

GUIDELINES ON THE RECRUITMENT AND DEPLOYMENT OF FILIPINO WORKERS TO EGYPT

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In order to facilitate the recruitment and deployment of Filipino workers to Egypt and ensure their welfare and protection, the following guidelines are hereby issued:

A. Accreditation of Principals:

Only employers hiring workers through Philippine agencies shall be allowed accreditation. The following documents shall be required of agencies seeking accreditation of their principals in Egypt:

1. Special Power of Attorney or Recruitment Agreement duly authenticated by the Philippine Embassy.
2. Verified and/or authenticated manpower request which includes workers' position, salary and other particulars of the compensation package.
3. Copy of commercial registration or business license of principal with English translation.
4. Verified and/or authenticated master employment contract which shall include, among others, the provisions on the following:

a. Hours of work:

Regular working hours of not more than eight (8) hours a day. In the case of medical workers, hours of work shall not exceed 208 hours per month

b. Overtime Pay:

Overtime rate for hours worked beyond 8 hours which shall not be less than 125% of the basic hourly rate and 200% for hours worked on designated rest day and holidays.

c. Custody of Passport and Other Documents Pertaining to Worker's Credentials.

Passport and other documents pertaining to workers' credentials shall remain in the custody of the workers.

d. Grievance Procedure:

All claims and complaints relative to the employment contract shall be settled with the participation of a representative from the Philippine Embassy. In case the amicable settlement fails, the matter shall be submitted to the competent or appropriate government body of the host country or in the Philippines at the option of the complaining party.

e. Just causes for termination of contract

B. Renewal of accreditation and approval of additional manpower request

Renewal of accreditation of principals may be allowed upon submission of the following requirements:

1. Special Power of Attorney or Recruitment Agreement duly authenticated by the Philippine Embassy.

2. Verified and/or authenticated manpower request which includes the workers' position, salary and volume of workers needed.
3. Copy of renewed commercial registration or business license of principal with English translation.
4. Verified and/or authenticated master employment contract.

For purposes of approval of additional manpower request, the agency shall submit verified and/or authenticated manpower request.

C. Transfer of Accreditation

Requests for cancellation and transfer of accreditation of a principal may be allowed upon submission of the following documents:

1. Revocation by the employer/principal of the Special Power of Attorney (SPA) granted to the former agent
2. Notice of the employer/principal to the previous agent of such revocation
3. Application of the new agent for the transfer of accreditation
4. Affidavit of assumption of responsibility by the transferee agent

D. Processing of Workers' Documents:

The following shall be submitted to the Landbased Center for processing of the workers' documents:

1. Request for processing
2. Individual employment contract based on the verified and/or authenticated master employment contract
3. Work permit/employment visa issued by the Egyptian government
4. Workers' information sheet

This circular takes effect 15 days after publication in a newspaper of general circulation.

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(SGD.) REYNALDO A. REGALADO
Administrator

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