



**Philippine Overseas Employment Administration**

Republic of the Philippines  
Department of Labor & Employment

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**MEMORANDUM CIRCULAR No. 05**  
Series of 2009

TO ALL CONCERNED

**SUBJECT : PROCESSING OF LOW/SEMI-SKILLED FEMALE WORKERS AS NAME HIRES**

Further to Memorandum Circular No. 14, series of 2008, on Requirements for Verification, Registration and Documentation of Overseas Household Service Workers and Selected Skills and in line with the Administration's thrust to strengthen the protection mechanism for overseas Filipino workers, the following positions are categorized as low/semi skilled workers and therefore require verification of the individual employment contract at the Philippine Overseas Labor Office prior to processing at POEA as name hires:

**A. Low / Semi-skilled Female Workers Bound for all Countries except Canada**

1. aerobic instructress
2. attendants(gasoline station, food)
3. baker
4. beader, emroiderer, dressmaker, sewer, cutter, seamstress
5. beautician, beauty consultants, make-up artists, manicurist, manicurist, hairdresser, hairstylist, nail technician
6. cashier
7. chambermaid
8. checker
9. clerk
10. cook
11. customer service assistant
12. dishwasher
13. flower arranger/florist
14. guest relation officer (GRO), receptionist
15. helper
16. janitress cleaner
17. kitchen helper
18. laundry woman
19. masseuse, reflexologist
20. merchandiser



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21. poultry worker
22. printer, canvasser
23. public work worker
24. restaurant workers, amusement park worker
25. sales representative
26. saleslady, supermarket worker
27. sandwich maker, sweet maker, coffee/tea maker
28. secretary
29. service crew
30. skin care specialist
31. storekeeper
32. telephone operator
33. waitress

B. Low / Semi-skilled Male Workers bound to Bahrain:

1. bartender
2. butcher
3. carpenter
4. faison officer
5. machine operator
6. mason
7. master cutter
8. painter
9. plumber
10. roomboy
11. tailor

All workers hired for a position included in the above list will not be processed unless the individual employment contracts are verified by the POLO if bound for a country with presence of a POLO. If the worker is bound for a country with no POLO presence, the individual employment contract shall be verified by the nearest POLO or authenticated by the nearest Philippine Embassy.

All other existing requirements for their documentation and processing shall apply.

For compliance.

*Jennifer*  
JENNIFER JARDIN-MANALI  
Administrator *J*