

**[POEA MEMORANDUM CIRCULAR NO. 18, s. 1993,
May 25, 1993]**

**GUIDELINES FOR THE IMPLEMENTATION OF THE MANDATORY
PRE-DEPARTURE ORIENTATION SEMINAR (PDOS) FOR
DISADVANTAGED WORKERS TO BE ADMINISTERED BY
QUALIFIED NON-GOVERNMENTAL ORGANIZATIONS (NGOS)**

Pursuant to POEA Governing Board Resolution No. 1/1992 and Memorandum Circular No 82/1992, the following guidelines are being issued for the implementation of the mandatory pre-departure orientation seminar (PDOS) for disadvantaged workers to be administered by qualified non-governmental organizations (NGOs) which have corresponding Covenants of Partnership with POEA and have been admitted for the purpose:

1. All licensed agencies and entities with approved PDOS in-house programs or with PDOS tie-ups are obliged to get from POEA — Welfare and Employment Office corresponding PDOS referral slips to NGOs conducting PDOS for the following types of workers who are being deployed for the first time.

a. male and female household workers and related workers in the service sector bound for Hongkong (to commence on 16 June 1993)

b. male of female household workers and related workers in the service sector bound for Saudi Arabia (to commence on 16 June 1993)

Subsequent circulars shall be issued for the other skills to be referred to POEA for PDOS.

2. Agencies are responsible for the proper observance by their workers of the PDOS schedule given them. Efforts should be exerted to avoid request for rescheduling.

3. The cost of PDOS which should be not more than thirty pesos (P30.00), shall be borne by the referring agency/entity and directly payable to the NGO which administered the seminar for the agency's recruits. This amount should be part of the placement fee paid by the worker to the agency.

4. PDOS Certificate of Attendance (CA) jointly signed by authorized officials of POEA and NGO concerned shall be issued only to workers who have been referred by POEA and who have completed the seminar. The NGOs are enjoined to strictly observe the policy that no OCWs shall be accepted for PDOS without the proper POEA referral slip.

5. Agencies/entities affected by this policy are still required to submit monthly PDOS Report reflecting the name of the NGO which administered the PDOS. The