



**Philippine  
Overseas  
Employment  
Administration**

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**MEMORANDUM CIRCULAR NO. 07  
Series of 2015**

To: **ALL CONCERNED**

Subject: Employment Contract

It has come to the attention of this Administration that a good number of employment contracts presented by departing OFWs during pre-departure airport formalities are not appropriately filled up. The spaces provided in the contract for the required information, such as *Position* and *Salary* are filled up with **"AS PER APPROVED JOB ORDER"**, instead of the actual job category and salary of the worker.

Employment contracts are intended to clearly stipulate the basic terms and conditions of employment, among which are the position and salary of the worker. Failure to indicate these basic information in the contract renders such contracts grossly defective which may be a ground for offloading of the workers from their intended flights by clearing authorities.

Section 1, Rule IX, Part II of the 2002 Rules and Regulations Governing the Recruitment and Employment of Land-based Overseas Workers provides that departing OFWs shall be monitored at international airports and other exit points in the country to ensure that they are properly documented before proceeding to their overseas jobsites. Workers without proper documents shall not be cleared for departure.

Concerned agencies are therefore reminded to ensure that the employment contracts signed by their hired workers are properly accomplished based on job orders approved by the POEA. Otherwise, contract signing is reduced to mere paper compliance which shall have legal repercussions.

This Circular shall take effect immediately.

  
**HANS LEO J. CACDAC**  
Administrator

POEA/PSO  
15 June 2015

