

GUIDELINES CONCERNING JOB ORDER AMENDMENT

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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

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