

**[POEA MEMORANDUM CIRCULAR NO. 12, S. 1987,
May 07, 1987]**

**GUIDELINES ON DEPLOYMENT OF FILIPINO FEMALE
HOUSEHOLD WORKERS**

In pursuance of the objective of the Administration to streamline procedures for the hiring and placement of workers, the following guidelines relative to the deployment of Filipino female household workers and related skills such as cook, babysitter, tutor, governess, salesgirl, sewer, seamstress, etc. are hereby issued effective immediately:

1. Only individual employment contracts duly authenticated by the Philippine Embassy/Consulate at worksite or, in its absence by the nearest Philippine Embassy/Consulate, shall be accepted and processed by the POEA;
2. Accreditation and approval of job orders of foreign recruitment agencies involving the above skills shall continue provided there is, in addition to existing requirements, proper endorsement from the Philippine Embassy/Consulate and, provided further, that processing of workers shall be made only on the basis of authenticated individual employment contracts;
3. Processing of workers covered by previously approved job orders containing the abovementioned skills shall be allowed upon presentation of a valid entry visa or no objection certificate and individual employment contract; Provided further, that after 15 June 1987, only employment contracts duly authenticated shall be accepted for processing;
4. Sixty days upon issuance of this Circular, all vacationing and recontracted female household workers and related skills shall likewise present authenticated employment contracts as basis for processing by the Balik-Mangagawa Assistance Division.

This Circular supersedes all orders and instructions which are inconsistent hereof.

Adopted: 7 May 1987

(SGD.) TOMAS D. ACHACOSO
Administrator

Re-issued: February 18, 1992

(SGD.) JOSE N. SARMIENTO
Administrator
