



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>



February 15, 2017

MEMORANDUM CIRCULAR

NO. 2017-33

TO : ALL CITY/MUNICIPAL MAYORS, PUNONG BARANGAYS, ALL SANGGUNIANG CONCERNED, DILG REGIONAL DIRECTORS, ARMM REGIONAL GOVERNOR AND DILG FIELD OFFICERS

SUBJECT : ADDENDUM TO DILG MEMORANDUM CIRCULAR 2013-61 RE: GUIDELINES ON THE BARANGAY REGISTRATION PURSUANT TO REPUBLIC ACT NO. 10361 OTHERWISE KNOWN AS "DOMESTIC WORKERS ACT"

The Department issued DILG MC 2013-61 dated July 8, 2013, providing for guidelines in the Barangay Registration of Kasambahay pursuant to Rule 10 of the Implementing Rules and Regulations of RA 10361 or the "Domestic Workers Act.

To improve the implementation and monitoring of the Barangay Kasambahay Registration, addendum to DILG MC 2013-61 is hereby issued to provide additional guidelines to the local government units.

A. Enabling Ordinances

All Punong Barangays are hereby encouraged to enact local ordinances in support of the Batas Kasambahay and to implement the Barangay Registration of Kasambahays in their area of jurisdiction.

B. Submission of Monthly Report

The Public Employment Service Office (PESO) shall submit a monthly consolidated report using KR Form 4 (Annex 1) to the DILG

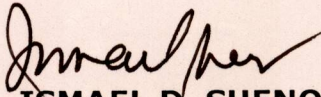
City or Municipal Office; copy furnished the DOLE District or Provincial Office, SSS, PAG-IBIG and PhilHealth.

C. Flowchart on Barangay Kasambahay Registration

The Punong Barangays are likewise encouraged to display the attached Kasambahay Registration Flowchart in the barangay hall.

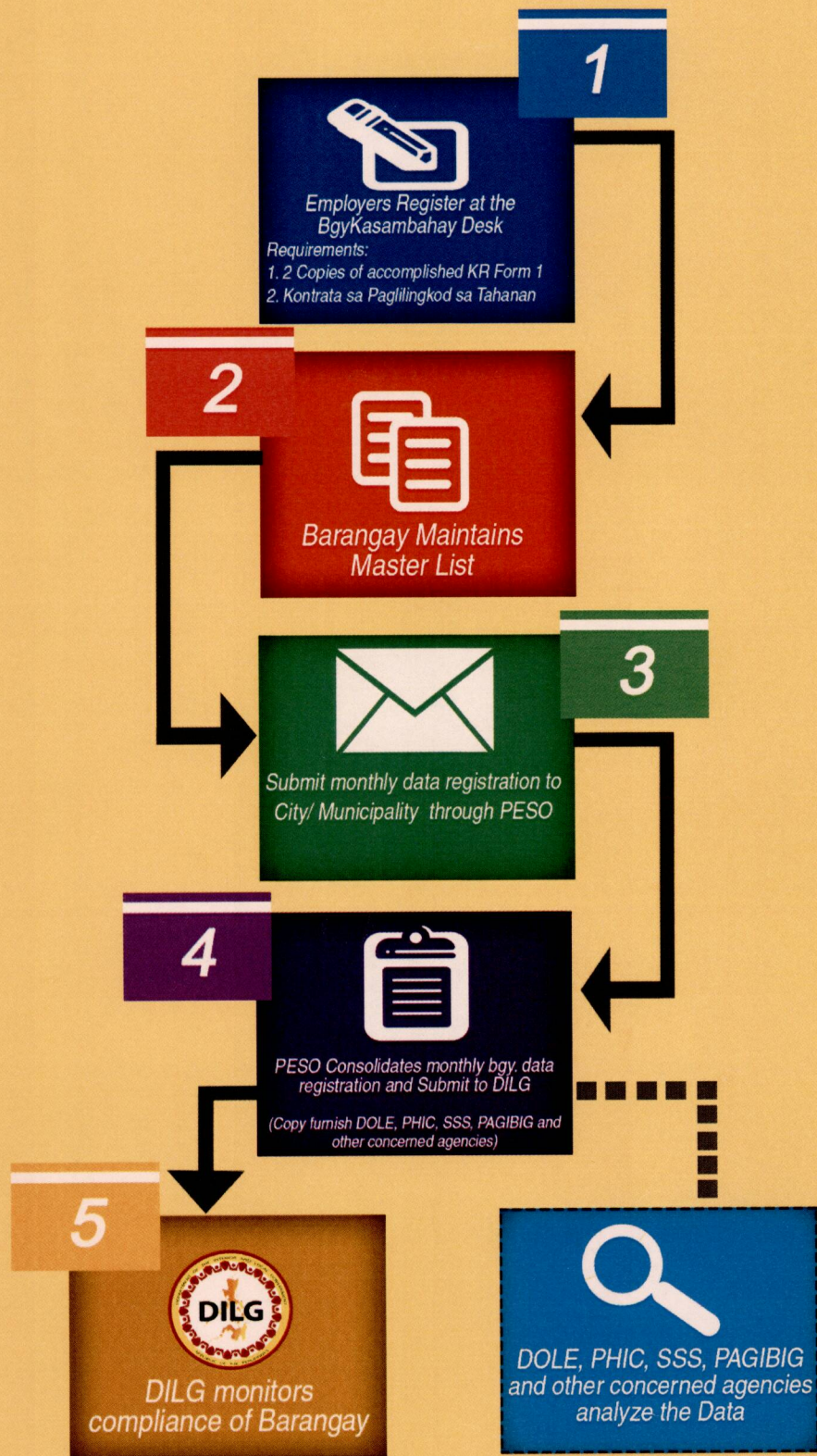
All City/Municipal Mayors are enjoined to ensure the compliance of all barangays on this Circular. All DILG Regional Directors are directed to submit monitoring report on the barangay compliance, pursuant to the guidelines provided in DILG MC 2013-61.

For the guidance of all concerned.


ISMAEL D. SUENO
Secretary



DILG PROPOSED FLOW CHART
BARANGAY KASAMBAHAY DESK
"EMPLOYERS REGISTRATION WORK FLOW CHART"
(DILG MC NO. 2013-61)



MONTHLY CONSOLIDATED KASAMBAHAY REPORT
As of _____

Municipality/City :

Province:

Page _____ of _____ Pages

BARANGAY (1)	TOTAL NO. OF REGISTERED KASAMBAHA Y (2)	NO. OF KASAMBAHAY BY: (3)																													
		SEX (a)		AGE (b)				CIVIL STATUS (c)				EDUCATIONAL ATTAINMENT (d)						WORK INFORMATION (e)													
		F	M	15 to below 18	18-30	31-45	46 and above	S	M	W	SEPA- RATED	ELEMENTARY (d.1)		HIGH SCHOOL (d.2)		COLLEGE (d.3)		NATURE OF WORK (e.1)						SALARY (e.2)							
												UNDER GRAD	GRAD	UNDER GRAD	GRAD	UNDER GRAD	GRAD	GEN. HOUSEH ELP	YAYA	COOK	GARDE NER	LAUNDRY PERSON	OTHERS	Php 1,500 - P1,999	Php 2,000 - P2,499	Php 2,500 - P4,999	Php 5,000 and above				
1	Urbiztondo	300	150	150	25	150	75	50	200	100			125	50	75	25	20	5	100	25	50	125						0	180	100	20
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Prepared by:

_____ PESO Staff

Submitted by:

_____ Head, PESO