MEMORANDUM CIRCULAR NO. 41
(Series of 1988)

Pursuant to Governing Board Resolution No. 27, Series of 1988 dated 29 October 1988, providing for the lifting of the suspension of the deployment of domestic helpers and other similar skills to SAUDI ARABIA following efforts by both government and private groups in the Philippines and in Saudi Arabia towards the establishment of mechanisms for the effective resolution of employment-related cases in particular and the over-all improvement of working conditions for Filipino workers in general, particularly female domestic helpers, it is hereby ordered that such deployment shall resume, subject to the following guidelines:

1. The Standard Employment Contract (SEC) for Filipino Household Workers (Domestic Helpers) in the Middle East with Arabic translation, shall be adopted. (Sample English version is attached hereto) In case of dispute pertaining to the terms and conditions of employment of the domestic helper, the SEC shall be referred to in proving the minimum terms of employment.

2. The employer shall submit the following documents for contract processing:

   a) Employment contract verified/authenticated by nearest Philippine Embassy/Consulate;

   b) Approved visa; and

   c) Airline ticket/airline booking certificate.

For immediate compliance.

TOMAS D. ACRACOSO
Administrator

17 November 1988