MEMORANDUM CIRCULAR NO. 75
Series of 1989

TO : All Private Recruitment Agencies and Contractors

SUBJECT : Amendment of Approved Job Order

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In the interest of the service, and in order to ensure that departing overseas contract workers (OCWS) are properly and correctly documented, the Administration shall, effective immediately, allow the amendment of previously approved job orders of foreign principals and employers to reflect the actual and current requirements of the employer. In view thereof, recruitment agencies and contractors may now request for the amendment of their principals' job orders, subject to the following guidelines set by the Pre-Employment Services Office to enable them to process workers according to their actual job position and salary, as requested by the principals:

1. Position categories appearing on the job orders must conform with the actual positions for which contract workers are being hired.

2. Basic salaries should likewise correspond to the actual positions for which the workers are being contracted.

3. Foreign employers/principals submitting Visa/NOC categories different from the job order categories should request for such amendments stating reasons for the adjustment, in writing or thru telex/telefax directly to the POEA.

4. Amendments of the job orders shall be allowed only for one-to-one relationships i.e., same principal and same agency.
Recruitment agencies and contractors who had processed workers but are awaiting deployment, with travel exit passes (TEPs) and employment contracts (EC) reflecting information (e.g. position, salary) different from the factual details, are given thirty (30) days from date of issuance of this Memorandum Circular to amend the job order and process again the TEPs and ECs. Otherwise, any agency or contractor found deploying workers in possession of TEPs with falsified information and substituted employment contracts shall be summarily charged with violation of Art. 34 b of the Labor Code of the Philippines, as amended.

For strict compliance.

TOMAS B. AGACOSO
Administrator

20 November 1989