MEMORANDUM CIRCULAR NO. 10
Series of 2012
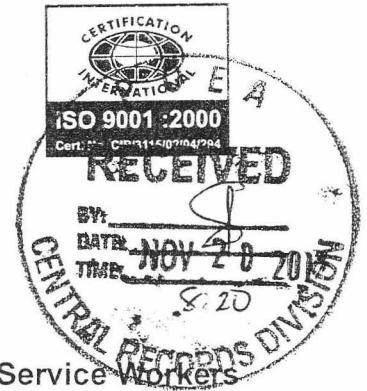
TO :   **ALL CONCERNED**

Subject: **New Guidelines on the Processing of Filipino Household Service Workers (HSWs) Bound for Lebanon**

Pursuant to POEA Governing Board Resolution No. 11, series of 2012, the processing and deployment of Balik-Manggagawa (BM) / vacationing Filipino Household Service Workers (HSWs) to their employers in Lebanon shall be allowed subject to the following guidelines:

A. **Coverage.** These guidelines shall apply to vacationing HSWs returning to their employers in Lebanon.

   1. Requirements for BM Processing:

      a. Accomplished BM Information Sheet
      b. Verified individual standard employment contract (SEC) for HSWs for Lebanon
      c. Copy of the worker's passport valid at least six months from date of intended travel to jobsite
      d. Valid Re-entry/work visa, with English translation
      e. Copy of worker's latest Iqama
      f. Plane ticket to jobsite

   2. Payment of fees:

      a. POEA processing fee
      b. OWWA membership fee
      c. Philhealth membership fee
      d. Pag-Ibig membership fee

B. **Clarification on the Application of the Prescribed Minimum Salary.** The prescribed minimum monthly salary of US$400 for Filipino HSWs for employment in Lebanon shall be paid in full and any salary deduction pertaining to food and accommodation, and other unauthorized and illegal deduction, shall be deemed a gross violation of the contract.

All previous issuances on the subject which are inconsistent herewith are hereby superseded.

This Memorandum Circular shall take effect fifteen (15) days after publication in a newspaper of general circulation and filing with the Office of the National Administrative Register.

HANS LEO J. CACDAC
Administrator

15 November 2012

CONTROLLED AND DISSEMINATED
BY CRD ON   NOV 2 0 2012