



Memorandum Circular No. 02
Series of 2025

Guidelines Governing the Accommodation Houses/Housing Facilities of Private Recruitment Agencies (PRAs) and Licensed Manning Agencies (LMAs)

In line with the policy of the state to protect the rights and promote the welfare of OFWs and their families, the following shall govern the registration of accommodation houses/housing facilities of all licensed recruitment agencies and manning agencies for occupancy by their applicants in compliance with Sections 101 and 102 of the 2023 DMW Rules and Regulations Governing the Recruitment and Employment of Landbased OFWs:

A. GENERAL REQUIREMENTS

PRAs and LMAs intending to maintain an accommodation/housing facility for their applicants shall:

1. Report their accommodation house/housing facilities to the Licensing and Regulations Bureau (LRB), by submitting the following requirements:
 - a. Original Copy of Notarized Contract of Lease or proof of ownership of building classified as Group B Occupancy indicating the complete address of the accommodation;
 - b. Original or Certified True Copy of Valid Fire Safety Inspection Certificate for Buildings under Group B Occupancy;
 - c. Original or Certified True Copy of Barangay Clearance/Permit specifying the purpose of the facility;
 - d. Sketch of actual location;
 - e. Photos or videos of facilities;
 - f. Name and contact number of person or caretaker/house manager in charge of managing the facility who is a regular employee of the agency, duly acknowledged by the Department, including her latest photo;
 - h. Copy of the accommodation house rules
 - i. Original Notarized Affidavit of Undertaking duly signed by the agency's President, Sole Proprietor or Partner stating that:
 - i. The agency is granting access to the Department's duly authorized representative/s to inspect the accommodation facility at any time, to investigate any fact, condition or matter which may be necessary to determine compliance, violations, or which may aid in the enforcement of law.



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By: DMW General Services Division on May 29, 2025

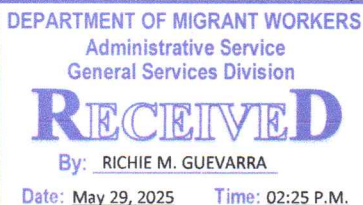


and regulations, and other directives on overseas employment;

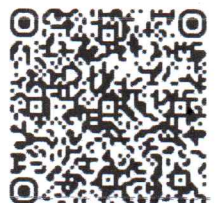
- ii. The agency assumes full and complete responsibility for the welfare and protection of all applicants who are staying in the said facility;
 - iii. The agency shall ensure that the accommodation is always in habitable condition, and compliant with all the prevailing safety regulations including occupancy limits as provided by applicable laws and/or local ordinances;
 - iv. The agency shall provide the applicants with freedom of mobility, including the freedom to leave the accommodation, and the right to communicate with their families; and
 - v. The agency shall not withhold, nor shall it take without valid reason, any pertinent document belonging to the applicant occupying its accommodation.
 - vi. Accommodation house rules with the name / photo of facility manager / caretaker, Emergency evacuation plan/exits must be visibly posted within the facility
2. Provide the applicants free basic needs in the accommodation/facility, such as:
- a. Adequate food (breakfast, lunch and dinner) and clean/potable water;
 - b. Beds with mattress and coverings, blankets, (double-decker beds allowed; beds to be spaced $\geq 1\text{m}$ apart; ≤ 12 occupants per room)
 - c. Toilet facilities with exhaust fans and, enclosed shower area stocked with essential toiletries (soap, toothpaste, toothbrush, shampoo);
 - d. Individual lockers;
 - e. Internet connection; and
3. Provide other amenities/supplies necessary to ensure safe, decent and humane living conditions.
- a. Space for worship;
 - b. Fire extinguishers / properly maintained fire exits;
 - c. Emergency evacuation plan /safety gears;
 - d. Basic medicines and First aid supplies;
 - e. Separate laundry and clothes hanging area;
 - f. Adequate number of fans per room to provide air circulation;

B. MINIMUM REQUIREMENTS FOR AN ACCOMMODATION TO QUALIFY FOR REGISTRATION

1. The accommodation must be reasonably proximate to the registered business address of the agency otherwise free transportation must be provided. To determine reasonable proximity, the availability of public



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transportation must be taken into consideration and the travel time should not be longer than an hour one way using direct public transportation.

2. The accommodation must be in a sanitary and generally safe location with nearby hospitals, places of worship, and grocery stores;
3. The accommodation must be facing a public street or alley;
4. The accommodation must be equipped with adequate light and ventilation, as well as kitchen and dining areas; and
5. The rooms allocated to the applicants must be compliant with the minimum space measurement and occupancy limit as provided by laws, related rules and regulations or local ordinances.

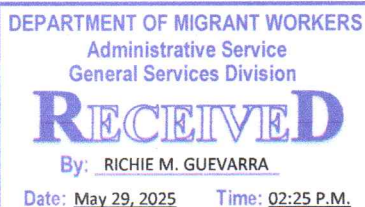
C. ASSESSMENT PRIOR TO APPROVAL OF REGISTRATION

The Inspection Division of the Licensing and Regulations Bureau shall conduct a post-qualification assessment to validate compliance with the general and minimum requirements set by these guidelines as well as the presence of all required permits (Group B occupancy, lighting, ventilation, sanitation, fire protection) which must be visibly posted within the facility.

The LRB Director shall issue a notice of approval of the application for registration of an accommodation facility within five (5) working days, upon determination of the agency's full compliance with documentary and post qualification requirements.

D. MONITORING AND REGULAR REPORTING

1. To ensure proper oversight, a logbook of all applicants must be maintained at the accommodation, recording the following details:
 - a. Complete name, date of birth, age, contact number and permanent address of the applicant, subject to the provisions of Data Privacy Act;
 - b. Name and contact number of applicant's next of kin;
 - c. Applicant's country of destination;
 - d. Date of admission and discharge from the accommodation, with brief statement of the reason for the discharge; and
 - e. Applicant must sign the logbook upon admission and discharge.
2. The agency shall submit quarterly reports to the concerned DMW Regional Office (RO) – Migrant Workers Protection Division (MWPD), including copies of the relevant logbook pages for the reporting period. These reports must be duly attested by both the caretaker/house manager and the authorized signatory of the agency.
3. The RO-MWPD shall maintain a database of submitted reports and determine compliance by the PRAs and LMAs with the provisions of this Circular.



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4. The RO-MWPD shall submit a list of compliant and non-compliant agencies in its quarterly reports to the LRB for oversight and monitoring purposes.

D. DENIAL OR CANCELLATION OF ACCOMMODATION REGISTRATION

The LRB shall not approve the accommodation sought to be registered, or cancel the approval of accommodation, if based on the data provided by the RO-MWPD, the agency:

1. Misrepresented any documents and information provided in the reports, or during application for registration; and
2. Violated any of the requirements under this Circular or the governing Rules.

The denial or cancellation of accommodation registration shall be without prejudice to the filing of administrative charges in accordance with the pertinent provisions of the applicable DMW rules and regulations.

E. SEPARABILITY CLAUSE

In case of declaration by competent authority of invalidity of any provision of this Circular, the validity of the other provisions herein shall not be affected by such declaration.

F. REPEALING CLAUSE

All other issuances inconsistent with this Circular are hereby repealed accordingly.

G. EFFECTIVITY

This Circular shall take effect accordingly.

For strict compliance.

30 April 2025, Mandaluyong City.


HANS LEO J. CACDAC
Secretary

DEPARTMENT OF MIGRANT WORKERS
Administrative Service
General Services Division

RECEIVED

By: RICHE M. GUEVARRA

Date: May 29, 2025 Time: 02:25 P.M.

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