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Administration

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MEMORANDUM CIRCULAR NO. 10
Series of 2013



TO: ALL CONCERNED

Subject: Guidelines in the Processing and Deployment of Overseas Filipino Workers to
Iraq Hired through Licensed Recruitment Agencies

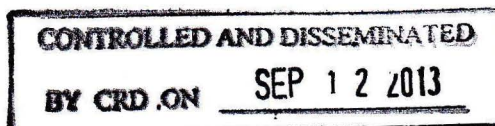
Pursuant to POEA Governing Board Resolution No. 03, series of 2013, on the inclusion of Iraq in the list of countries certified by the DFA as compliant with the guarantees on the protection of the rights of Filipino migrant workers, as stipulated in Section 3 of RA 10022 and on the lowering of the security alert level in Iraq from alert level 3 to alert level 1 which effectively lifted the deployment ban on Iraq, the following guidelines are hereby issued for the processing and deployment of overseas Filipino workers to Iraq.

A. Coverage.

These guidelines shall apply to newly hired workers through licensed recruitment agencies, excluding household service workers.

B. Requirements for Employer Registration:

1. Verified and authenticated Special Power of Attorney or Recruitment Agreement or Service Agreement. In the absence of the Philippine Overseas Labor Office (POLO) in Iraq, employment documents for employer registration shall be verified by the POLO in Amman, Jordan, or authenticated by the Philippine Embassy in Iraq.
2. Manpower request / job order indicating the positions, 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, number of years in operation, size /volume of current labor force;
5. Master employment contract providing among others the following:
 - 5.1 the exact address and location of jobsite
 - 5.2 life, accident and medical / hospitalization insurance with a minimum coverage of US\$50,000 covering the duration of the employment contract, the premium of which shall be borne by the employer



6. Undertaking from the agency:

- a. to closely monitor the status of the workers on-site through close coordination with the employer;
- b. 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;
- c. not to deploy workers to no-go zones designated by the Philippine government; and
- d. to submit reports to POEA on their deployed and repatriated workers to and from Iraq.

7. Undertaking from the employer guaranteeing the:

- a. protection and safety of the workers;
- b. monitoring and enforcement of necessary policies to prevent incidences of runaways and desertion which may jeopardize the safety and welfare of the workers;
- c. coordination / immediate reporting to the Philippine Embassy / Philippine Overseas Labor Office / Philippine recruitment agency of any significant incident affecting the status of the employment, safety and welfare of the workers on-site;
- d. that the workers will not be re-deployed / reassigned to identified *no-go* zones;
- e. establishment of Occupational Health & Safety (OHS) programs that include hazard identification, risk assessment and control and prevention, including medical monitoring;
- f. provision of basic welfare facilities such as clean and safe uncontaminated food and water amenities; and
- g. Immediate evacuation / repatriation of workers as may be warranted.

8. Contingency/Security Plan from the employer

C. Requirements for Contract Processing:

- a. Request for Processing
- b. Certificate of mandatory insurance coverage for OFWs; and
- c. Valid appropriate visa indicating among others, the name of the sponsor/employer.

D. Special Provisions

1. Deployment to the following *no-go* zones designated by the Philippine government shall be strictly prohibited:
 - a. Anbar Province
 - b. Ninewah / Nineveh Province
 - c. Kirkuk Province (a.k.a. Tamim; Al Tanim; At-Tamim)
 - d. Salahuddin / Salahaddin Province
2. Cancellation of license shall be imposed to agencies engaging in the re-deployment of workers to *no-go* zones.
3. Deployment to Iraq shall be confined to skilled and professional workers.

This Circular shall be effective fifteen (15) days from publication in a newspaper of general circulation and filing with the Office of the National Administrative Register.

By Authority of the Administrator:



LIBERTY T. CASCO
Deputy Administrator
and
Officer-in-Charge