1981	1982	1983	TOTAL
AFRICA	342	473	515	1,305	1,134	1,611	2,144	1,098	2,353	10,975
ASIA	4,217	5,399	5,290	9,994	12,604	17,708	20,322	31,011	40,814	147,359
EUROPE	3,160	2,902	2,482	1,268	673	846	1,126	1,465	2,878	16,800
MIDDLE EAST	1,552	7,813	25,721	34,441	73,210	132,044	183,582	210,972	323,414	992,749
OCEANIA	551	133	139	80	312	165	223	714	2,072	4,389
THE AMERICAS	2,286	2,168	2,266	3,371	3,744	3,534	2,101	3,707	5,646	28,823
TRUST TERRITORIES	393	333	263	502	842	1,486	1,438	1,148	3,086	9,491
TOTAL	12,501	19,221	36,676	50,961	92,519	157,394	210,936	250,115	380,263	1,210,586

**PROCESSED LAND-BASED CONTRACT WORKERS
BY MAJOR OCCUPATIONAL GROUPING
1975-1983**

MAJOR OCCUPATIONAL GROUP	1975	1976	1977	1978	1979	1980	1981	1982	1983	TOTAL
PROFESSIONAL, TECHNICAL AND RELATED WORKERS	4,760	2,924	2,650	5,238	9,584	11,966	12,347	15,010	39,814	104,293
ENTERTAINERS MANAGERIAL, EXECUTIVE AND ADMINISTRATIVE WORKERS	1,925	3,872	2,057	6,097	8,380	12,395	14,333	13,425	13,117	75,601
CLERICAL WORKERS	71	82	210	331	1,441	740	1,804	1,462	1,870	8,011
SALES WORKERS	225	370	944	1,516	2,896	5,383	2,585	8,519	14,189	36,627
SERVICE WORKERS	53	16	30	69	265	451	466	1,394	2,259	5,003
SERVICE WORKERS	2,747	3,893	4,576	7,910	14,089	23,442	33,109	43,248	58,151	191,165
AGRICULTURAL, ANIMAL HUSBANDRY, FORESTRY WORKERS AND FISHERMEN	118	74	123	37	186	1,581	1,322	1,158	1,641	6,240
PRODUCTION PROCESS WORKERS, TRANSPORT EQUIPMENT OPERATORS AND LABORERS	2,602	7,990	26,086	29,763	55,678	101,436	144,970	165,899	249,222	783,646
TOTAL	12,501	19,221	36,676	50,961	92,519	157,934	210,936	250,115	380,263	1,210,586

Issuances on Overseas Employment

Office of the President
of the Philippines
Malacañang
Letter of Instructions No. 1320

ENHANCING WELFARE SERVICES FOR OVERSEAS WORKERS

TO: The Minister of Labor and Employment
The Minister of Foreign Affairs
The Minister of Justice

WHEREAS, overseas employment has been a boon to development by way of easing unemployment and providing precious foreign exchange earnings;

WHEREAS, overseas employment has also given rise to numerous welfare problems for workers at the jobsite and for families left behind;

WHEREAS, there is a need to respond to these problems expeditiously and promptly in order to maximize the gains achieved from overseas employment and to preserve the present share of the overseas labor market;

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Republic of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby direct that you:

1. institute through the Welfare Fund For Overseas Workers a System of gratuity for workers permanently disabled while employed overseas;
2. institute an annual Bagong Bayani Awards for exemplary service or performance of Filipino workers overseas and to organize a foundation for the purpose;
3. organize families of overseas contract workers into family circles for productive income generating and socio-cultural endeavors in coordination with other concerned agencies;
4. establish a summary system for adjudicating overseas employment cases with a view to settling them expeditiously and judiciously;
5. require workers to be properly briefed about their overseas work conditions, the laws, customs and practices of the receiving countries, and their responsibilities as workers and Filipinos in a system of pre-departure orientation briefing;
6. ensure that only workers with valid employment contracts duly processed by the MOLE are allowed to leave for overseas employment. On the basis of which their departure shall be given due course by the Commission on Immigration and Deportation;
7. establish a special unit to attend to the concerns of female overseas workers in coordination with appropriate agencies; and
8. establish model employment contracts compatible with the rules and regulations of each receiving country with the end in view of ensuring the best possible terms and conditions of employment and enforceability of employment contracts of Filipino overseas workers;

9. establish, together with the Ministries of Foreign Affairs, Health and Justice a simplified and direct authentication process for the documents of overseas workers, so that their faster deployment may be assured and our lead market position in the overseas job market may be maintained.

