

**[POEA MEMORANDUM CIRCULAR NO. 3 S. 1983,
February 01, 1983]**

**COMPULSORY PRE-DEPARTURE ORIENTATION SEMINAR FOR
ALL FILIPINO CONTRACT WORKERS INCLUDING SEAMEN FOR
OVERSEAS EMPLOYMENT**

In view of the increasing difficulty encountered by Filipino contract workers in adapting or adjusting to changes in environment in a foreign jobsite or an ocean-going vessel, all agencies, construction contractors, manning agencies, and entities authorized or licensed by the Ministry of Labor and Employment/Philippine Overseas Employment Administration to recruit and hire workers for overseas employment are hereby directed to conduct effective March 16, 1983, a compulsory pre-departure orientation seminar (PDOS) for all workers sent by them overseas. For this purpose, the following guidelines are issued for the observance by all concerned:

SECTION 1. Coverage — This Memorandum Circular shall apply to all agencies and entities authorized or licensed by the Administration/MOLE to hire and recruit workers for overseas employment. It shall also apply to all Filipino workers leaving for overseas employment.

SECTION 2. Pre-Departure Orientation Seminar, A Requirement — Every worker departing for overseas employment, either for the first time or on re-contract, shall undergo a pre-departure orientation seminar conducted by his/her agency.

SECTION 3. Responsibility for Conducting a PDOS — It shall be the responsibility of every licensed agency or company to provide each worker sent overseas a thorough pre-departure orientation seminar. The seminar shall conform with the requirements for PDOS of the Administration.

SECTION 4. Cost of PDOS — The cost of conducting a PDOS shall be borne by the agency or sponsoring organization and shall not, in any way, be passed on to the worker. Attendance by a departing worker in the PDOS shall be free of charge.

SECTION 5. Pooling of Resources for PDOS — Agencies whose overseas deployment is small in numbers may pool their resources in order that they may jointly conduct a pre-departure orientation seminar for their departing workers. The seminar shall, however, conform with the requirements of the Administration.

SECTION 6. PDOS by Organizations of Agencies — Agency organizations or associations may undertake pre-departure orientation seminars for the departing workers of their member agencies. These seminars shall, however, conform with the requirements of the Administration.

SECTION 7. PDOS by Organizations not in the Overseas Employment Business — Agencies may, if they so desire, contract or avail of the services of organizations not