



**Philippine  
Overseas  
Employment  
Administration**

Republic of the Philippines  
Department of Labor and Employment  
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501  
Website: www.poea.gov.ph E-mail: info@poea.gov.ph  
Hotlines: 722-1144, 722-1155



**MEMORANDUM CIRCULAR NO. 01**  
**Series of 2014**

**TO : ALL CONCERNED**

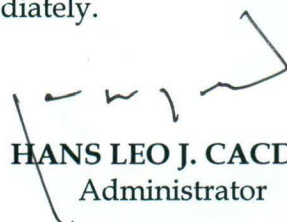
**SUBJECT : Timor Leste's Restriction on the Employment of Foreign Semi-Skilled and Household Service Workers**

The Department of Foreign Affairs through the Philippine Embassy in Dili reported on the new guidelines issued by the government of Timor Leste, prohibiting the employment of unskilled foreign nationals as well as those in the following job categories:

- Hotel, restaurants and hotel staffs
- Public transport and company vehicle drivers (except eight wheel drivers)
- Office receptionists
- Security guards
- Cashiers
- Stock clerk/logistics supervisor
- Assistants (to any position)
- Photocopier operators
- Cleaners
- Gardeners
- Street and retail vendors
- Household service workers

Therefore, the Philippine Overseas Employment Administration shall not process the employment documents of newly-hired workers bound for Timor Leste who fall under the aforementioned job categories.

For strict compliance effective immediately.

  
**HANS LEO J. CACDAC**  
Administrator

24 January 2014  
anel/mktng

