Memorandum Circular No. 36
(Series of 1988)

Pursuant to Governing Board Resolution No. 23, Series of 1988, dated 30 September 1988, providing for the lifting of the suspension of the deployment of domestic helpers and similar skills to BRUNEI, the following guidelines are hereby issued for the information of all concerned:

1) A revised Standard Employment Contract (SEC) shall be adopted which includes the following minimum provisions:

a. Salaries of all Filipino domestic helpers presently employed or leaving for employment in BRUNEI shall be adjusted according to the following schedule:
   1. Effective immediately - US$150.00
   2. Effective July 01, 1989 - US$175.00
   3. Effective January 01, 1990 - US$200.00

b. day-off of four (4) days per month, preferably on Sundays
c. passport custody by the domestic helper
d. minimum of 15 days paid leave after 12 months of service
e. no unauthorized deduction from the domestic helper's salary
f. no waiver of salary claims by the domestic helper
g. in case of transfer, a new contract is to be executed in the presence of the Philippine Labour Attache and no transfer fees to be charged
h. non-alteration of contract without the written approval of the Philippine Embassy.

In case of dispute pertaining to the terms and conditions of employment of the domestic helper, the SEC copy of which is hereto attached, shall be referred to in proving the minimum conditions of employment.
2) The following documents are required to be submitted to POEA for processing:

a. employment contract duly verified/authenticated by the nearest Philippine Embassy/Consulate; 
b. approved visa/valid work permit; and 
c. airline ticket.

This Circular shall take effect on 15 October 1988.

[Signature]

TOMAS D. MALACOSO
Administrator

10 October 1988