

[POEA MEMORANDUM CIRCULAR NO. 7, March 23, 2005]

GUIDELINES FOR THE RECRUITMENT AND DEPLOYMENT OF DOMESTIC HELPERS AND UNSKILLED WORKERS TO JORDAN

Pursuant to Department Order No. 72-05, Series of 2005 effectively lifting the ban on the recruitment and deployment of domestic helpers and unskilled workers to Jordan, the following guidelines are hereby issued:

I. REGISTRATION OF JORDANIAN PRINCIPAL/EMPLOYERS

A. Household Workers

Only recruitment agencies/entities licensed by the Jordan Ministry of Labor shall be qualified to be registered as principal/employer of household workers. The following requirements shall be submitted for the initial registration of principals:

1. Special Power of Attorney, duly verified by the Philippine Overseas Labor Office (POLO) in Jordan
2. Manpower Request indicating the position, salary and number of workers required, duly verified by the POLO.
3. License to operate as recruitment/placement agency in Jordan

B. Other Worker Categories

1. Special Power of Attorney
2. Manpower Request indicating the position, salary and number of workers required
3. Master Employment Contract containing the minimum provisions required under the POEA Rules and other issuances
4. valid business/commercial license of principal/employer

Renewal of accreditation of principals shall be approved upon submission of a valid SPA in the case of household worker principals; and valid SPA, manpower request and valid employment visa or equivalent document in the case of principals of other worker categories.

II. DOCUMENTATION OF WORKERS

The following documents shall be submitted for the processing of documents of OFWs bound for Jordan.

A. Household Workers