

**[MEMORANDUM CIRCULAR NO. 03, S. 2018,
March 21, 2018]**

**LETTER OF AUTHORITY (LOA) FOR PRINCIPAL/S OF
RECRUITMENT AGENCIES OF HOUSEHOLD SERVICE WORKERS
(HSWS)**

*Adopted: 06 March 2018
Date Filed: 21 March 2018*

All licensed private recruitment agencies are advised on the suspension of the participation of representative/s of foreign principals/employers with accredited/registered job orders for Household Service Workers (HSWs) until further notice.

Given the increasing number of reported abuses to HSWs, POEA shall not accept application for LOA of foreign principals/employers with accredited/ registered job orders for HSWs. LOA shall not be issued to recruitment activities which will be conducted within and outside the address stated in the license, or of branch offices.

The concerned private recruitment agencies shall be fully responsible for the conduct of recruitment activities for the manpower requests for household service workers of their principal/employers.

Licensed recruitment agencies found violating the provisions of this Circular or performing activities inconsistent herewith, shall be subject to administrative sanctions in accordance with the Schedule of Penalties prescribed under existing POEA Rules and Regulations, without prejudice to any action which the Bureau of Immigration may take against the foreigner/principal under immigration laws and existing issuances.

For strict compliance.

(SGD) BERNARD P. OLALIA
Administration



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