MEMORANDUM CIRCULAR NO. 16-A  
Series of 2002

TO ALL CONCERNED AGENCIES
SUBJECT: GUIDELINES FOR THE HIRING OF HOUSEHOLD WORKERS BOUND FOR CYPRUS

Further to POEA Memorandum Circular No. 16, series of 2002 and inorder to ensure the protection of household workers bound for Cyprus given the peculiarity of their employment, the following amendatory guidelines are hereby issued:

I. The individual employment contracts of household workers shall be verified by the Philippine Overseas Labor Office-Tel Aviv (POLO-TA) upon submission of the following documents by the Cyprus principal / employer:
   
   a. employment contract between the employer and the worker
   b. photocopy of the entry visa issued by the Chief Migration Officer
   c. Employer’s information sheet

II. For the purpose of registration of the Cyprus principals/employers of household workers at the POEA, the master employment contract shall not be a requirement.

III. The individual employment contract of the household worker, duly verified by the POLO-TA, shall be submitted to POEA together with the request for processing and the worker’s information sheet for the purpose of issuance of the worker’s overseas employment certificate/exit permit.

For implementation effective immediately.

ROSALINDA DIMAPILIS-BALDOOZ
Administrator

5 December 2002