

## News Release

February 18, 2021

# Guidelines on reporting of accommodation for HSWs

The Philippine Overseas Employment Administration (POEA) has released its guidelines on the reporting of accommodation or housing facilities provided by licensed recruitment agencies deploying household service workers (HSWs).

The POEA issued the guidelines to further take positive and concrete measures in safeguarding the welfare and interest of HSWs, who require the highest degree of protection due to the vulnerable nature of their employment.

Pursuant to Memorandum Circular No. 30, Series of 2020, all concerned recruitment agencies are required to submit a list of applicant-workers housed at the provided facility indicating their complete names, date of birth, age, permanent address, date of admission to the facility, and the status of their application for overseas work.

The said report must be submitted to the Licensing Branch not later than April 30, 2021, together with the other required documents such as the Contract of Lease indicating the exact location and proof of ownership of the facility; valid Fire Safety Inspection Certificate and building permit; sketch of actual location; photos and videos of the facilities; name of the facility caretaker; and the accommodation house rules.

Also, copies of the applicant-workers latest photos must be submitted to the Anti-Illegal Recruitment Branch for reference.

Agencies may submit their reports through a designated drop box located at the POEA lobby. The documents must be fastened in pink folder labeled with Accommodation House with the name of the agency and their official email address and landline numbers.

Further, any changes in the information provided must be reported to the Licensing Branch within 15 working days from the date of the changes in the accommodation of the HSWs.

The POEA maintained that the information gathered through the reporting system shall be used solely to monitor the welfare and safety of applicant HSWs. ###