Pursuant to Governing Board Resolution Nos. 24, 25, & 26, Series of 1988, dated 03 October 1988, providing for the lifting of the suspension of the deployment of domestic helpers and similar skills to UNITED KINGDOM, BELGIUM and FRANCE, respectively, following determination of existence of sufficient mechanisms by which the protection and welfare of Filipino workers is assured, the following guidelines are hereby issued for the information of all concerned:

1) A Standard Employment Contract (SEC) shall be adopted which includes the following minimum provisions:
   a. passport custody by the domestic helper
   b. no unauthorized deduction from the domestic helper’s salary
   c. non-alteration of contract without the written approval of the Philippine Embassy
   d. in case of France and Belgium, day-off of four (4) days a month, preferably Sundays and a minimum of 15 days paid leave after 12 months of service shall be given to the domestic helper.

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; and
   c. airline ticket.

This Circular shall take effect on 15 October 1988.

10 October 1988