

## GUIDELINES OF THE RECRUITMENT AND DEPLOYMENT OF OVERSEAS FILIPINO WORKERS BOUND FOR IRAQ

*POEA MEMORANDUM CIRCULAR NO. 9, SERIES 2004, August 13, 2004*

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/ecd29107dd42/>

---

In order to ensure the safety, security, welfare and protection of OFWs bound for Iraq, the following guidelines on the recruitment and deployment and workers are hereby issued:

### A. General policies

- OFWs shall be allowed to work only in work /camp sites in Iraq which are declared safe and secure by the Department of Labor and Employment (DOLE) upon the recommendation of the Presidential Middle East Preparedness Committee-Task Force Iraq (PMEPC-TIF) and the Department of Foreign Affairs (DFA) and where management has complied with the security and contingency plan required by the POEA to ensure the welfare and protection of workers.
- In addition to the insurance coverage arising from the membership of workers with the Overseas Workers Welfare Fund, all workers shall be provided an all risk insurance purchased locally at a minimum coverage of P200,000.00 pursuant to Governing Board Resolution No. 11 series of 2003, at no cost to the worker, and additionally, an all risks insurance with global coverage secured by the employer at a minimum of US\$35,000 pursuant to Governing Board Resolution No. 2, Series of 2004, likewise at no cost to the worker.
- A no placement fee policy is adopted pursuant to the Governing Board Resolution No. 16, series of 2001 and Sec. 3, Rule V, Part II of the POEA Rules and Regulations, which provides that landbased agencies shall not charge and collect any placement fee from workers who will be deployed in any country where the prevailing system, either by law, policy or practice, does not allow said charging and collection of any placement fee. Under the United States Defense Base Act, it is the employer who defrays the costs of placement and recruitment services of workers hired for Iraq. Such being the case, no placement fee shall be charged or collected from hired workers bound for Iraq.
- In order to facilitate the documentation of selected workers, all agencies deploying OFWs to Iraq are required to avail of the Contracts e-Submission Program of the Administration.

### B. Registration of Iraq Principals/Projects

The following documents, duly verified by the Philippine Overseas Labor Office for Iraq shall be submitted to the POEA.

- Special Power of Attorney or Recruitment Agreement
- Manpower Request indicating details on the name of the main contractor, if any, the number of workers / positions required per campsite / project and salary of the workers.
- Master Employment Contract
- Commercial Registration of the Principal/Employer
- Contingency Plan of the Principal/Employer

- Camp Security Plan duly endorsed by the camp commander

#### C. Documentation of Workers

The following documents shall be submitted for processing of worker documents and issuance of exit clearance:

- Request for Processing (RFP), indicating name of worker, position, salary and specific campsite of the hired workers.
- Workers Information Sheet
- Proof of P200,000.00 life and accident insurance coverage taken from a reputable insurance company in the Philippines at no cost to the worker;
- Proof of global and global and all risk group insurance in the minimum amount of \$35,000 per worker issued to the principal/employer covering all Filipino workers employed by said principal/employer, verified by POLO and at no cost to the worker.
- Individual full disclosure form signed by the worker.
- Certificate of pre-departure briefing issued by POEA.

#### D. Supplemental Pre-Departure Briefing on Iraq by POEA

All workers bound for Iraq shall be required to attend a supplemental pre-departure briefing to be conducted by POEA.

#### E. Reporting Requirement

Agencies shall report to the POEA, on a weekly basis or as necessary, the names of workers it has deployed, including data on jobsite /campsite of each worker.

This Circular shall take effect immediately.

For strict compliance.

(SGD.) ROSALINDA DIMAPILIS-BALDOZ  
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.