

**[POEA MEMORANDUM CIRCULAR NO. 12 S. OF
1999, May 10, 1999]**

**GUIDELINES ON THE DEPLOYMENT OF HOUSEHOLD WORKERS
TO LEBANON**

Pursuant to existing POEA Governing Board Resolution No. 5 (Series of 1908), the following are the guidelines on the deployment of household workers to Lebanon:

I. Minimum Age Requirement

Female household workers shall be at least twenty-one (21) years of age.

II. Minimum Salary

The household worker shall be entitled to a minimum salary of US \$200 per month exclusive of food and accommodation.

III. Employment contract

The attached model employment contract providing the minimum terms and conditions of employment shall be adopted by foreign employers and principals. They may stipulate better terms and conditions of employment.

IV. Pre-Qualification of Foreign Placement Agencies/Principals Onsite

All foreign placement agencies/principals shall undergo pre-qualification by the Philippine Embassy. A Pre-qualification Certificate shall be issued accordingly.

The following documents shall be submitted to the Philippine Embassy.

1. Appropriate license issued by the host government;
2. Accomplished employer's information sheet;
3. Special Power of Attorney and Recruitment Agreement with the Philippine recruitment agency.

V. Accreditation and Processing of Employment Contracts of Foreign Placement Agencies

1. Documentary requirements for accreditation:
 - a. Pre-qualification certificate together with the copy of the license to operate a placement agency issued by the appropriate authority of the host country with a certified English translation;
 - b. Authenticated and verified Special Power of Attorney and Recruitment Agreement;

- c. Verified manpower request indicating the number of household workers required, salary and minimum qualification requirements.

2. Documentary requirements for contract processing:

- a. Request for processing (RFP);
- b. Individual employment contract;
- c. Individual employer's particulars to include complete address and telephone number;
- d. Visa/work permit;
- e. Worker's information sheet;
- f. Certificate of attendance to PDOS

VI. Arrival Monitoring

The foreign placement agency shall regularly inform the POLO/Philippine Embassy/Consulate of the arrival of household workers at the country of work for effective monitoring of these workers.

VII. Post-Deployment Welfare Assistance

Philippine recruitment agencies as well as foreign placement agencies, in close coordination with POEA and the Philippine Embassy shall.

1. assist in the settlement of disputes;
2. assist in the repatriation of household workers; and
3. report any significant incidents such as run-away, death, detention, among others.

All previous issuances inconsistent with this Circular are hereby repealed.

This Circular shall take effect immediately.

(SGD.) REYNALDO A. REGALADO

Administrator

STANDARD EMPLOYMENT CONTRACT FOR FILIPINO HOUSEHOLD WORKERS TO LEBANON

THIS EMPLOYMENT CONTRACT IS AGREED AND SIGNED BETWEEN

A. EMPLOYER _____
Nationality _____
Address _____
P.O. Box _____ Tel. No. _____ Fax No. _____

Represented by: In Philippines In Lebanon

Name of Agent: _____