

**[POEA MEMORANDUM CIRCULAR NO. 02, S. 2005,
January 07, 2005]**

**GUIDELINES FOR THE RECRUITMENT AND DEPLOYMENT OF
OFWS TO CYPRUS**

Further to POEA Memorandum Circular No. 16 & 16-A, Series of 2002, and in line with the Administrations thrust of streamlining the procedures and requirements for the recruitment and deployment of Overseas Filipino Workers (OFWs) bound for Cyprus, the following guidelines are hereby issued:

I. Registration of Cyprus Principals/Employers

Documents of Cyprus principals/employers applying for registration with POEA after the issuance of this Circular shall be verified by the Philippine Overseas Labor Office (POLO) in Greece through the Philippine Honorary Consul in Cyprus. The following documents duly verified by the POLO in Greece shall be submitted to POEA for the initial registration of new principals/employers:

- a. Special Power of Attorney (SPA)
- b. Manpower Request indicating the position, salary and number of workers required.
- c. Master employment contract of the direct employer or foreign placement agency containing the minimum requirements for contracts of employment (for hiring of skilled workers).
- d. Valid business license of the principal/employer with corresponding English translation.

Requests for additional job orders for skilled workers shall be approved by POEA upon submission of a new manpower request duly authenticated by the Honorary Consul in Cyprus or notarized in Cyprus. Additional job orders for household workers need not be authenticated or notarized given the POEA requirement for the submission of individually authenticated Cyprus government-prescribed standard employment contracts for household workers, as a requirement for documentation of workers.

Requests for renewal of registration shall be approved by POEA upon presented of an SPA, as appropriate, duly authenticated by the Honorary Consul in Cyprus or notarized in Cyprus.

II. Documentation of Workers

The following documents shall be required for the processing of documents of Cyprus bound OFWs hired through Philippine recruitment agencies.