

GUIDELINES FOR BETTER PROTECTION OF FILIPINO DOMESTIC HELPERS EMPLOYED IN SINGAPORE

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/b37d7c772624/>

Pursuant to Department Order No. 20, Series of 1996 providing for the lifting of the ban on the deployment of domestic helpers to Singapore, the following guidelines are hereby issued in order to protect the interest of Filipino domestic helpers employed in the country:

A

General Policies

1. The standard employment contract (SEC) for Filipino household workers in Singapore which has been revised to ensure better protection for Filipino workers shall be adopted. (Annex A[*])
2. All undocumented domestic helpers who entered Singapore on or before 13 May 1996 shall be processed at the Philippine Embassy through Singapore employment agencies recognized by the Philippine Overseas Labor Office. This regularization process at the Embassy shall be governed by guidelines which includes the adoption of the revised SEC, OWWA membership among others.
3. The POLO shall pre-qualify additional Singapore employment agencies interested to hire Filipino household workers.
4. Singapore employment agencies are required to conduct an information campaign on the disadvantages of being an undocumented worker from both the worker's and employers' point of view. This shall be in accordance with the program of action which their association has agreed upon with the Philippine Embassy. It includes, among others, arrival orientation program for the domestic helpers, an orientation program for employers, a monitoring scheme for their recruited workers, 24-hour hot line service and intermediary and counseling services, etc.

B

Pre-Qualification Requirements for Singapore Employment Agencies at the Philippine Overseas Labor Office (POLO)

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

- a. Agency profile
- b. Affidavit of Undertaking by the Singapore Employment agency (Annex B[*])
- c. Certification by the Philippine Embassy that the employment agency has documented with the Philippine Embassy all workers earlier hired without POEA processing.
- d. Bond Certificate of a banker's guarantee of S\$5,000 and a performance bond of S\$2,000

- e. Revised Standard Employment Contract for Filipino household workers in Singapore.

C

Requirement for Accreditation at the POEA

The following shall be submitted by the Philippine licensed agency to the POEA:

- a. Pre-qualification certificate issued by the Philippine Embassy
- b. Authenticated Special Power of Attorney
- c. Principal's license to operate a private employment agency
- d. Verified manpower request

D

Requirement For Processing of Contracts at POEA

The following shall be submitted by the Philippine licensed agency:

- a. In-principle approval issued by Immigration authorities in Singapore
- b. Authenticated and verified Standard Employment Contract with Affidavit of Undertaking executed by Singapore Agency
- c. OCW Info Sheet
- d. OCW I.D. Info Sheet
- e. Medicare Certificate
- f. PDOS Certificate

E

Centralized Pre-Departure Orientation Seminar

Centralized Pre-departure Orientation Seminar (PDOS) under the supervision of the POEA shall be undertaken. PDOS certificate will be a requirement for processing at the POEA.

F

Name Hiring

Name hiring of domestic helpers shall not be allowed.

This Circular shall take effect 15 days after publication.

All previous issuances inconsistent herewith are deemed amended.

For strict compliance.

Adopted: 24 July 1996

(SGD.) FELICISIMO O. JOSON
Administrator

[*] Text available at the Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City.

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.