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DEPLOYMENT OF DOMESTIC HELPERS TO HONGKONG

POEA MEMORANDUM CIRCULAR NO. 46, September 10, 1991

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In view of the National Government's thrust to afford protection to overseas contract workers and pursuant to its authority to regulate the activities of licensed agencies, the following guidelines are hereby issued:

Licensed agencies may undertake the processing of domestic helpers for Hongkong provided that accreditation requirements herein stated and individual employment contracts duly authenticated by the Philippine Consulate General in Hongkong are presented to the Administration.

Further, all Hongkong principals hiring domestic helpers shall be required to undergo new accreditation.

A
General Requirements for Accreditation

The following shall be required of agencies seeking accreditation of their principals in Hongkong:

1. Special Power of Attorney (SPA) issued in favor of the Philippine Agency

2. Manpower request

3. Copy of business license

4. Affidavit of Undertaking by Hongkong agency and Philippine recruitment agency that:

- collection of placement fees shall be a maximum of P5,000

- airfare of the worker shall be shouldered by the Employer

- all documentary requirements shall be provided free of charge by the Employer and that any advance payment made by the helper shall be reimbursed by the employer

- no deductions shall be made from the regular salary of the worker other than compulsory contributions prescribed by law

5. Certification from the Philippine Consulate General in Hongkong that subject Hongkong agency/employer has no derogatory record or pending welfare case.

6. Undertaking that the Philippine agency shall source applicants only through the POEA pool of workers.

A.1 to A.5 shall be duly verified by the Office of the Labor Attache in Hongkong. The Labor Attache office shall only verify contracts submitted by Hongkong principals duly accredited by POEA.

The single accreditation system as per MC 35 issued July 25, 1991 shall be applicable.

B
Centralized Pre-Departure Orientation Seminar (PDOS)

Agencies who have complied with the guidelines for special accreditation shall be required to refer all their hired

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domestic helpers to the PDOS conducted by POEA.

Attendance in this Seminar shall be pre-scheduled with the POEA. Workers shall bring a copy of their employment contract and a letter referral from the agency. PDOS certificate shall form part of document requirements for contract processing.

C
Contracts Processing

Contracts processing at Employment Contracts Processing Branch and the Namehire Unit of the Government Placement Branch shall be subject to the following requirements:

1. Individual employment contract verified by the Office of the Labor Attache; in the case of Namehires, such contracts shall bear the namehire stamp of the Labor Attache.

2. Visa issued by the British Embassy

3. Ticket Exchange Voucher verified by the Office of the Labor Attache

4. PDOS certificate issued by POEA

D
Registration and Training

The Administration shall continue the registration and training of domestic helper applicants bound for Hongkong in coordination with the DOLE/POEA regional offices and NGO's tapped for this purpose. This undertaking shall take cognizance of the nation's displaced workers pool.

Applicants must have the following qualifications:

1. At least 21 years old

2. Must speak conversational English

3. Must have knowledge of general housekeeping and childcare

4. Must have good moral character

This Order takes effect immediately.

Adopted: 10 Sept. 1991

(Sgd.) JOSE N. SARMIENTO
Administrator

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