

[POEA DEPARTMENT ORDER NO. 25 s. 1993, July 21, 1993]

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

Pursuant to the directive from the Office of the President and the National Government's thrust of providing maximum protection to overseas household workers and rationalizing the respective roles and responsibilities of concerned agencies, entities in this endeavor, the Philippine Overseas Employment Administration (POEA), National Manpower and Youth Council (NMYC), Overseas Workers Welfare Administration (OWWA), Bureau of Local Employment (BLE) and the Philippine Overseas Labor Officers Corps (POLOs) are hereby directed to operationalize pertinent programs to ensure that only duly trained and certified household workers shall be allowed to work overseas. Further, in reference to POEA Governing Board Resolution No. 9, the POEA is hereby ordered to establish appropriate criteria in the qualification of household workers for overseas placement, including the criteria for the qualification of agencies and principals who shall be allowed to participate in the program. The POEA shall likewise institute appropriate measures to ensure assumption of responsibility and liability of both employers and principals with their Philippine agencies over their hired 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 employers and principals;
- d. processing of employment contracts;
- e. computerized monitoring of registration, status of application, worker deployment and arrival onsite;
- 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 or 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 P50,000.00; and
- 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.1.1 In sourcing and deployment of duly registered household workers only;
 - e.1.2 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. Documentary Requirements for the Accreditation of Foreign Employers/Principals and Contract Processing

- a. Joint Affidavit of Undertaking — Agencies applying for the accreditation of foreign employers/principals hiring household workers shall, in addition to regular accreditation requirements, submit a Joint Affidavit of Undertaking with the foreign principal:
 - a.1 assuring faithful implementation of the Employment Contract;
 - a.2 ensuring that the household worker is allowed by the employer to notify immediately the Philippine Embassy of his/her arrival and may be visited regularly by the POLOs or appropriate Embassy staff;