

**[POEA MEMORANDUM CIRCULAR NO. 14 S. OF
1999, May 10, 1999]**

PLACEMENT FEE CEILING FOR LANDBASED WORKERS

In furtherance to Governing Board Resolution No. 2, Series of 1998, and Department Order No. 34, Series of 1996, a landbased agency may demand and collect from its hired workers an amount equivalent to one month salary, exclusive of documentation and processing costs. The following implementing guidelines are hereby re-issued for the guidance and compliance of all concerned:

Documentation costs, to be paid by the worker, shall include expenses for the following:

1. Passport
2. NBI/Police/Barangay clearance
3. Authentications
4. Birth Certificate
5. Medicare
6. PDOS
7. Trade test (optional)
8. Inoculation (optional) only when required in certain countries and
9. Medical examination fees

It is understood that medical examinations shall be conducted only after the agency and/or its principal shall have interviewed and trade tested or have pre-qualified the worker for an existing overseas position duly covered by an approved job order.

In the event that the recruitment agency offers to perform documentation services, the worker shall pay only the actual costs to the agency based on the existing government fees. All payments shall be covered by official receipts indicating the correct amount paid by the worker.

Processing costs, which are to be paid by the employer, shall include expenses for the following:

1. Visa
2. airfare
3. POEA processing fee and
4. OWWA Membership fee.

It is understood that D.O. No. 34 and this Memorandum Circular shall apply only to landbased workers except Overseas Performing Artists (OPAs).

The above-mentioned placement fee and documentation costs are the only authorized payments that may be collected from a worker and no other charges in