Done in the City of Manila this 1st day of May in the year of Our Lord Nineteen Hundred and Eighty-Three.

FERDINAND E. MARCOS
President
Republic of the Philippines

MALACAÑANG
Manila

Letter of Instructions No. 1319 ESTABLISHING A ONE-STOP DOCUMENTATION AND PROCESSING CENTER

TO: The Minister of the Budget
The Minister of Labor and Employment

WHEREAS, the competitive advantage of the Filipino manpower in the international job market must be preserved through faster documentation and processing of overseas workers;

WHEREAS, present services leading to deployment of overseas workers are now housed in seven separate offices causing undue delay and unnecessary expenses that prejudice our lead position in the international job market;

WHEREAS, a One-Stop Documentation and Processing Center will consolidate all existing services and enable the faster deployment of Filipino workers;

NOW, THEREFORE, I FERDINAND E. MARCOS, President of the Republic of the Philippines, by virtue of the powers vested in me by the Constitution, do hereby direct:

1. The Minister of Labor and Employment, establish within one month the One-Stop Documentation and Processing Center for overseas workers;
2. The Minister of the Budget to allow the POEA to use its income for at least one year to be deposited as a trust liability account for the acquisition of a suitable lot and building to house the One-Stop Documentation and Processing Center and the POEA offices. Further, to allow the POEA to enter into appropriate financing arrangements with the PNB or any other government funding institution to achieve this purpose.

Done in the City of Manila this 1st day of May in the year of Our Lord, Nineteen Hundred and Eighty-three.

FERDINAND E. MARCOS
President
Republic of the Philippines

**Rules and Procedures in the Authentication
of Documents of Workers for Overseas Employment
Pursuant to LOI No. 1320**

Pursuant to Section 9 of Letter of Instruction No. 1320 directing the establishment of a simplified and direct authentication process for the documents of overseas workers so that their faster employment may be assured and our lead market position in the overseas job market may be maintained, the Ministries of Labor and Employment, Foreign Affairs, Health, Justice and Education, Culture and Sports do hereby agree on and promulgate the following simplified and direct authentication rules and procedures.

Section 1. DIRECT AUTHENTICATION BY THE MINISTRY OF FOREIGN AFFAIRS. — The Ministry of Foreign Affairs shall directly authenticate all official documents or authentications issued by the Ministries of Labor and Employment, Health, Justice and Education, Culture and Sports relative to the documentation of workers for overseas employment.

Section 2. AUTHENTICATIONS OF OFFICIAL DOCUMENTS ISSUED BY OTHER MINISTRIES. — The Ministry of Labor and Employment, Health, Justice and Education, Culture and Sports shall identify the kind of official documents or signatories for these documents or authentications. The list of the official documents for authentications and the identities of the official signatories including their specimen signatures shall be furnished the Ministry of Foreign Affairs for its record, information within three (3) weeks from the effectivity of these Rules.

Section 3. SIGNATURES ON AUTHENTICATION OF OFFICIAL DOCUMENTS. — The Ministry of Foreign Affairs shall authenticate only those documents or authentications duly identified in the Ministry Listings if these bear the signature of the official signatories.

