



**MEMORANDUM CIRCULAR NO. 08**  
Series of 2012

**TO: ALL CONCERNED**

**Subject: New Guidelines on the POLO Accreditation and POEA Registration of Saudi Recruitment Agencies (SRA) Hiring Filipino HSWs Bound for Saudi Arabia**

**I. Requirements for verification and issuance of Certificate of Accreditation.**

1. Application form
2. Copy of the SRA's valid commercial registration and recruitment license
3. Copy of the passport /national ID / iqama of the manager of the SRA bearing his photo and signature
4. Sketch or Google map of the location of the SRA office
5. Copy of the valid license of the Philippine Recruitment Agency (PRA)
6. Recruitment Agreement between the SRA and PRA including provisions required by the POEA
7. Manpower request / job order

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

**II. Registration of Saudi Recruitment Agencies (SRAs) at the POEA.**

Philippine Recruitment Agencies (PRA) shall file their requests for the registration of Saudi Recruitment Agencies by submitting the Original copy of Certificate of POLO accreditation accompanied by the supporting documents prescribed in item I.

Upon receipt of the complete documents, the POEA shall issue a Certificate of Registration within twenty-four hours.

**III. Effects on existing registered principals / employers and job orders.**

To ensure conformity and compliance with the new requirements and policies on the employment of Filipino HSWs for Saudi Arabia, all existing registration of HSW principals / employers and job orders are no longer valid.



All previous issuances on the subject which are inconsistent herewith are hereby superseded.

This Memorandum Circular takes effect upon the completion of publication in a newspaper of general circulation and filing with the Office of the National Administrative Register.



**HANS LEO J. CACDAC**  
Administrator

PSO/POEA  
2 October 2012