

**[ POEA MEMORANDUM CIRCULAR NO. 19, S. 1997,  
September 24, 1997 ]**

**IMPLEMENTING GUIDELINES FOR THE DEPLOYMENT OF  
HOUSEHOLD WORKERS TO KUWAIT AND SAUDI ARABIA**

Pursuant to Department Order No. 19 (Series of 1997), following are the guidelines on the deployment of household workers to Kuwait and Saudi Arabia.

*SECTION 1. Coverage.-* This Circular shall cover household workers who shall refer to all persons, male or female who render domestic or household service abroad under contract for compensation. They shall include, among others, domestic helpers, maids, houseboys, nannies, babysitters, caregivers, caretakers, tutors, governess, cooks, sewers, beauticians, masseurs, masseuses, drivers and gardeners.

*SECTION 2. Minimum Age Requirement. -* Female household workers bound for Kuwait shall be at least 25 years of age while those bound for Saudi Arabia shall be at least 30 years of age.

Male household workers bound for Kuwait shall be at least 18 years of age while those bound for Saudi Arabia shall be at least 21 years of age.

*SECTION 3. Qualification of Household Workers.*

- a. Household workers possessing basic literacy skills and experience or training for the job required shall be allowed to leave for overseas employment.
- b. A standard training curriculum for household workers which focuses on Home Management Courses developed by Technical Education & Skills Development Authority (TESDA) shall be adopted by licensed agencies, training centers or private entities wishing to participate in the training program.
- c. Household workers without prior experience for the job shall be required to undergo training with licensed agencies or training centers or other private entities. In addition, they shall undergo testing with testing centers accredited by TESDA. The testing certificate shall be a requirement by the POEA for processing of the employment contract.
- d. Household workers with prior job experience and/or training shall be required to undergo testing with testing centers accredited by TESDA. The testing certificate shall be required for processing of the employment contract.

The literacy of the household worker shall be determined by the training / testing center.

#### *SECTION 4. Modes of Recruitment of Household Workers.*

Recruitment of household workers shall be done through:

A. Licensed Recruitment Agencies - Only Philippine licensed agencies with an in-house training program or arrangements with private entities shall be qualified to deploy household workers overseas. Such agencies shall be responsible for the sourcing and deployment of qualified household workers.

B. Direct Hiring - Filipino workers who are in the Philippines may be directly hired by the following employers:

b.1. Members of the diplomatic corps;

b.2. International organizations; and

b.3. Other employers as may be allowed by the Secretary of Labor and Employment

C. Name Hiring - Workers hired while on site shall be processed by POEA provided they obtain appropriate visas or contracts.

*SECTION 5. Accreditation of Foreign Placement Agencies/Principals.* - All foreign placement agencies/principals who desire to hire household workers shall undergo:

A. Pre-Qualification of Foreign Placement Agencies on Site - All foreign placement agencies/principals shall undergo pre-qualification by the Philippine Overseas Labor Office (POLO) in the jobsites. A Pre-Qualification Certificate (PQC), valid for not more than one (1) year shall be issued accordingly.

The following documents/requirements shall be submitted to the POLO:

a.1. Appropriate license issued by the host government;

a.2. Foreign placement agency's particulars to include the complete address/location, telephone/fax numbers and name and designation of authorized representative/s;

a.3. Agency mechanism for the promotion of welfare and protection of hired workers;

a.4. Affidavit of Undertaking by the foreign placement agency which shall contain the following:

a.4.1. that it will assume joint and solidary liability with the direct employer over their hired workers;

a.4.2. that it will ensure and monitor that employment contracts are faithfully implemented;

a.4.3. that within two (2) days of arrival of the worker, it shall allow the latter to advise the nearest Philippine Embassy/Consulate of his/her