Section 4. PROCEDURES IN AUTHENTICATIONS. — The following procedures shall apply in the authentication of these documents:

- (a) **NBI Clearances** — NBI Clearances shall be authenticated directly by the Ministry of Foreign Affairs upon presentation of the original copy of the valid NBI Clearances. NBI Clearances are considered valid if presented within six (6) months from the date of issue.
- (b) **Medical Certificates** — Medical Certificates issued by medical clinics duly accredited to conduct medical examination for overseas employment shall be submitted to the Ministry of Health for verification and authentication. Certificates duly verified and authenticated by the Ministry of Health shall be finally authenticated by the Ministry of Foreign Affairs.
- (c) **School Transcript of Records, Diploma and Related Documents** — Original of the documents together with the photo copies shall be submitted to the Ministry of Education, Culture and Sports for verification and authentication. Verified and authenticated documents shall be finally authenticated by the Ministry of Foreign Affairs.

Section 5. AUTHENTICATING UNITS AT THE ONE-STOP DOCUMENTATION CENTER. — In order to obtain speedy and effective authentication of documents of overseas workers, the Ministry of Foreign Affairs and the Ministry of Health shall set up their respective authenticating units at the One-Stop Documentation Center of the Philippine Overseas Employment Administration. In setting on their respective units, the Ministries of Foreign Affairs and Health shall bring their own manpower and office supplies, as the Philippine Overseas Employment Administration shall provide the space, equipment, and maintenance of these offices.

Section 6. TECHNICAL COMMITTEE. — A Technical Committee on Authentication Procedures to be composed of representatives duly designated by their respective Heads of Offices is hereby created. The Committee shall review the authentication procedures from time to time and shall, whenever necessary, issue clarificatory and remedial circulars on the matter. The Minister for Foreign Affairs or his duly authorized representative shall be the Chairman.

Section 7. EFFECTIVITY. — These rules and procedures shall take effect immediately.

01-September-1983

MANUEL COLLANTES Acting Minister Ministry of Foreign Affairs	RICARDO C. PUNO Minister Ministry of Justice
ONOFRE D. CORPUZ Minister Ministry of Education, Culture and Sports	BLAS F. OPLI Minister Ministry of Labor and Employment
	JESUS C. AZURIN Minister Ministry of Health

**Joint Ministry of Health-Ministry of Labor and Employment
Rules and Regulations for the Accreditation
of Medical Clinics and the Conduct of Medical
Examination for Overseas Employment**

In order to establish, regulate and upgrade the standards of medical service and/or examination of workers for overseas employment and to ensure that only occupationally qualified and physically and medically fit workers participate in the overseas employment program, the Ministry of Labor and Employment (MOLE) and the Ministry of Health (MOH) hereby promulgate and issue these rules and regulations for the accreditation of medical clinics and hospitals for overseas employment and for the conduct of medical examinations.

Section 1. COVERAGE. These rules and regulations shall cover all duly licensed and registered hospitals, medical clinics and laboratories desirous of participating and offering their services to private employment agencies, private recruitment entities and manning agencies in the medical examination of workers being hired by them for overseas employment.

Section 2. **DEFINITION OF TERMS.** The following terms used in these rules and regulations shall mean as follows:

- a) Agency or entity refers to a private recruitment entity, private employment agency or manning agency duly authorized/licensed by the Philippine Overseas Employment Administration, MOLE, to recruit and deploy workers overseas.
- b) Agency Medical Examination Referral Slip refers to a form duly accomplished and issued by an Agency and addressed to an accredited medical clinic or hospital authorizing said clinic or hospital to conduct a medical examination on the worker named therein.
- c) Medical Clinic or laboratory refers to any medical clinic or laboratory duly accredited by the Ministry of Health and Ministry of Labor and Employment to conduct medical examination on workers for overseas employment.
- d) Hospital refers to any licensed private hospital accredited by the Ministry of Health and Ministry of Labor and Employment to conduct medical examination on workers hired for overseas employment.
- e) Principal refers to a foreign person, company or corporation hiring Filipino workers for overseas employment and is duly accredited for that purpose with an agency or entity.
- f) Basic Pre-Employment Medical Examination refers to the examination conducted on the workers as a pre-condition for his acceptance on the job and shall include complete physical examination, chest x-ray using plates not smaller than 11" x 14", complete blood count (CBC) including blood typing and hemoglobin determination, urinalysis, stool examination, dental examination and psychometric evaluation.

