



**Philippine  
Overseas  
Employment  
Administration**

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MEMORANDUM CIRCULAR NO. 04  
Series of 2012

TO: ALL CONCERNED

Subject: Guidelines in the Processing and Deployment of Overseas Filipino Workers for Kurdistan

Pursuant to POEA Governing Board Resolution No. 03, series of 2012, on the re-imposition of the total deployment ban on Iraq except Kurdistan, the following guidelines are hereby issued on the documentation and deployment of OFWs to Kurdistan:

**A. Coverage.**

All workers, including new hires and *balik-manggagawa* / vacationing workers, whose employers / companies are based and operating within the territorial boundaries of the Autonomous Region of Kurdistan, shall be covered by this guidelines.

**B. Requirements for the registration / accreditation of Kurdistan - based principals / employers:**

1. Verified / authenticated Special Power of Attorney / Recruitment Agreement / Service Agreement or equivalent document;
2. Manpower request / job order indicating the number of positions and salaries per position;
3. Commercial registration / valid business license of the employer;
4. Employer / company profile, including data on nature of business, labor force, number / categories of Filipino workers employed, if any;
5. Guarantee of availability of appropriate visa, duly noted / acknowledged by concerned government authorities;
6. Master employment contract with an express provision for personal life and accident insurance with a minimum coverage of P1,000,000, the premium of which shall be borne by the employer;
7. Contingency plan; and
8. Undertaking from the employer guaranteeing the:
  - a) Safety of the workers;
  - b) Close monitoring and enforcement of necessary policies to prevent incidences of runaways and desertion; and
  - c) Immediate evacuation / repatriation of workers as may be warranted.

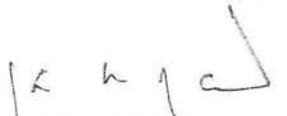
**C. Requirements for employment contract processing:**

1. Request for processing (RFP);
2. Undertaking from the agency to closely monitor the status of the workers on-site, and to report to POEA significant incidents involving its deployed workers, pursuant to Part II, Rule X, Section 1.h of the POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Workers;
3. Certificate of mandatory insurance coverage for OFWs; and
4. Valid employment visa bearing the name of the sponsor /employer.

**D. Supplemental Requirements:**

1. Agencies are required to submit reports on their deployed and repatriated workers on their Kurdistan projects; and
2. Recruitment and deployment of overseas Filipino workers for Kurdistan will be strictly placement fee free.

For strict and immediate compliance.

  
**HANS LEO J. CACDAC**  
Administrator

27 April 2012