

**[ POEA MEMORANDUM CIRCULAR NO. 16, s. 2003,  
June 17, 2003 ]**

**GUIDELINES ON THE RECRUITMENT AND DEPLOYMENT OF  
FILIPINO WORKERS FOR THE RECONSTRUCTION OF IRAQ**

In line with the participation of the Philippines in the reconstruction program of Iraq and in furtherance of the Administration's thrust to maximize overseas employment opportunities for overseas Filipino workers, the following guidelines are hereby issued to govern the recruitment and deployment of Filipino workers for principals and projects related to the reconstruction of Iraq:

**I. Manpower Registration**

Interested applicants may register either personally or by mail with the Manpower Registry Division of the POEA, nearest POEA, Regional Office/Extension Office, or DOLE Regional Office. No fees shall be charged or collected for registration.

**II. Registration of Qualified Recruitment Agencies**

The POEA shall maintain a list of qualified recruitment agencies authorized to recruit and deploy workers for Iraq. The agencies who will receive the "seal of good house keeping" from the Administration should meet the following standards/criteria:

1. Must be in operation for at least one (1) year
2. No adversely decided RV case for the past year
3. No adversely decided welfare case for the past year

The list shall be submitted to the Public-Private Sector Task Force on the Reconstruction of Iraq created by Executive Order, 194, series of 2003.

The agency's inclusion in the list shall be co-terminous with the validity of its license.

**III. Registration of Employers/Principals**

The employer/principal should submit the following verified documents to the POEA, through the Philippine licensed agent for registration:

1. Valid business license of the principal
2. Special power of attorney issued in favor of the Philippine agency
3. Manpower request indicating the positions, basic salary and number of workers needed
4. Master employment contract of the foreign principal/placement agency

**IV. Worker Documentation**

Qualified workers will be documented by the Administration upon submission of the following documents: