



## Embassy of the Republic of the Philippines SINGAPORE

### **RULES ON THE ENGAGEMENT OF NON-GOVERNMENTAL ORGANIZATIONS, RELIGIOUS GROUPS AND OTHER PRIVATE ASSOCIATIONS AND INDIVIDUALS WITH THE MIGRANT WORKERS AND OTHER OVERSEAS FILIPINOS RESOURCE CENTER IN SINGAPORE**

The Migrant Workers and Other Overseas Filipinos Resource Center (MWOFRFC/Center) in Singapore was established under the administrative jurisdiction of the Embassy of the Philippines and the immediate supervision of the Philippine Overseas Labour Office (POLO). It is intended to provide distressed Filipino female workers with temporary shelter and immediate interventions that will fast-track resolution of their cases as well as their repatriation, recovery, reintegration and empowerment. It serves as a facility that enables these workers to transform their unfortunate experiences into opportunities for achieving personal development, economic advancement and spiritual enhancement.

The MWOFRFC's mission is to ensure the protection and well-being of the wards under its custody. It is, therefore, paramount that the following rules are strictly observed by non-governmental organizations, religious groups and other private associations and individuals visiting and engaging the wards:

#### **I. GENERAL RULES**

1. Request to visit and engage the MWOFRFC wards shall be made in writing and addressed to the Labour Attaché, Philippine Overseas Labour Office, Embassy of the Philippines, Singapore. Such request may be sent through email address [polosingapore@yahoo.com](mailto:polosingapore@yahoo.com) or [owwasingapore15@yahoo.com](mailto:owwasingapore15@yahoo.com).
2. The request should be received by POLO at least one week before the intended date of visit/engagement with the following information:
  - a. Name of the requesting organization/individual;
  - b. Names, position and contact details of all individuals joining the visit/engagement
  - c. Purpose of visit/engagement;
  - d. Date, time and duration of the visit/engagement
  - e. Proposed specific activities to be undertaken/program of activities; and
  - f. List of equipment to be used for activities to be undertaken.
3. All requests for visit/engagement shall be subject to approval of the Labour Attaché or in his/her absence, the Acting Head of POLO or the Welfare Officer. No organization/individual shall be allowed entry into the Center without such approval.
4. No visit/engagement/activity shall be allowed before 10:00 AM and after 7:00 PM. All visitors shall leave the Center premises by 7:00 PM.

5. Activities undertaken at the MWOFRFC shall be under the supervision of the designated Center Coordinator or any authorized POLO personnel. Attendance of wards in these activities shall be purely voluntary on their part.
6. Supplies needed for approved activities at the MWOFRFC shall be provided by the visiting organization/individual.
7. The activities that may be undertaken by the visiting organization/individual are as follows:
  - a. Skills training;
  - b. Psycho-social counseling;
  - c. Prayer sessions, Eucharistic celebration and related activities;
  - d. Fun games, indoor exercises and related activities;
  - e. Film-showing; and
  - f. Gift-giving
8. The following activities are strictly prohibited:
  - a. Promotion/marketing and selling of products;
  - b. Enticement of wards to join/enroll in religious denomination, organization, clubs and the like; and
  - c. Political assembly/campaigning and related acts.
9. All visiting organizations/individuals shall observe orderliness at all times. To avoid disruption of peace and order in the neighborhood/community, noise/sound level during activities should be reduced to the minimum. Unruly behavior, unnecessary noise (shouting) and instances of similar nature are absolutely prohibited.
10. The use of sound system during activities is prohibited. However, the use of visual aids for presentations is allowed.
11. Due to restricted garbage disposal in the community, trash accumulated during activities shall be disposed of by the visiting organization/individual.
12. It is absolutely prohibited for any visitor to drink liquor/alcoholic beverages, smoke and gamble within the premises. Anyone caught committing any of these prohibited acts shall be immediately removed from the premises and, if necessary, be reported to the police.
13. Visiting organizations/individuals are prohibited to post photos and videos of the MWOFRFC and the wards on social media.
14. The location of the MWOFRFC and identities of the wards shall be kept confidential by any visiting organization/individual. Public disclosure of the location of the Center and identities of the wards shall be dealt with, accordingly.

## II. DONATION GUIDELINES

1. The MWOFCRC accepts in-kind donations (e.g., food, groceries, toiletries, clothes, beddings, etc.) for the use of the facility and its wards. All donations shall be cleared with the POLO.
2. Overused articles/clothes will not be accepted.
3. All donors are encouraged to provide an inventory of items donated, the receipt of which shall be acknowledged by the Center Coordinator or any authorized POLO personnel present at the Center during the turn-over of donations.
4. The MWOFCRC does not accept monetary donations. Financial assistance may, however, be given directly to the wards, provided that the Center Coordinator is notified of the amount and purpose of such assistance for recording purposes. No POLO personnel including the Center Coordinator is allowed to accept financial assistance on behalf of the wards.
5. The MWOFCRC and its wards shall not be used by any organization/individual to solicit funds and other donations from other organizations and individuals.

The Embassy of the Philippines, through the POLO, reserves the right to impose additional rules as it deems necessary to protect the wards and maintain orderliness in the MWOFCRC.

For strict compliance of all concerned.

  
JOSEPH DEL MAR YAP  
Ambassador

15 April 2018