Section 3. **THE JOINT MINISTRY OF HEALTH (MOH)-MINISTRY OF LABOR AND EMPLOYMENT (MOLE) ACCREDITATION COMMITTEE.** There is established a joint MOH-MOLE Accreditation Committee which shall be tasked with the responsibility of implementing these rules and regulations in coordination with appropriate agencies in both the Ministry of Health and Ministry of Labor and Employment. The Committee shall have the following duties and responsibilities:

- a) Supervise the accreditation system and undertake such measures as well safeguard public interest;
- b) Review and approve applications for accreditation duly processed by the Secretariat;
- c) Receive and act on complaints for violation of these rules and regulations and recommend to appropriate authorities the proper sanctions to be taken;
- d) Develop systems and procedures for the accreditation or review or accreditation of hospitals and medical clinics, and for hearing complaints against accredited medical clinics and hospitals.

- e) Promulgate guidelines to govern the accreditation procedure; and
- f) Perform such duties and functions as may be assigned to it by the Minister of Health or the Minister of Labor and Employment from time to time.

The Committee shall be composed of the Minister of Health or his duly designated representative as Chairman and the Director, Workers' Assistance and Adjudication Office, Philippine Overseas Employment Administration, MOLE and Director, Bureau of Quarantine, MOH, as members.

The Committee may avail of the services of the Bureau of Quarantine, MOH and of the Workers' Assistance and Adjudication Office, POEA, for secretarial services.

Section 4. **REQUIREMENTS FOR ACCREDITATION.** The following requirements shall be submitted by a medical clinic or hospital applying for accreditation:

- a) Letter of application;
- b) Bureau of Domestic Trade or Securities and Exchange Commission Registration;
- c) Permit to operate a clinic or hospital from the Bureau of Medical Services, MOH;
- d) Professional tax receipts for practitioners-staff of the clinic or hospital who will be involved in the examination of workers for overseas employment
- e) NBI clearances for Officers-practitioners-staff identified above;
- f) Professional Regulations Commission Certificates and clearances for the medical staff;
- g) Adequate clinic facilities such as examining table, stethoscope, sphygmomanometer, clinical scale, examining light, snellens and jaeger charts, otoscope and fundoscope, and pairs of gloves.
- h) X-ray facilities meeting the following conditions:
 - (1) The X-ray of the clinic shall be certified by Radiation Health Office of MOH which certification shall be attached to the application;
 - (2) The clinic shall have a radiologist certified by the Philippine College of Radiology;
 - (3) The Clinic shall have at least one X-ray technician certified by the Office of Radiation Health, MOH;
 - (4) The X-ray unit shall not be less than 100MA AND SHALL USE X-RAY FILM not smaller than 11" x 14" for chest examination.
- i) In case the clinic also maintains a laboratory, the laboratory shall have:
 - 1) facilities adequate to perform the following examination: CBC, Blood typing, HB

determination, VDRL, Malarial smear, ESR, Urinalysis, Stool Examination, Pregnancy test, Filariasis and others.

- (2) The laboratory shall be under the supervision of a pathologist certified by the Philippine Board of Pathology and shall be manned by full-time medical technologists licensed and duly registered with the board of examiner for medical technology.

In case the clinic has no laboratory and only affiliates with one for laboratory services, the affiliation agreement together with the certification of the Bureau of Research and Laboratory, MOH, shall be attached to the application.

- k) Clinic staff (besides personnel mentioned for X-ray and laboratory section), namely:
 - (1) Two full time examining registered physicians with a minimum of three (3) years active practice and of good moral standing — one male and one female.
 - (2) Two full time registered nurses
 - (3) A cardiologist
 - (4) A psychologist
 - (5) A dentist
 - (6) An ECG technician
 - (7) A medical aide
 - (8) A messenger
- l) Floor Plan of the Clinic
 - (1) Reception Room — enough to accommodate at least 10-20 applicants at a time.
 - (2) Consultation Room
 - (3) Treatment Room
 - (4) Examination Room
 - (5) Laboratory Room
 - (6) Dental Room
 - (7) Psycho Room
- m) A cash bond of THIRTY THOUSAND (P30,000.00) PESOS to be deposited with the Philippine Overseas Employment Administration.

