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GUIDELINES ON THE SELECTION AND DEPLOYMENT OF FILIPINO AU PAIRS TO DENMARK

POEA MEMORANDUM CIRCULAR NO. 08, S. 2010, October 06, 2010

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Pursuant to POEA Governing Board Resolution No. 07, Series of 2010, and in line with the Administration's thrust to ensure the welfare of Au Pairs bound for Denmark, the following guidelines shall govern the documentation of Filipino Au Pairs bound for that country:

I. Coverage

This Circular shall apply to Filipinos leaving as Au Pairs for Denmark and their host families in that country.

II. Definition of Terms

For purposes of these guidelines, the following terms shall mean:

a. Au Pair – the term used to describe a young Filipino, between, 18 and 29 years of age, unmarried and without any children, placed under a cultural exchange arrangement with a Danish host family for a maximum stay of two years for the purpose of immersion in cultural and language learning.

During this immersion, the au pair is enrolled in a school to learn the Danish language, shall live with the host family at par (au pair) or on an equal basis with the immediate members of the host family, shall be given pocket money, share in child care, light household chores and responsibilities previously agreed upon in an au pair placement contract between the au pair and the host family.

b. Host family – shall refer to the family that the Au Pair will be living with for the duration of the au pair contract.

III. Documentation of Au Pairs at POEA

Filipino au pairs bound for Denmark shall be processed at POEA as name hires. The following documents shall be submitted by the au pair to POEA:

1. Au pair contract signed by the au pair and the head of the host family duly authenticated by the Philippine Embassy in Norway which has jurisdiction over Denmark.

2. Copy of passport with the stamped valid au pairs visa.

3. Pre Departure Orientation Seminar (PDOS) certificate issued by the Overseas Workers Welfare Administration (OWWA)

4. Valid "fit to work" medical examination result

Upon submission of (1) and (2) documents above, the au pair shall be referred for medical examination to their preferred DOH-accredited clinic and for attendance to the OWWA Pre-Departure Orientation Seminar. The POEA exit clearance shall be issued upon successful evaluation of the complete documentary requirements and

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payment of the corresponding processing fee.

IV. Cost of Selection

The Danish host family shall shoulder all travel cost related to the sponsoring of the Filipino au pair. This includes the cost of visa, POEA processing fee (US$100 or its peso equivalent), OWWA membership contribution (US$25 ir its peso equivalent) and airfare.

The au pair shall be responsible for the cost of passport, NBI clearance, birth certificate, medical examination, Philippine Health Insurance (PhilHealth) premium and other similar documentation costs, if not shouldered by the host family.

The POEA exit clearance entities that au pair to exemption from the Philippine travel tax (P1,600) and airport terminal fee (P750).

V. Standard Contract for Au Pairs

The contract of the Filipino au pair shall be as prescribed by the Denmark government and shall include a provision that in the event of death of the au pair during the term of her contract, the repatriation of her remains and transport of her personal belongings and all costs attendant thereto shall be shouldered by the employer. The employer may secure a repatriation insurance for this purpose.

In case the repatriation of remains is not possible, the same may be disposed of upon prior approval of the au pair’s next of kin or by the Philippine Embassy.

In the event that the au pair becomes ill or injured to the extent that she can no longer fulfill her contract, and after proper medical assistance have been provided her, the cost of repatriation to the Philippines and all costs attendant thereto shall be at the expense of the employer. The employer may secure a repatriation insurance for this purpose.

VI. Settlement of disputes

Should a breach of contract occur and in case counseling and mediating are not sufficient, the au pair may lodge a case in Danish Courts. Depending on the dispute, the au pair may request the assistance of the Danish Refugee Council to help mediate with the host family through its Au Pair Support (http://www.aupairsupport.dk). The Danish Refugee Council is a private humanitarian organization.

These Guidelines shall be effective fifteen (15) days from publication in a newspaper of general circulation.

(SGD.) JENNIFER JARDIN-MANALILI
Administrator

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