

**[POEA MEMORANDUM CIRCULAR NO. 09, S. 2005,
July 26, 2005]**

**GUIDELINES ON THE RECRUITMENT AND DEPLOYMENT OF
FILIPINO HOUSEHOLD WORKERS TO SINGAPORE**

Pursuant to the Administration's deregulation thrust and continuing program to simplify and streamline procedures on the documentation of overseas Filipino workers, the following guidelines are hereby prescribed for the recruitment and deployment of household workers to Singapore.

I. General Policy

Only employment agencies which are duly licensed by the Singapore government shall be qualified to be registered by POEA as principals/employers of Filipino household workers.

II. Pre-Qualification Requirements for Singapore Principals/employers at the Philippine Overseas Labor Office (POLO)

The following documents shall be submitted by the Singapore employment agencies to the POLO at the Philippine Embassy:

1. Agency profile with ACRA business profile
2. Notarized Affidavit of undertaking by the Singapore employment agency
3. Bond Certificate of a banker's guarantee of \$5,000 by the Singapore agency
4. Valid license of the principal issued by the Singapore Ministry of Manpower
5. Valid POEA license of the Philippine recruitment agency

III. Registration of Singapore Principals/Employers

The following requirements shall be submitted to POEA for the initial registration of Singapore principals/employers:

1. Special Power of Attorney (SPA), duly verified by the POLO
2. Manpower request duly verified by the POLO
3. Valid license of the principal from the Singapore Ministry of Manpower
4. Principal's Pre-Qualification Certificate from the POLO.

IV. Renewal of Registration

Renewal of registration of principals/employers shall be approved upon submission of a valid verified SPA and Manpower Request and the license from the Singapore Ministry of manpower

V. Documentation of Workers

Processing of Agency-hired Workers. Employment contracts of household workers hired through Philippine recruitment agencies shall be processed at POEA upon