

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

**GUIDELINES FOR BETTER PROTECTION OF FILIPINO DOMESTIC  
HELPERS EMPLOYED IN SINGAPORE**

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