MEMORANDUM CIRCULAR NO. 41
Series of 1995

TO: ALL CONCERNED

SUBJECT: ENGLISH PROFICIENCY AND MINIMUM AGE REQUIREMENT FOR FEMALE HOUSEHOLD WORKERS

Pursuant to Memorandum Circular No. 30, Series of 1995 on English proficiency for Female household workers, it is further provided that:

1. Accredited NGOs conducting PDOS are authorized not to admit household workers referred by licensed agencies thru POEA to attend PDOS, including individual name hires if based on their pre-screening procedures, said workers fall short of both literacy and age requirements.

2. These NGOs shall return the corresponding individual PDOS referral forms (sample copy attached) to POEA which will make appropriate action on the agencies involved on their apparent violation of POEA rules concerning household workers.

For strict compliance effective immediately.

FELICISIMO D. JOSON
Administrator
PRE-DEPARTURE ORIENTATION SEMINAR (PDOS)
In-House PDOS Referral Slip

Date of Referral: __________________________
Time of PDOS: __________________________

Name of Worker: __________________________
Employer: ________________________________
Country of Destination: ____________________
Licensed Agency, if any: ____________________

Directions:
1. Proceed to the PDOS venue located at the 2nd floor, right wing, POEA Bldg., Ortigas Ave. corner EDSA, Mandaluyong City.
2. Sign in the registration sheet before entering the PDOS Room. Only those whose names appear in the registration sheet and have completed the 6-hour seminar will be given the Certificate of Attendance.
3. Participants are reminded of the following:
   a. Come on time. No latecomers will be admitted after the Registration period which starts at 8:00 a.m.
   b. Bring original passport for identification, copy of employment contract, Employer’s Information Card, ballpen, writing pad and food provisions for snacks/lunch.
   c. Female household workers who cannot speak, read and write in English and/or underage will not be admitted.
   d. The POEA in-house PDOS is conducted free of charge.

WEO Endorsing Officer/Date

DEPARTMENT OF LABOR AND EMPLOYMENT
PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION

PRE-DEPARTURE ORIENTATION SEMINAR (PDOS)
Official Endorsement Form

PDOS ENTITY, ADDRESS & TELEPHONE NUMBER

Date & Time of PDOS: __________________________
Name of Worker: __________________________
Employer: ________________________________
Country of Destination: ____________________
Licensed Agency: __________________________

DIRECTIONS:
The local agency concerned is responsible for advising its workers of the particular schedule and venue of PDOS including
the following reminders:
a. Come on time for the seminar. No latecomers will be admitted to the session after the registration period which
starts at least 30 minutes before seminar.
b. Bring original passport, copy of employment contract, Employer Information Card, ballpen, writing pad and food
provisions for snacks/lunch.
c. Only those who have completed the seminar will be given the certificate of attendance.
d. The PDOS fee of fifty pesos (P50.00) is included in the placement fee paid by the worker to the agency.

The local agency is likewise responsible for ensuring that workers referred for PDOS are able to speak, read or write in
English. Those who do not meet such requirements and/or underage will not be admitted.

WEO Endorsing Officer/Date

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