

## GUIDELINES ON THE REGISTRATION OF FILIPINO WORKERS FOR THE SPECIAL HIRING PROGRAM FOR KOREA

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In preparation for the participation of the Philippines in Korea's new Employment Permit System (EPS) under a government-to-government hiring arrangement scheduled to take effect in August 2004 and in furtherance of the Administration's thrust to maximize employment opportunities for overseas Filipino workers, the following guidelines are hereby issued to facilitate the recruitment and deployment of workers to the Republic of Korea:

### I. Creation of the Special Group/Unit for the Special Hiring Program for Korea (SHPK)

In anticipation of the big volume of applicants for the SHPK, a special unit shall be created at the Government Placement Branch (GPB) which shall handle the registration and pre-screening, test and interview, final screening, selection by the Korean employers and processing and documentation of workers prior to deployment to Korea.

### II. Manpower Registration

Interested applicants shall register in person with any of the following offices:

1. Manpower Registry Division located at the Ground Floor of the POEA;
2. Nearest POEA Regional Center/Extension Office (RC/REU);
3. Designated PESO Offices and DOLE Regional Office. The Bureau of Local Employment (BLE) who has the program supervision and coordination over the network of Public Employment Service Offices (PESOs) shall on a regular basis provide POEA with the registry of applicants.

The POEA shall not charge or collect fees for registration and shall not authorize any entity other than those mentioned above to accept applications under this program.

### III. Minimum Requirements for Registration

The applicants shall submit the following requirements to the POEA, for registration;

1. Photocopy of NBI Clearance
2. Photocopy of passport/NSO authenticated birth certificate (applicants should not be over 40 years old by August 2004)
3. Photocopy of high school diploma/college diploma
4. 1 piece colored 2 X 2 picture

Upon registration, applicants shall be issued a registration certificate.

### IV. Selection Procedure

Applicants shall be notified of their schedule for test/s and structured interview. Applicants who registered at

designated PESO offices or DOLE Regional Offices shall be notified through the BLE. Those who passed the test and interview shall undergo final screening prior to the interview of the Korean employer.

**V. Pre-employment Medical Examination and Basic Korean Language Training Course**

Applicants who are selected by the Korean employer shall be required to undergo and pass the medical examination and the 10-day Basic Korean Language Training Course.

The POEA shall issue periodic advisories regarding this program through available medium. The public may also visit the POEA website at [www.poea.gov.ph](http://www.poea.gov.ph) from where information on this program could be further secured.

For the information and guidance of all concerned.

(SGD.) ROSALINDA DIMAPILIS-BALDOZ

Administrator

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