



**Philippine  
Overseas  
Employment  
Administration**

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Department of Labor and Employment  
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**MEMORANDUM CIRCULAR No. 05  
Series of 2012**

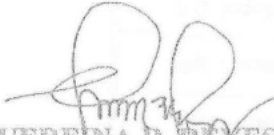
**TO : ALL CONCERNED**  
**SUBJECT : Guidelines in the Processing and Deployment of Overseas Filipino Workers  
For Kurdistan**

Further to Memorandum Circular No. O4, Series of 2012 dated 27 April 2012 providing for the Guidelines in the Processing and Deployment of Overseas Filipino Workers for Kurdistan, the following additional guidelines are implemented:

- A. Documentary Requirements for Verification of Employers:**
1. Special Power of Attorney (SPA), or equivalent document
  2. Manpower request signed by the employer
  3. Master Employment Contract
  4. Commercial registration/valid Business License of the employer
  5. Guaranty of availability of appropriate visa
- B. Authorized POLO to Undertake Verification**

In the absence of POLO presence in Iraq, the Philippine Overseas Labor Office (POLO) in Amman, Jordan will conduct the verification of principals/employers operating/based in the Kurdistan Region.

For strict and immediate compliance.

  
**AMUERFINA R. REYES**  
Officer in Charge

15 May 2012

**CONTROLLED AND DISSEMINATED**  
BY CRD ON MAY 22 2012