MEMORANDUM CIRCULAR NO. 18
Series of 1989

GUIDELINES GOVERNING THE ACCREDITATION OF PRINCIPALS/PROJECTS AND PROCESSING OF EMPLOYMENT DOCUMENTS FOR BAHRAIN

Pursuant to Governing Board Resolution No. 02 Series of 1989 dated 22 February 1989, providing for the lifting of the suspension of deployment of domestic helpers and similar skills to Bahrain and pursuant further to Governing Board Resolution 05 Series of 1989 dated 4 April 1989 providing for the streamlining of procedures and simplification of documentary requirements pertaining to the accreditation of principals and the processing of employment documents of workers bound for Bahrain, the following guidelines are hereby issued for the guidance of all concerned:

A. DOCUMENTARY PROCEDURE

The following documents shall be required of agencies and entities requesting for the (1) accreditation of a principal/project, (2) approval of additional manpower request or job order, and (3) processing of employment documents:

1. Accreditation of Principals/Projects
   a. For Private Employment Agencies (Recruitment Agencies)
      a.1 Special Power of Attorney (SPA)
      a.2 Manpower request from the principal stating the number of workers needed, their skill categories and wages
      a.3 Model employment contract of the employer (3 copies)
b. For Private Employment Entities  
   (Construction & Service Contractors)

b.1 Copy of Service Agreement
b.2 Manpower Request from the contractor  
   stating the number of workers needed,  
   their skill categories and wages
b.3 Model employment contract of the  
   Contractor/Employer

2. Additional Manpower Request/Job Order

   a. Manpower Request from the principal  
      stating the number of workers needed,  
      their skill categories and wages. In  
      the case of contractors, the manpower  
      requested may be issued by them.

3. Processing of Employment Documents

   a. For individual/name hiring:

      1) Individual employment contract  
         duly signed by the employer and the  
         worker

      2) NOC

      3) Airline booking certificate

   b. For hiring by an accredited principal/  
      employer (group hiring)

      1) Notice of Employment

      2) NOC

      3) Airline booking certificate

B. AUTHENTICATION OF DOCUMENTS

1. For purposes of accreditation and/or processing  
   of the employment documents by the POEA, the  
   SPECIAL POWER OF ATTORNEY shall be  
   authenticated by the Chamber of Commerce of  
   Bahrain.

2. Employment documents signed in the Philippines in  
   the presence of and witnessed by any member of the  
   POEA Directorate or duly designated officers of  
   the Administration shall not require authentication.
3. The aforementioned authentication as well as those documents signed in accordance with Section 2 above shall be acceptable and recognized as valid for purposes of accreditation of principals/projects and for enforceability of employment contracts.

C. **REPEAL**

All instructions or orders that are contrary to or inconsistent with these guidelines are hereby repealed or modified accordingly.

D. **EFFECTIVITY**

This Circular shall take effect immediately.

[Signature]

MANUEL G. IMSON
Deputy Administrator and Officer-in-Charge

11 April 1989