



**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 2015**

Pursuant to Rule I, Part VIII of the 2002 POEA Rules and Regulations Governing the Recruitment and Employment of Land-based Workers, and to ensure compliance therewith, the Administration deems it proper to reiterate the responsibility of all duly licensed recruitment and placement agencies to ensure that the worker's interest are amply protected and their well-being and welfare are promoted.

Likewise, the agencies are mandated to submit reports on the status and condition of the workers especially the vulnerable workers and in this relation all recruitment and placement agencies duly licensed by the Administration deploying household service workers (HSWs) are enjoined to have a Facebook account, specifically for the following purposes:

1. Communication platform for deployed HSWs;
2. Dispute prevention;
3. Endorsement of complaints; and
4. Submission of reports to the POEA.

The creation and maintenance of the Facebook account will also be required for the processing of the household service workers in the Land-based Center. Further, the recruitment and placement agencies are likewise enjoined to share the Facebook account to their deployed HSWs and this Administration. The Employment Services and Regulation Division (ESRD) will monitor the compliance of the agencies.

This Circular shall take effect fifteen (15) days after its publication.

For strict compliance.

City of Mandaluyong, \_\_ February 2015.

  
**HANS LEO J. CACDAC**  
Administrator

