

GUIDELINES ON THE RECRUITMENT AND DEPLOYMENT OF FILIPINO HOUSEHOLD WORKERS TO SINGAPORE

POEA MEMORANDUM CIRCULAR NO. 09, S. 2005, July 26, 2005

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/8f8950e7a978/>

Pursuant to the Administration's deregulation thrust and continuing program to simplify and streamline procedures on the documentation of overseas Filipino workers, the following guidelines are hereby prescribed for the recruitment and deployment of household workers to Singapore.

I. General Policy

Only employment agencies which are duly licensed by the Singapore government shall be qualified to be registered by POEA as principals/employers of Filipino household workers.

II. Pre-Qualification Requirements for Singapore Principals/employers at the Philippine Overseas Labor Office (POLO)

The following documents shall be submitted by the Singapore employment agencies to the POLO at the Philippine Embassy:

1. Agency profile with ACRA business profile
2. Notarized Affidavit of undertaking by the Singapore employment agency
3. Bond Certificate of a banker's guarantee of \$5,000 by the Singapore agency
4. Valid license of the principal issued by the Singapore Ministry of Manpower
5. Valid POEA license of the Philippine recruitment agency

III. Registration of Singapore Principals/Employers

The following requirements shall be submitted to POEA for the initial registration of Singapore principals/employers:

1. Special Power of Attorney (SPA), duly verified by the POLO
2. Manpower request duly verified by the POLO
3. Valid license of the principal from the Singapore Ministry of Manpower
4. Principal's Pre-Qualification Certificate from the POLO.

IV. Renewal of Registration

Renewal of registration of principals/employers shall be approved upon submission of a valid verified SPA and Manpower Request and the license from the Singapore Ministry of manpower

V. Documentation of Workers

Processing of Agency-hired Workers. Employment contracts of household workers hired through Philippine recruitment agencies shall be processed at POEA upon submission of the following documents:

1. Request for Processing (RFP)

2. Worker's Information Sheet

3. Individual Standard Employment Contract duly verified by the POLO and authenticated by the Philippine Embassy

4. Pre-Departure Orientation Seminar (PDOS) Certificate

Processing of Name Hires. Household workers shall be documented as name hires through the POEA name Hire Facility upon presentation of the documentary requirements for name hires including a verified and authenticated individual employment contract.

Processing of Returning Workers. Previously undocumented workers going back to the same employer shall be processed as a returning worker upon submission of the documentary requirements for processing of returning workers, including a verified individual employment contract.

VI. Repealing Clause

All previous issuances inconsistent with this Circular are hereby deemed amended and modified.

For immediate compliance.

Adopted: 26 July 2005

(SGD.) ROSALINDA DIMAPILIS-BALDOZ

Administrator

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.