

**[MEMORANDUM CIRCULAR NO. 05, S. 2018, April
16, 2018]**

**GUIDELINES ON THE REGISTRATION OF DIRECT INDIVIDUAL
EMPLOYERS OF HOUSEHOLD SERVICE WORKERS**

Adopted: 22 March 2018

Date Filed: 16 April 2018

Pursuant to Republic Act No. 8042 that provides for the deployment of Filipino overseas workers whether landbased or seabased by local service contractors and manning agencies employing them shall be encouraged in relation to the provisions of Section 96, Rule I, Part III, of the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016, and in order to facilitate the processing of the employment documents of household service workers for direct individual employers whose employers do not belong to the automatic exempted category enumerated under Section 124, a, b, and c, the following guidelines are hereby issued:

A. VERIFICATION/AUTHENTICATION

The following documents shall be submitted to the Philippine Overseas Labor Office (POLO) by the said employer for verification or authentication by the Philippine Embassy/Consulate in countries where there are no POLOs:

1. A copy of the formal arrangement between the individual direct employer and the designated Philippine recruitment agency (PRA) on the hiring of a household service worker;
2. Employer Profile with the complete address and contact information, proof of capacity to employ and pay wages, number of persons in the household;
3. Certification from their local police that the employer or any of the immediate family members has no criminal record and has not been implicated in any case of abuse;
4. Employment Contract emphasizing the superior terms and conditions of employment;
5. Visa or work permit or similar document such as Canada: Labor Market Impact Assessment (LMIA) from Service Canada or approval of application from the Provincial Nominee Program/Certificate of Nomination if appropriate; United States of America: Labor Condition Application and Notice of Action; in addition,