Section 5. WHERE TO FILE APPLICATION FOR ACCREDITATION. Application for accreditation shall be filed with the Bureau of Quarantine. A filing fee of TWO HUNDRED (P200.00) PESOS shall accompany the application.

Section 6. ACCREDITATION FEE. The fee for the accreditation of a medical clinic shall be ONE THOUSAND (P1,000.00) PESOS.

Section 7. VALIDITY OF ACCREDITATION

CERTIFICATES. Certificates of accreditation of medical clinics or hospitals shall be valid for one year.

Section 8. GUIDELINES IN THE CONDUCT OF MEDICAL EXAMINATIONS FOR OVERSEAS WORKERS.

The following guidelines shall govern the conduct of medical examinations:

- (1) *Who shall Conduct Medical Examinations for Overseas Employment.* Medical examination of workers for overseas employment shall be conducted only by hospitals, medical clinics and laboratories duly accredited for this purpose. Agencies shall have their recruits medically examined only by accredited hospital or medical clinics.
- (2) *When to Conduct the Medical Examination.* Medical Examination of workers for overseas employment shall be conducted only after the Agency or its Principal shall have interviewed and trade-tested or have decided to accept the worker for an overseas job. The Agency Medical Examination Referral Slip issued to the worker shall state this information.
- (3) *Scope of Pre-Employment Medical Examination.* Unless otherwise stated in the Medical Examination Referral Slip, the pre-employment medical examination shall include the following:
 - a) Complete physical examination;
 - b) Chest X-ray using plates not smaller than 11" x 14"
 - c) Complete blood count (CBC) including blood typing and hemoglobin determination;
 - d) Urinalysis;
 - e) Stool Examination;
 - f) Dental Examination; and
 - g) Psychometric Evaluation

In case applicant is 40 years old and above, the pre-employment medical examination shall include an electrocardiographic examination.

- (4) *Other Medical Tests.* Other medical tests not included in the scope of the pre-employment medical examination as defined above may be conducted in a worker if requested by the Agency or its Principal. The cost of said medical tests shall be borne by the Agency or Principal.

In the event that medical findings from the pre-employment medical examination need further studies, e.g. Apico-Lordotic view to confirm suspicious densities on chest X-ray examination or Fasting Blood Sugar (FBS) to confirm Positive Urine Sugar, the Agency shall be informed of it and the clinic shall charge the applicant only the cost of the materials that shall be subsequently used

- (5) *Cost of Medical Examination:*
 - a) The pre-employment medical examination shall cost not more than P120.00. As stated above, this shall cover complete physical examination, chest

X-ray using plates not smaller than 11" x 14", complete blood count including blood typing and hemoglobin determination, urinalysis, stool examination, psychometric evaluation and dental examination. Such cost shall be borne by the applicant except when the same is paid by the Principal as part of its mobilization expenses agreed upon in the recruitment agreement.

b) The rates for Special Examinations to be paid to the medical clinic or hospital by the Agency/ Employer are as follows: a. Electrocardiogram P60.00

- | | |
|--|------------|
| b. Audiogram | 40.00 |
| c. Fasting blood sugar | 30.00 |
| d. Other laboratory exam. | 30.00 each |
| 1. VDRL | |
| 2. Pregnancy | |
| 3. Uric Acid | |
| 4. T&R | |
| 5. Bilharzia, malaria and filaria | |
| 6. Sputum exam. for Acid Fast Bacillus | |
| e. Stool Culture | P40.00 |
| f. Smears | 40.00 |
| g. Dental Treatment (Optional). No clinic shall force the applicant for treatment of denture defects | |

Dental Extraction	P 30.00
Dental Filing	30.00

(6) *Submission of Medical Examination Results.* In order to hasten the deployment process, medical findings on workers officially referred to hospital clinic for pre-employment medical examination shall be submitted to the referring agency within 24 hours after referral. In the event that medical findings indicate the need for certain minor ailments to be treated, the clinic or hospital shall advise the Agency of the estimate period of time that said treatment shall be undertaken so that the same may be referred to the Principal for his acquiescence.

