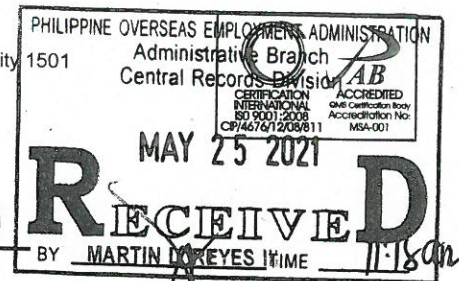




**Philippine
Overseas
Employment
Administration**

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501
Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 722-1144, 722-1155



**MEMORANDUM CIRCULAR NO. 10
Series of 2021**

TO : ALL CONCERNED

SUBJECT : INTERIM GUIDELINES ON THE SKILL COMPETENCY FOR DOMESTIC WORKERS

In relation to Section 118 of the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016, under the pandemic situation and in order to avoid the possible loss of employment opportunities by reason of the strict quarantine classification during the COVID 19 pandemic, the following interim guidelines shall be implemented:

I. COVERAGE

This memorandum circular covers the compliance of the licensed recruitment agencies on the skill competency requirement for the processing of Overseas Employment Certificate (OEC) of domestic workers.

II. PROOF OF SKILL COMPETENCY

Further to MC No. 8, series of 2016 on the skills competency requirement for HSWs, the following documents shall be deemed compliant with the skill competency requirement for domestic worker under Section 118 (g).

1. Information Sheet issued by POEA showing previous overseas work experience, irrespective of the skill category and country of destination; or
2. Certificate of Training / Competency / Completion of Domestic Worker issued by TESDA accredited private training center.
3. TESDA NCII for those not covered by items 1 and 2 above.

III. AFFIDAVIT OF UNDERTAKING

The licensed recruitment agency is required to submit an Affidavit of Undertaking for workers who will be processed using documents under 2 of the preceding item as proof of skill competency together with the other documents mentioned in Section 118 of the 2016 POEA Rules and Regulations. Copy of the Undertaking is hereto attached as Annex "A".



IV. CERTIFICATE OF WORK-READINESS AND ORIENTATION

The licensed recruitment agency deploying the domestic workers are required to assess the work-readiness of the domestic worker and to orient the domestic worker on the laws, customs, traditions and values of the employers and the Country of destination. Copy of the **Certificate of Work-Readiness and Orientation** is hereto attached as Annex "B".

V. PENALTY

Submission of fake and/or spurious documents will subject the erring licensed recruitment agency to penalties as provided for under 2016 POEA Rules and Regulations.

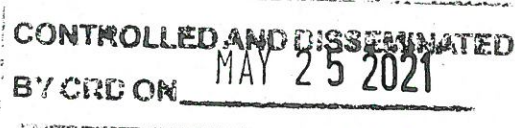
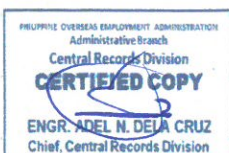
VI. PERIOD OF IMPLEMENTATION

This circular shall be implemented immediately and during the state of public health emergency. It may at anytime be suspended/revoked or extended by the Administrator, as the circumstance may warrant.

For guidance and strict compliance.


BERNARD P. OLALIA
Administrator

24 May 2021



Series of 2021

AFFIDAVIT OF UNDERTAKING

I, (name of sole proprietor/managing partner/president), for and in behalf of (licensed recruitment agency), after having been duly sworn to in accordance with law, hereby declares and undertakes the following:

1. That our agency guarantees that the domestic worker that we are to deploy has the appropriate skill/training and competence to perform his/her obligations and accepted by the employer;
2. That all the documents to be submitted are genuine and are not intended to circumvent any provision of the 2016 Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers as well as other related issuances;
3. That our agency will shoulder the costs for the training of our domestic workers and will neither seek reimbursement nor deduct from the salary of the worker the payment of expenses for the training; and
4. That our agency is fully aware of the repercussions and corresponding liability for misrepresentation and other recruitment violations under the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2016.

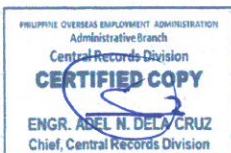
IN WITNESS WHEREOF, I have hereunto affixed my signature this ____ day of _____ 2021, in _____, Philippines.

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of _____ 2021 in _____, by affiant, known to me to be the same person who executed and personally signed the foregoing instrument before me and avowed under penalty of law to the whole truth of the contents of said instrument.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2021.



CONTROLLED AND DISSEMINATED
BY CRD ON MAY 25 2021

PRINT UNDER THE LETTERHEAD OF THE LRA

Serial Number: _____

Certificate of Work-Readiness and Orientation

This is to certify that the Agency assessed the work-readiness of:

Domestic worker: _____
Country of Destination: _____
FRA: _____
Employer: _____

The above domestic worker underwent an orientation on the laws, customs, traditions and values of the employers and the Country of destination conducted by:

LRA representative: _____
Designation: _____
Date of orientation: _____

The Certificate is being issued as part of the documentation requirements of the above domestic worker.

Issued on _____, City of _____.

LRA President/General Manager
Contact Details

*Please print on half size A4 quality/special paper for security purposes.

