

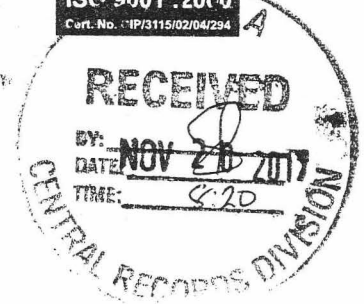


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**MEMORANDUM CIRCULAR NO. 12  
Series of 2012**



**TO : ALL CONCERNED**

**SUBJECT : Revised Guidelines on the Accreditation of Principals / Employers  
and Documentation of Filipino Household Service Workers (HSWs)  
Bound for the Hashemite Kingdom of Jordan**

Pursuant to the newly agreed Standard Employment Contract (SEC) for Household Service Workers between the Philippines and the Hashemite Kingdom of Jordan, the following guidelines for the recruitment, documentation and deployment of HSWs bound for Jordan shall apply:

**A. Coverage.**

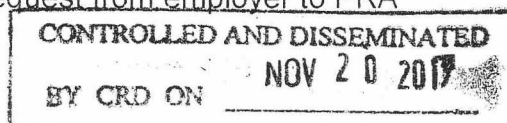
These guidelines shall apply to all Newly-Hired and Vacationing/Balik-Manggagawa HSWs bound for Jordan.

**B. POLO Accreditation.**

1. Requirements for POLO verification and issuance of Certificate of Accreditation to Jordan Recruitment Agencies (JRAs) hiring through Philippine Recruitment Agencies (PRAs):
  - a. Duly accomplished application form
  - b. Copy of the JRA's valid commercial registration and recruitment license
  - c. Copy of the passport /national ID / Iqama of the owner/CEO of the JRA bearing his photo and signature
  - d. Sketch or Google map of the location of the JRA office
  - e. Copy of the valid license of the Philippine Recruitment Agency (PRA)
  - f. Standard Recruitment Agreement between the JRA and the PRA
  - g. Manpower request / job order

The POLO shall issue a Certificate of Accreditation in three (3) original copies within twenty - four hours from receipt of complete documents.

2. Requirements for POLO verification of documents of individual employers hiring through PRAs:
  - a. Duly accomplished application form
  - b. Standard Recruitment Agreement / Service Agreement between the Employer and the PRA
  - c. Manpower request from employer to PRA



- d. Copy of the passport/national ID/iqama of the employer bearing his photo and signature
- e. Sketch or Google map of the location of the residence of the employer
- f. Copy of the valid license of the PRA

**C. Registration/validity of POEA registration of JRA / individual employers.**

- 1. POEA registration of JRAs and individual employers.

The PRAs shall file their requests for the registration of JRAs / individual employers by submitting the original copy of the certificate of POLO accreditation accompanied by the supporting documents prescribed in item B.1 (for JRAs), and for individual employers, original copies of the verified documents prescribed in item B.2.

POEA shall immediately register the JPA/individual employer upon receipt of the complete documents.

- 2. Validity of registration.

The registration for JRAs shall be valid for a period of four (4) years, unless sooner revoked or cancelled by the Administration for any violation of the POEA Rules, or upon advice of cancellation / revocation of the Agreement by either or both of the JRA and the PRA.

Validity of registration of individual employers shall be based on the validity of the individual employment contract of the HSWs.

**D. JRAs / Individual Employers and PRAs with No Derogatory Record.**

Only JRAs / individual employers and PRAs without any derogatory record shall be allowed to hire and deploy Filipino HSWs to Jordan. Derogatory records shall include recruitment and deployment of undocumented Filipino HSWs to Jordan during the imposition of the deployment ban, and documented reports / complaints of violation of the terms and conditions stipulated in the employment contract.

- E. Strict Enforcement of the new SEC for HSWs for Jordan.** PRAs shall ensure the strict enforcement of the agreed Standard Employment Contract between the Philippines and the Kingdom Hashemite of Jordan for HSWs for Jordan and adherence to the Rules under the HSW Reform Package by JRAs and employers.

## **F. Requirements for Contract Processing**

### **1. Documentary Requirements:**

#### For New Hires:

- a. Request for Processing
- b. Verified individual Standard Employment Contract (SEC) for HSWs for Jordan
- c. Copy of the national ID/passport / Iqama of the employer bearing his photo and signature
- d. Copy of worker's passport valid at least 6 months from date of intended travel to jobsite
- e. Copy of the worker's valid visa, with English translation
- f. Consolidated PDOS certificate from OWWA
- g. Original copy of HSW NCII from TESDA
- h. Certificate of coverage of the mandatory insurance

#### For Balik-Manggagawa / vacationing Workers:

- a. Accomplished BM Information Sheet
- b. Verified individual Standard Employment Contract (SEC) for HSWs for Jordan
- c. Copy of the worker's passport valid at least six months from date of intended travel to jobsite
- d. Copy of the worker's valid 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 contribution

**G. Clarification on the Application of the Prescribed Minimum Salary.** The prescribed minimum monthly salary of US\$400 for Filipino HSWs for employment in Jordan 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.

- H. Replacement of Worker with Cancelled Contract.** Replacement of a contracted and documented worker who is unable to pursue overseas employment regardless of reason/s shall be covered by a new verified SEC.
- I. On-site Assistance to Distressed HSWs.** The PRA shall immediately respond to distress calls from their deployed HSWs abroad or from their families and shall coordinate with the JRAs and the POLO for immediate assistance to the workers.
- J. Principals and Employers with Derogatory Records.** The POLO and the POEA shall maintain a database on principals and employers with derogatory records of contract violation, abuse and maltreatment, violation of recruitment laws, violation of immigration laws of the host country and non-cooperation in resolving employment disputes and/or welfare concerns, affecting their contracted HSWs.

Principals and employers with derogatory records shall be placed on watchlist and shall be disqualified to participate in the overseas employment program of the government. Recruitment and deployment of workers to watchlisted principals and employers shall not be allowed.

**K. Monitoring and Reporting.** It shall be the responsibility of the PRA to:

1. Closely and periodically monitor the status and wellbeing of the HSWs onsite; and
2. Immediately report to the POEA any significant occurrence that affects the employment and welfare of deployed HSWs.

All previous issuances on the subject which are not consistent herewith are deemed superseded.

This Circular shall be effective 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