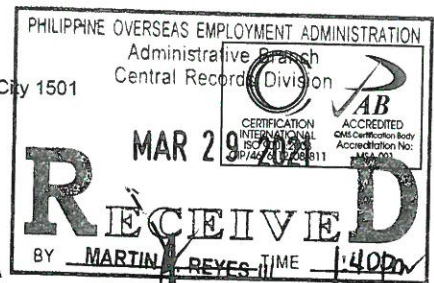




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**Memorandum Circular No. 30-A**  
Series of 2020

**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 recruitment agencies that are maintaining accommodation houses/housing facilities for their applicant-household service workers are directed to:

1. Report their accommodation house/housing facilities to the Licensing Branch, by submitting the following requirements;
  - a. Contract of Lease or proof of ownership indicating exact location of the accommodation house;
  - b. Valid Fire Safety Inspection Certificate;
  - c. Barangay Clearance
  - d. Sketch of actual location;
  - e. Photos or videos of facilities;
  - f. Name of person or caretaker/house manager in charge of managing the facility who is a regular employee of the agency, including her latest photo;
  - g. Accommodation house rules;
  - h. Affidavit of Undertaking duly signed by the agency's authorized signatory stating that:
    - i. The Director IV of the Licensing and Regulation Office, or his duly authorized representative/s is hereby allowed to visit the accommodation facility at any time of the day, to investigate any fact, condition or matter which may be necessary to determine violations or which may aid in the enforcement of laws, rules and regulations, and other directives on overseas employment;
    - ii. The agency shall ensure the welfare and protection of all applicants who are staying in said facility; and
    - iii. It shall assume full responsibility over all the activities at the accommodation house.
2. Provide the applicant-household service workers with adequate provisions such as beds, blankets, drinking water, toilet facilities, and other amenities to ensure decent living conditions, free of charge.



For monitoring purposes, all licensed recruitment agencies that are maintaining accommodation houses/housing facilities for their applicant-household service workers are required to maintain a logbook of all applicants at their accommodation houses/housing facilities, containing the following information:

- a. Complete name of the applicant-household service worker;
- b. The applicant's birthday and age at the time applicant was admitted to the accommodation;
- c. Applicant's complete permanent address;
- d. Applicant's contact number;
- e. Applicant's email address;
- f. Name and contact number of applicant's next of kin;
- g. Applicant's country of destination;
- h. Date of admission to and discharge from the accommodation.

The applicant shall sign the accommodation logbook upon admission and discharge.

In addition to maintaining a logbook, the licensed recruitment agency shall submit quarterly reports to the Anti-Illegal Recruitment Branch, containing copies of the logbook pages covering the period of the report. The report shall be duly attested by the caretaker/house manager and the authorized signatory of the agency. Failure to submit report shall be a ground for the imposition of administrative sanction pursuant to Section 143. II (hh), Rule III, Part V of the 2016 POEA Rules and Regulations.

For strict compliance.

  
**BERNARD P. OLALIA**  
Administrator

