MEMORANDUM CIRCULAR NO. 6
Series of 1986

TO : ALL PLACEMENT AGENCIES & RECRUITMENT ENTITIES

RE : BASIC INFORMATION ON EMPLOYMENT OF DOMESTIC HELPERS IN KUWAIT

Quoted hereunder for your information and reference is a radiogram from the Philippine Embassy, Kuwait as relayed to this Office by the Ministry of Foreign Affairs relative to the above subject.

".... recommends that following 22 basic information on D. H. employment in Kuwait be given widest publicity for guidance of POEA, recruiting agencies and applicants for domestic helper job:

1. Notwithstanding contract signed by worker and agent/recruiter actual salary given by employers range from KD 30 (US$100) to KD 45 (US$135) which is the same salary for D. H. from other countries.

2. Housemaid jobs may be presented by agents under such titles as cooks, baby sitters, receptionists, salesgirls, female lady drivers, etc.

3. Domestic work applicant should not sign blank contract or contracts written in language other than in English or subsequent contract to the original agreement.

4. Departing D. H. should check in personally and properly at MIA instead of entrusting departure formalities to agents or unidentified personnel at the airport.
5. When a domestic worker discovers that the contract given her is not the original she signed and approved by POEA or the passport handed to her at MIA is not her genuine passport or tampered by substitution of her photograph, she should not leave the country and take the risk of suffering the consequences.

6. Domestic worker must keep xerox copy of her passport and copy of contract and keep record of the name, address and telephone number of her Filipino recruiter, agency abroad and employer.

7. Due to nature of work, that is live-in employer's household, working hours are long and usually without rest. Routine work include cooking, washing, laundry, house cleaning, marketing, baby sitting and even cleaning one or two cars daily.

8. Most employer and their family members do not speak or communicate in English.

9. Days off may be withheld and worker may go out only in company of employer.

10. Worker may be required to work in other households other than her employer such as in households of employer's parents or married children without additional compensation.

11. Employer or agent keep passport for duration of employment.

12. Employer is responsible for securing worker's entry visa to be presented at Kuwait airport, work permit, residence certificate, behavior and conduct while under his sponsorship.

13. Local custom and religion impose restrictions on dressing, contact with others especially the opposite sex and going out of households.
14. Transfer to another employer within the first year after arrival is not allowed unless original employer has no objection to the transfer.

15. Worker may be released by employer on termination of contract but when giving release before expiry of contract, employer require refund of his expenses, amounting to an average of KD 260 or US$380.00 before issuing release and returning passport.

16. Employment disagreement brought before the court take time to be decided during which worker may not legally accept any employment.

17. Local police authorities beside the courts, decide and settle disagreement between employee and employer.

18. The Philippine Embassy is not responsible for securing release of worker and passport from employer in case she leaves employer's household or finding new employers.

19. Parties providing shelter to run-away maid may be charged for harboring individuals not under his responsibility.

20. General contracting agencies in Kuwait which are not specifically licensed to import manpower are banned from recruiting housemaids.

21. Domestic worker cannot leave Kuwait without release permit from employer.

22. Domestic worker who leaves employment before expiry of work agreement pays her return transportation to the Philippines."

All are enjoined to include the same in the regular PDOS for Domestic Helps.

For strict compliance.

CRESENCIO M. SIDDAYAO
Officer-in-Charge

10 February 1986