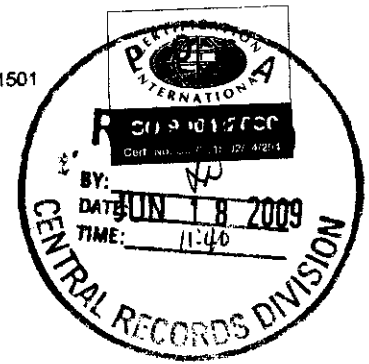




**Philippine  
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Employment  
Administration**

Republic of the Philippines  
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**MEMORANDUM CIRCULAR NO. 06**  
Series of 2009

TO : ALL CONCERNED LANDBASED AGENCIES

SUBJECT : Additional Documentary Requirement for the Verification and Registration of Principals and Documentation of Household Service Workers (HSWs) and Low/Semi Skilled Female Workers (LSFW)

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Further to Memorandum Circular No. 07, Series of 2008 on Requirements for Submission of Visas of HSWs and Low/Semi Skilled Female Workers and Memorandum Circular No. 5, series of 2009, on Processing of Low/Semi-Skilled Female Workers as Name Hires, and in order to strengthen the protection mechanism for OFWs, the following guidelines on the verification and registration of principals, approval of job orders and documentation of HSWs and LSFWs, whether they are hired through foreign placement agencies or directly by principals/employers, are hereby issued:

I. Verification of Recruitment Documents of Principals/Employers

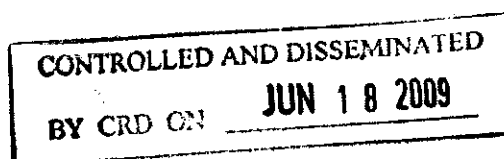
The Philippine Overseas Labor Office (POLO), as part of its verification procedure, shall conduct ocular or similar inspection of the establishment hiring the abovementioned categories of workers to determine the existence of the employing person, company or project and its capability to hire workers at acceptable terms and conditions,

All other existing requirements for verification as embodied in POEA Memorandum Circular No. 14, series of 2006 on Requirements for the Verification, Registration and Documentation of Overseas Household Service Workers and Selected Skills shall apply.

II. Registration/Accreditation of Principals/Employers

The following documents duly verified by the POLO shall be submitted to POEA for the registration of principals hiring HSWs and LSFW:

- a. Special Power of Attorney
- b. Manpower Request
- c. Master Employment Contract
- d. Business Registration of Principal



- e. Visa or equivalent document, if there is no POLO with jurisdiction on the jobsite.

All requests for approval of additional job orders shall require the submission of manpower requests from the principal/employer duly verified by the POLO. Other requirements for approval of additional job order shall apply.

III. Requirements for Processing and Issuance of POEA Exit Clearance for HSWs and Low/Semi Skilled Female Workers Hired through Licensed Philippine Recruitment Agencies

- a. Request for Processing
- b. Accomplished information sheet
- c. Individual employment contract
- d. Valid employment visa / work permit or equivalent document issued to the worker
- e. PDOS certificate (for HSWs)
- f. National Certificate II from TESDA-accredited assessment centers (for HSWs)
- g. Language orientation certificate from OWWA (for HSWs)

For e submitted requests for processing, documents (c) to (g) above shall be presented to POEA prior to issuance of the exit clearance:

Issuances/policies inconsistent with this Memorandum Circular shall be deemed repealed and amended.

For strict compliance.

  
JENNIFER JARDIN-MANALILI  
Administrator

16 June 2009