

**[POEA DEPARTMENT ORDER NO. 13, s. 1994,
February 05, 1994]**

**REVISED MEASURES TO FURTHER IMPROVE PROTECTION
MECHANISMS IN THE DEPLOYMENT OF HOUSEHOLD WORKERS**

With reference to Governing Board Resolution No. 9, Department Order No. 25 and Department Order No. 25-A, Series of 1993, the measures prescribed therein are hereby revised to incorporate the recommendations of the various sectors concerned in the deployment of household workers.

Coverage.

This Order shall cover all persons, male or female, who shall render domestic or household service abroad under contract for compensation.

Application.

This Order shall apply to all host markets taking cognizance of regional peculiarities in the hiring and documentation process not inconsistent herewith.

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Philippine Overseas Employment Administration (POEA)

1. *Operationalization of the Household Workers Center* - The POEA shall establish and operate the Household Workers Center (HWC) which shall take charge of the following functions:

- a. Supervision of a nationwide registration of qualified household workers through a program of training and/or skills test conducted by the NMYC or its accredited testing centers;
- b. referral of applicants from its pool to agencies qualified to deploy household workers whenever necessary;
- c. accreditation of foreign placement agencies/principals;
- d. processing of employment contracts;
- e. computerized monitoring of registration, status of application, worker deployment and arrival on site;
- f. provision of coordinative assistance for necessary post-deployment welfare services.

2. *Participation of Private Agencies and Entities in the Deployment of Household*

Workers - All private licensed agencies and entities shall be qualified to participate in the deployment of household workers in accordance with the following requirements:

- a. number of years of active operation
- b. proof of market prospects on approved job orders for household workers
- c. track record for the past two (2) years involving adjudication and welfare cases
- d. additional Cash Bond in escrow in the amount of one hundred thousand pesos (P100,000.00) on a per market/country/basis
- e. Affidavit of Undertaking by the agency indicating the following additional responsibilities over its deployed household workers and ensuring compliance by its foreign employers/principals of requirements under this Order:

e.1 Agency responsibility:

e.11 In sourcing and deployment of duly registered household workers only;

e.12 For the authenticity of documents being presented such as passport, medical certificate and others.

e.2 Agency commitment to eventually set-up liaison/welfare office in areas where there is concentration of their hired workers.

3. *Accreditation of Foreign Placement Agencies/Principals* - a. All foreign placement agencies/principals shall undergo pre-qualification by Philippine Overseas Labor Officers (POLOs) in the jobsite for which a pre-qualification certificate, valid for not more than one year, shall be issued accordingly.

b. POEA shall accredit foreign placement agencies on the basis of the following:

- 1. submission of a pre-qualification certificate issued by the Philippine Labor Attache
- 2. posting of a minimum cash bond of P100,000.00 for every hiring of not more than fifty (50) workers. Such cash bond, deposited in escrow in a Philippine bank in favor of POEA, shall answer for valid and legal claims of their hired workers.

4. *Processing of Employment Contracts* - Philippine agencies qualified to participants in the Special Hiring Program for household workers shall submit the following documents to the Household Workers Center:

a. Authenticated Special Power of Attorney (SPA)