

**[ POEA MEMORANDUM CIRCULAR NO. 16, S. 2002,  
November 06, 2002 ]**

**GUIDELINES FOR THE VERIFICATION OF EMPLOYMENT  
DOCUMENTS OF CYPRUS PRINCIPALS/EMPLOYERS BY THE  
PHILIPPINE OVERSEAS LABOR OFFICE (POLO) AND  
REGISTRATION/PROCESSING OF DOCUMENTS AT POEA**

Pursuant to the thrust of the Administration to streamline documentary requirements for the recruitment and deployment of overseas Filipino workers and to ensure the protection of workers bound for Cyprus, the following guidelines are hereby issued:

*I. Requirements for the Verification of Employer Documents by the POLO*

The following documents shall be submitted by the principal/employer of household and non-household workers to the Philippine Overseas Labor Office (POLO) in Tel-Aviv, Israel for the purpose of verification of the principal.

1. Valid business license of the Cypriot Manpower Agency
2. Special Power of Attorney (SPA) issued in favor of the Philippine agency
3. Manpower request indicating the basic salary and number of workers needed.
4. Master employment contract
5. Cypriot Manpower Agency Information Sheet

*II. Requirements for Registration of Principals/Employers at the POEA*

1. Valid business license of the Cypriot Manpower Agency
2. Verified Special Power of Attorney (SPA) issued in favor of the Philippine agency
3. Verified manpower request indicating the positions, basic salary and number of workers needed. The manpower request for non-household workers shall also indicate the direct employers.
4. Verified Master employment contract

*III. Requirements for the issuance of the Overseas Employment Certificate by the POEA*

1. Request for Processing