

GUIDELINES CONCERNING JOB ORDER AMENDMENT

POEA MEMORANDUM CIRCULAR NO. 33 s. 1991, July 19, 1991

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/96261f7ab38b/>

In view of reported incidents wherein departing workers are found in possession of employment documents not consistent with the duly approved job orders, all landbased licensed agencies are hereby reminded of the following provisions of Memorandum Circular No. 75 series of 1989 concerning job order amendment:

1. Position categories appearing on the job orders must conform with the actual positions for which contract workers are being hired.
2. Basic salaries should likewise correspond to the actual positions for which the workers are being contracted.
3. Foreign employers/principals submitting visa/NOC categories different from the job order categories should request for such amendments stating reasons for the adjustment, in writing or thru telex/telefax directly to POEA.
4. Amendments of the job orders shall be allowed only for one-to-one relationships i.e., same principal and same agency.

Further, to facilitate processing of requests for job order amendment at the Accreditation Branch and contract reprocessing at Employment Contracts Processing Branch, the following requirements should be submitted:

- a) Revised job Order
- b) Visa stamped in passport/NOC/Work Permit or any equivalent document.
- c) Advice from the principal regarding request for job order amendment.
- d) New contract corresponding to the amended position
- e) Previously processed documents (OEC, contract and others)

Agencies found deploying workers in possession of travel and employment documents with falsified and/or inconsistent information shall be summarily charged with violation of Article 34b of the Labor Code of the Philippines as amended.

For strict compliance.

Adopted: 19 July 1991

(Sgd.) JOSE N. SARMIENTO
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.