



Republic of the Philippines
Department of Migrant Workers

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BAGONG PILIPINAS

MEMORANDUM CIRCULAR NO. 02
Series of 2024

TO : ALL CONCERNED

**SUBJECT : GUIDELINES ON THE RESUMPTION OF DEPLOYMENT OF
AGENCY - HIRE DOMESTIC WORKERS WITH PREVIOUS
OVERSEAS EMPLOYMENT EXPERIENCE BOUND FOR KUWAIT**

Pursuant to the objectives of strengthening the friendly bilateral relations between the State of Kuwait and the Republic of the Philippines, and with the lifting of suspension in the issuance of entry and work visa to Filipino nationals, the Department of Migrant Workers (DMW) hereby informs the public on the resumption of deployment of all agency-hire domestic workers with previous overseas employment experience bound for Kuwait and subject to the following guidelines.

I. Resumption of deployment of agency-hire domestic workers

Recognizing the importance of safeguarding the rights and welfare of OFWs, the deployment of agency-hire overseas domestic workers shall cover only those with previous overseas employment experience.

For the agency-hire domestic worker's previous overseas employment experience to be considered, the following requisites must concur:

- a. With employment record in the DMW database to show proof that the worker has been duly documented;
- b. Registered OWWA member; and
- c. No welfare record or has not been admitted to the care of the Migrant Workers Resource Center (MWRC) as certified by the concerned Migrant Workers Office.

II. Accreditation Procedure and System

The existing procedures under Part III Rule 1 (Accreditation and Registration of Principals/Employers) of the 2023 DMW Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers for the verification of accreditation documents, approval and revalidation of job orders of foreign employers/principal, foreign recruitment agency (FRA) and onsite accreditation outlined under Memorandum Circular No. 16, Series of 2022 are hereby implemented.



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By: DMW General Services Division on July 12, 2024



III. Documentary Requirements

The documents required in the processing and issuance of Overseas Employment Clearance (OECs) for agency-hire domestic workers bound for Kuwait are as follows:

1. Accreditation Certificate with approved job order issued by the Migrant Workers Office (MWO)-Kuwait as registered by the Landbased Accreditation Bureau (LAB) in the system;
2. Individual employment contract duly verified by the MWO-Kuwait;
3. Copies of the worker's employment documents such as valid passport; employment visa or work permit; certificate of medical fitness; TESDA Domestic Work NC II certificate; Comprehensive Pre-Departure Education Program (CPDEP) certificate; and Pre-Departure Orientation Seminar (PDOS) certificate.

IV. Contracts Processing

1. The qualified Licensed Recruitment Agency (LRA) will encode the employment particulars of their domestic workers through the existing Online processing System for Landbased workers (e-submission);
2. The original copies of the documentary requirements shall be submitted for evaluation and approval to LAB; and
3. Online payment of processing fee and printing of OEC.

V. Safeguard Measures

To ensure and safeguard the protection of all OFWs particularly domestic workers, the following mechanisms shall be implemented:

1. Whitelist/blacklist framework of Licensed Recruitment Agencies (LRAs), Foreign Recruitment Agencies (FRAs), and employers that will participate in the resumption adopting Memorandum Circular No. 18, series of 2022 as applicable for Kuwait;
2. An electronic payment of salaries to address concerns about non-payment and delay in payment;
3. Appointment of a Welfare Desk Officer to monitor, report, and assist OFWs;
4. Certificate from MWO Kuwait that the FRA/Employer has no reported distressed worker in the shelter; and
5. The relevant visa shall be issued by the Kuwait Embassy in Manila and the point of departure of the worker should be from the Philippines to discourage third-country hiring.

A Joint Technical Working Group shall be established composed of representatives from competent authorities of both countries to monitor, discuss and address issues and concerns to the mutual benefit of workers and employers.

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VI. Coordination

The Land-Based Accreditation Bureau (LAB), Migrant Workers Protection Bureau (MWPB) and the Migrant Workers Office (MWO) in Kuwait are hereby directed to coordinate on matters concerning the review and validation of existing cases being reported to the Department.

VII. Applicability and Effectivity

These guidelines shall apply to all Filipino agency-hire domestic workers bound for Kuwait.

All previous issuances inconsistent herewith are hereby amended accordingly.

This Circular shall take effect immediately.


HANS LEO J. CACDAC
ad interim Secretary

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By: DMW General Services Division on July 12, 2024

