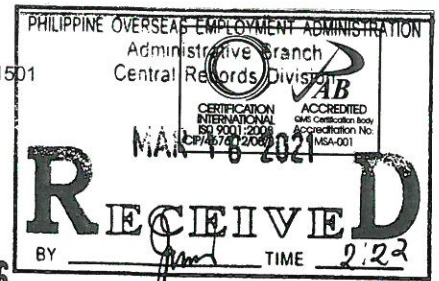




Philippine  
Overseas  
Employment  
Administration

Republic of the Philippines  
Department of Labor and Employment  
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Hotlines: 722-1144, 722-1155



**MEMORANDUM CIRCULAR NO. 06  
SERIES OF 2021**

**TO : ALL CONCERNED**

**SUBJECT : GUIDELINES ON THE RESUMPTION OF THE DEPLOYMENT OF DOMESTIC WORKERS TO THE UNITED ARAB EMIRATES**

Pursuant to the *Memorandum of Understanding on Labour Cooperation between the Government of the Republic of the Philippines and the Government of the United Arab Emirates* including the *Protocol on Domestic Workers* annexed to the MOU and primarily based on the agreement on the 3<sup>rd</sup> Philippine-United Arab Emirates Joint Committee Meeting held last 1-2 March 2021, the following guidelines shall govern the resumption on the deployment of domestic workers to the United Arab Emirates (UAE):

The Philippine Recruitment Agencies (PRAs) and principals shall comply with the following:

**A. Medical Fitness and Work-Readiness of Domestic Workers**

1. Ensure that the recruitment and preparation for deployment of domestic workers as well as entry and employment to the UAE will be in accordance with the existing laws, procedure, guidelines and regulations of the Philippines and UAE.
2. Ensure that the domestic workers to be deployed have complete documents, necessary qualifications, physically and mentally fit to perform the work for which they are being employed.
3. Ensure that the domestic workers are provided with proper briefing/orientation prior to their departure on relevant laws, regulations, policies, procedures and norms and culture of the Philippines and UAE relative to their employment.

**CONTROLLED AND DISSEMINATED  
BY CRD ON: MAR 16 2021.**

PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION  
Administrative Branch  
Central Records Division  
**CERTIFIED COPY**  
ENGR. ADEL N. DELA CRUZ  
Chief, Central Records Division

March 16, 2021

## **B. Employment Contract**

1. Ensure that prior to the departure of the domestic workers from the Philippines, the workers to be deployed to UAE are in possession of Unified Domestic Labour Contract as well as its Annex and the Addendum to the employment contract duly signed by the parties and verified by the Philippine Overseas Labor Office (POLO). Copy of the Addendum is hereto attached as Annex "A".
2. The Employment Contract of domestic workers, who are considered as Balik-Manggagawa, subject of verification by the POLO should also include the above-mentioned Addendum.
3. Ensure the enforcement and implementation of the employment contract.

## **C. Unified/Standard Recruitment Agreement**

Pending the adoption and issuance of a unified/standard Recruitment Agreement in hiring domestic workers, all PRAs and FPAs/Direct Employers may continue to submit for verification and accreditation the applicable recruitment agreement.

## **D. Multiple Accreditation of Principal/Employer**

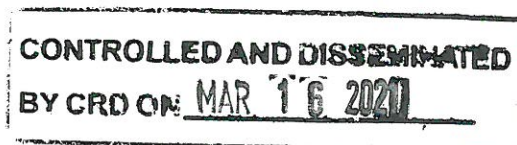
The accreditation of the Foreign Placement Agency hiring domestic workers shall be governed by Memorandum Circular No. 18, Series of 2019 and other relevant issuance/s.

## **E. Welfare Desk Officer**

The hiring of the Welfare Desk Officer by the Philippine Recruitment Agency and the Foreign Placement Agency will be governed by the relevant provisions of the 2016 POEA Rules and Regulations, OWWA and POEA Joint Memorandum Circular No. 01, Series of 2020 and other relevant issuance/s.

## **F. Workers' Rights, Access to Legal Assistance and Dispute Resolution**

1. Uphold the rights of domestic workers pursuant to Philippine and UAE laws.
2. Commit to take all necessary measures to extend legal protection and assistance to the domestic workers.



March 16, 2021



3. Allow and assist the domestic worker in case of dispute between the employer to file a complaint with the competent department of the Ministry of Human Resources and Emiratisation and/or to the POLO to endeavor an amicable settlement and if no settlement is reached, the complaint will be referred to the competent judicial authorities.

#### **G. Monitoring and Reporting**

The PRAs and the FPAs shall monitor the status or conditions of its deployed and hired domestic workers, and the PRAs shall submit to the POEA Welfare Employment Office quarterly report as well as the immediate reporting on significant incidents through the OFW Welfare Monitoring System (OWMS).

#### **H. Non-compliance**

PRAs, FPAs, and Direct Employers found violating the provisions of this Circular and related issuances shall be subject to administrative sanctions, in accordance with the existing POEA Rules and Regulations, and may be suspended or disqualified to recruit, deploy and employ Filipino domestic workers.

#### **I. Effectivity**

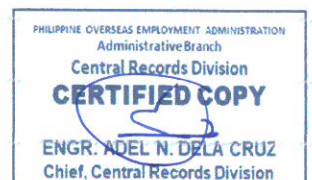
After publication in a newspaper of general circulation and registration with the Office of the National Administrative Register (ONAR), this Circular shall take effect on March 31, 2021.

For strict compliance.

  
**BERNARD P. OLALIA**  
Administrator

10 March 2021

**CONTROLLED AND DISSEMINATED**  
BY CRD ON MAR 16 2021



March 16, 2021

## ANNEX "A"

### ADDENDUM TO THE UAE DOMESTIC LABOUR CONTRACT

The following provisions shall form part of the UAE Domestic Labour Contract:

1. The Employer/Sponsor selected, through the below-mentioned Foreign Recruitment Agency (FRA), domestic worker Name of Domestic Worker who was deployed by the below-named Philippine Recruitment Agency;
2. The Employer will pay the domestic worker the mandated monthly salary of US\$400 or the prevailing compensation for domestic worker in UAE, whichever is higher;
3. The Employer will provide the domestic worker three standard meals, work attire and will allow to cook his/her own food;
4. The Employer will afford the domestic worker with one full day (24 continuous hours) of weekly rest that is paid; upon the agreement of the two parties, the worker should have the right to choose whether to spend her/his day off outside or inside the employer residence;
5. The Employer will allow the domestic worker to have and use cellular phone and other communication devices and will not confiscate it;
6. The Employer will assist the domestic worker in opening a bank account under his/her name and in remitting a percentage of his/her salary through proper banking channels. I will also allow the domestic worker the reasonable opportunity to remit his/her salary to the Philippines; and
7. The Parties to the contract will comply with the provisions of the UAE DOMESTIC LABOUR CONTRACT and its Annex including this Addendum;

IN WITNESS WHEREOF, we hereby sign this Contract this \_\_\_\_\_ day of  
\_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_.

SIGNATURE OF DOMESTIC WORKER:

SIGNATURE OF EMPLOYER:

SIGNATURE OF PHILIPPINE RECRUITMENT AGENCY:

SIGNATURE OF UAE TADBEER AGENCY:



March 16, 2021