MEMORANDUM CIRCULAR NO. 55
Series of 1994

TO : ALL CONCERNED

SUBJECT : Implementation of the Special Hiring Program for Household Workers

Pursuant to Memorandum Circular No. 41, Series of 1994, all concerned namehires and recruiting agencies are hereby advised of the following schedule for transaction at the Accreditation and Employment Contracts Processing Branches and at the Namehire Processing Unit, this Administration:

1. Requests for the accreditation of foreign principals and placement agencies (FPA’s) requiring household workers (HW’s) and approval of job orders for the same skill shall be accepted by the Accreditation Branch until 30 September 1994.

2. FPA’s hiring workers other than HW’s shall be required separate accreditation under the requirements of the Accreditation Branch. Existing accreditation for the hiring of skills other than HW’s shall remain valid until expiration date or cancellation by the principal.

3. All approved job orders of principals/FPA’s for HWS’s shall be processed by the Employment Contracts Processing Branch (ECPB) until 30 November 1994. All unused job orders after this date shall have to be reapplied under the new system.

4. HW’s of officers of accredited employers and principals shall continue to be processed by the Accreditation Branch and Employment Contracts Processing Branch until 15 October 1994. Beyond this date, they shall be processed by the Household Workers Center following the new requirements.

5. Namehired HW’s shall be processed by the Namehire Processing Unit (NHPU) until 15 October 1994.

[Signature]
Authentication and verification of employment documents in the foreign posts for unqualified employers shall cease by 15 September 1994. Strictly no transactions involving the above shall be entertained after the specified dates.

For information and guidance.

FELICISIMO O. JOSON, JR.
Administrator

09 September 1994