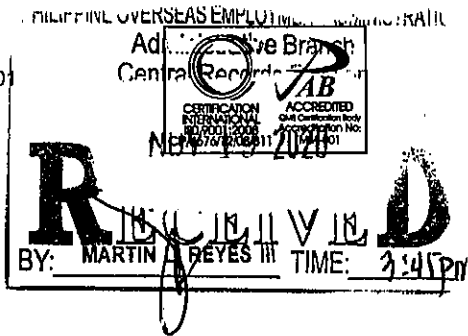




**Philippine  
Overseas  
Employment  
Administration**

Republic of the Philippines  
Department of Labor and Employment  
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**Memorandum Circular No. 30**  
Series of 2020

**Reporting of Accommodation House/Housing Facilities of  
Private Recruitment Agencies Deploying Household Service Workers and  
Submission of Required Reports**

In line with the policy of the state to afford protection to labor, local and overseas, and take positive and concrete measures to safeguard their welfare and interests, in particular the deployment of household service workers which requires the highest degree of protection owing to their gender and the vulnerable nature of their employment, all licensed landbased agencies deploying household service workers that are maintaining accommodation house/housing facilities for their applicant-workers are directed to:

1. Report their accommodation house/housing facilities with the Licensing Branch by submitting the following requirements through email address **accommodation.house@poea.gov.ph**:
  - a. Contract of Lease indicating exact location or proof of ownership;
  - b. Valid Fire Safety Inspection Certificate and building permit;
  - c. Sketch of actual location;
  - d. Photos or videos of facilities;
  - e. Name of person or caretaker/house manager in charge of managing the facility who is regular employee of the agency, including of her latest photo; and
  - f. Accommodation house rules.
  
2. Provide the household service workers with adequate provisions such as beds, blankets, drinking water, toilet facilities, and other amenities to ensure their decent living conditions.

Further, concerned agencies are required to submit a list of applicant-workers housed at the facility indicating their complete names, date of birth, age, permanent address, date of admission to the accommodation house, and status of their applicant for work overseas, including copies of their latest photos to the **Anti-Illegal Recruitment Branch**, for reference. A report on the workers lodged at the housing facility shall also be submitted to the AIRB every end of the month for monitoring purposes. Failure to submit report shall be a ground for imposition of administrative sanctions against licensed recruitment agency/cies pursuant to Section 143 II, hh, Rule III, Part V of the 2016 POEA Rules and Regulations.

It is emphasized that private recruitment agencies shall ensure the welfare and protection of all household service workers who are staying at the facility and shall assume full responsibility over all the activities at the accommodation house.

For strict compliance.

**BERNARD P. OLALIA**  
Administrator

