

GUIDELINES FOR THE RECRUITMENT AND DEPLOYMENT OF DOMESTIC HELPERS AND UNSKILLED WORKERS TO JORDAN

POEA MEMORANDUM CIRCULAR NO. 7, March 23, 2005

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Pursuant to Department Order No. 72-05, Series of 2005 effectively lifting the ban on the recruitment and deployment of domestic helpers and unskilled workers to Jordan, the following guidelines are hereby issued:

I. REGISTRATION OF JORDANIAN PRINCIPAL/EMPLOYERS

A. Household Workers

Only recruitment agencies/entities licensed by the Jordan Ministry of Labor shall be qualified to be registered as principal/employer of household workers. The following requirements shall be submitted for the initial registration of principals:

1. Special Power of Attorney, duly verified by the Philippine Overseas Labor Office (POLO) in Jordan
2. Manpower Request indicating the position, salary and number of workers required, duly verified by the POLO.
3. License to operate as recruitment/placement agency in Jordan

B. Other Worker Categories

1. Special Power of Attorney
2. Manpower Request indicating the position, salary and number of workers required
3. Master Employment Contract containing the minimum provisions required under the POEA Rules and other issuances
4. valid business/commercial license of principal/employer

Renewal of accreditation of principals shall be approved upon submission of a valid SPA in the case of household worker principals; and valid SPA, manpower request and valid employment visa or equivalent document in the case of principals of other worker categories.

II. DOCUMENTATION OF WORKERS

The following documents shall be submitted for the processing of documents of OFWs bound for Jordan.

A. Household Workers

1. Request for Processing (RFP)
2. Workers Information Sheet
3. Individual Special Working Contract for Non-Jordanian Domestic Workers prescribed by the Jordanian government and duly verified by the POLO in Jordan indicating a minimum salary of USD\$200.00 per month and

containing a provision of repatriation of remains.

B. Other Worker Categories

1. Request for Processing (RFP)
2. Worker Information Sheet

Requests for processing of household workers, semi-skilled/skilled/professional workers through the POEA name hire facility shall be acted upon presentation of the documentary requirements for the processing of name hires.

III. REPEALING CLAUSE

All previous issuances inconsistent with this circular are hereby deemed superseded.

For immediate compliance.

Adopted: 23 March 2005

(SGD.) ROSALINDA DIMAPILIS-BALDOZ
Administrator

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