TO: ALL CONCERNED

SUBJECT: SUPPLEMENTARY GUIDELINES ON THE DEPLOYMENT OF HOUSEHOLD WORKERS TO KINGDOM OF SAUDI ARABIA

Pursuant to existing POEA Rules and Regulations and other related issuances, the following are the supplementary guidelines on the deployment of household workers to the Kingdom of Saudi Arabia.

1. Female household workers bound for the Kingdom of Saudi Arabia shall be at least twenty-five (25) years of age in accordance with the host country requirement.

2. The household workers shall be entitled to a minimum salary of US$ 200 per month exclusive of food and accommodation.

3. The attached standard employment contract providing the requirements for contract of employment shall be adopted by foreign employers and principals hiring household workers for the Kingdom of Saudi Arabia according to the standard set by the Administration.

4. Licensed recruitment agencies seeking accreditation of direct employer/s on a per employer basis of household workers shall submit the following documentary requirements:
   a. Verified Special Power of Attorney (SPA) issued by the direct employer in favor of the Philippine recruitment agency indicating the name of the worker, salary and other benefits;
   b. Verified employment contract duly accomplished by parties concerned;
   c. Visa or its equivalent document;
   d. Full and complete assumption of responsibility of the Philippine licensed agency over its deployed household workers;
   e. Medical results showing fitness of the household workers;
   f. Certificate of Attendance to Pre Departure Orientation Seminar (PDO).

All provisions of previous issuances inconsistent with this Circular are hereby repealed.

REYNALDO A. REGALADO
Administrator

Encl.: t/s
M.C. 1989
F.1
NDARI' EMPLOYMENT CONTRACT FOR FILIPINO HOUSEHOLD WORKERS IN SAUDI ARABIA

This employment contract executed and entered into by and between:

A. Employer: 

Authorized Representative: 

Address: 
P.O. BOX: 
Tel. No.: 

B. Representative in the PHILIPPINES: 

(Name of Agency/Company) 

C. Worker: 

Civil Status: 
Passport No.: 
Date & Place of Birth: 

1. Duration of contract: TWO (2) YEARS 

2. Effectivity of contract: 
The employer shall provide the worker with free passage from Manila to the site of employment and upon termination of contract, from site of employment back to Manila.

3. Site of Employment: 

4. Worker's Position: 

5. Probationary Period: 
A probationary period not to exceed 90 days may be agreed upon by both parties and termination within said period shall be for just cause and in accordance with reasonable standards.


7. Rest Day: 
The employer shall provide the worker one (1) rest day every week to be spent either inside the employer's house or outside in the company of a member of the family in accordance with the customs and traditions of the kingdom of Saudi Arabia.

8. Accommodation and Food: 
The worker shall be provided by the employer privilege suitable and comfortable housing facilities and adequate meals.

9. Medical Services: 
When worker needs medical attention, he/she be allowed to rest and shall continue to receive his/her regular salary and The employer shall shoulder all medical expenses.

10. Repatriation of Remains: 
In the event death of the worker during the term of this agreement, his remains and personal belongings shall be repatriated to Manila at the expense of the employer. In case the repatriation of remains is not possible, the remains may be dispensed upon the approval of the worker's nearest kin and by the Philippine Embassy.

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11. Remittances:
The employer shall assist the worker in remitting a percentage of his basic salary to his beneficiaries and dependents or to his bank account in the Philippines through the proper banking channels or other means authorized by law.

12. Termination:
Neither party may unilaterally cancel the contract except for legal, just and valid cause or causes.

A. Termination by employer: The employer may terminate this contract on the following grounds: serious misconduct, willful disobedience or insubordination, revealing secrets of establishment, engaging in trade union activities, when worker violates customs, traditions, and law of Saudi Arabia and/or terms of this contract. The worker shall shoulder the repatriation expenses.

B. Termination by worker: The worker may terminate this contract on the following grounds: physical harm by the employer or any member of his family, deliberate non-payment of salary, illegal employment or violation of the terms of his contract. Repatriation expenses shall be born by the employer.

13. Annual Vacation leave / Contract Renewal:
This contract may be renewed and the employer shall allow the worker to return to the Philippines on paid leave of thirty (30) days. The employer shall provide the worker a round trip economy class air ticket.

14. Conciliation and Amicable Settlement:
Either party may bring to the attention of the proper Saudi government authority or the Philippine embassy any dispute arising from this contract for purpose of conciliation/amicable settlement.

15. Non-Alteration:
No provisions of this contract shall be altered, amended or substituted.
In witness whereof, the parties having read and understood all the provisions of this contract hereby freely manifest their full acceptance of terms, conditions and covenance embodied herein, by their respective signatures.

Signed this________ day of________ 19 at________

Employee

Employer

Witness

Witness

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