(7) *Integrity of Medical Examination Results.* The hospital or medical clinic shall guarantee the integrity of its medical examination results within a period of three (3) months. As part of this guaranty, the clinic/hospital shall file with its client Agency, the Philippine Overseas Employment Administration and the MOH an Affidavit of Undertaking the cost of repatriation and other expenses in the event that the employer rejects the accepted applicant or terminates the employment of the worker within three (3) months from the date of examination due to medical reasons, particularly for major pulmonary and/or cardiac conditions like advanced pulmonary tuberculosis, pulmonary tumor, bronchiectasis, cardiomegaly, congestive heart failure and such other illnesses the progress or state of which could have been detected during the pre-employment medical examination under Paragraph 3 above.

(8) *Medical Rating System.* In order to standardize the medical examination of workers, the Hospital or Medical Clinic shall use the attached Medical Rating Form and Medical Examination Records form in their return endorsements to Agencies.

(9) *Standard Medical Examination Fees.* In order to standardize and upgrade the quality of pre-employment medical examination of overseas workers, Accredited Hospitals and Medical Clinics shall follow strictly the schedule of fees in charging the worker/Agency.

Section 9. AUTHENTICATION OF MEDICAL EXAMINATION CERTIFICATES. Only medical examination certificates issued by duly accredited medical clinic or hospitals shall be authenticated by the Ministry of Health. An authentication fee of FIVE (P5.00) PESOS shall be charged per medical certificate. Authentication shall be done by the MOH Clinic at the POEA One-Stop Documentation Center.

Section 10. RESPONSIBILITIES OF MEDICAL CLINICS OR HOSPITALS. In addition to complying with all of the above requirements, it shall be the responsibility of an accredited Medical Clinic and Hospital to:

- (1) Abide with the Code of Medical Ethics of the medical profession in the Philippines;
- (2) Submit to the POEA and the MOH a monthly report of the workers it has medically examined by Agency;
- (3) Continually upgrade its facilities and the competencies of its medical staff;
- (4) Ensure that medical examinations of workers are done only at its premises and are conducted by its practitioners-staff duly identified in the application for accreditation;
- (5) Make sure that workers are not subjected to unnecessary or prolonged medication for non-existent ailments or sickness.

Section 11. RESPONSIBILITY OF AGENCY. It shall be the responsibility of the Agency to have their worker-applicants examined only by accredited medical clinics or hospitals.

Section 12. SANCTIONS. Violation of these rules and regulations shall be subject to the following sanctions:

- (1) In the case of a medical clinic or hospital, cancellation or suspension of its accreditation; and
- (2) In the case of an Agency, suspension or cancellation of its authority/license to recruit and deploy workers overseas.

Section 13. MOH CLINIC AT THE ONE-STOP DOCUMENTATION CENTER. The Ministry of Health shall establish and maintain a medical clinic at the "One-Stop Documentation Center" of the Philippine Overseas Employment Administration for purposes of conducting medical examination of workers who may be referred by the POEA as well as others who may choose to avail of its services and of authenticating medical certificates.

Section 14. EFFECTIVITY. These rules and regulations shall take effect on 01 June 1983 except subsection (1) Section 8 above which shall take effect three (3) months from 01 June 1983.

JESUS C. AZURIN
Minister of Health

BLAS E. OPIE
Minister of Labor and
Employment

Key Officials



Blas F. Ople
Minister of Labor and Employment
Chairman, Philippine Overseas
Employment Administration

Patricia A. Sto. Tomas
Administrator



Crescencio M. Siddayao
Deputy Administrator
Operations

Alcestis A. Mangahas
Deputy Administrator
Administration



Manuel G. Imson
Director
Market Development and
Placement Office

Elmor D. Juridico
Director
Workers Assistance and
Adjudication Office

Luzviminda G. Padilla
Director
Licensing and Regulation Office



Jonathan M.R.A. dela Cruz
Director (Ambassador,
Chief of Mission II)
Regional Labor Center for the
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