MEMORANDUM CIRCULAR NO. 19
Series of 1989

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

Pursuant to Governing Board Resolution No. 03 Series of 1989 dated 7 March 1989, providing for the lifting of the suspension of deployment of domestic helpers and similar skills to Oman and pursuant further to Governing Board Resolution No. 04, 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 Oman 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  
       request 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 Oman Ministry of Foreign Affairs.

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 contract.

C. REPORT ON ACCREDITED PRINCIPALS/PROJECTS

The POEA shall furnish the Office of the Honorary Consul, Philippine Consulate General in Oman a monthly listing of accredited principals/projects for the purposes of monitoring and as reference to the handling of cases presented to them.

D. REPEAL

All instructions or orders that are contrary to or inconsistent with these guidelines are hereby repealed or modified accordingly.

E. EFFECTIVITY

This Circular shall take effect immediately.

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

11 April 1989