NATIONAL ADMINISTRATIVE REGISTER · JULY 24, 1996

GUIDELINES FOR BETTER PROTECTION OF FILIPINO DOMESTIC HELPERS EMPLOYED IN SINGAPORE

POEA MEMORANDUM CIRCULAR NO. 33 SERIES OF 1996, July 24, 1996

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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.

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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

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(SGD.) FELICISIMO O. JOSON
Administrator

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

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