

GUIDELINES ON THE PREPARATION OF THE FORM "FEES AND SALARY DECLARATION FOR TAIWAN BOUND WORKERS";

POEA MEMORANDUM CIRCULAR NO. 10, S. 2005, September 22, 2005

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Pursuant to the Administration's deregulation thrust and continuing program to simplify and streamline the procedures on the documentation of overseas Filipino workers, the following guidelines are hereby prescribed for the preparation of the Fees and Salary Declaration of Taiwan-bound workers which is presented to the Taipei Economic and Cultural Office (TECO) as a requirement for the issuance of the worker's visa.

I. General Policy

1. All workers bound for Taiwan and their deploying agencies shall sign the required form "Fees and Salary Declaration for Taiwan Bound Workers" in person during the orientation to be conducted by the private sector. A copy of the declaration form stamped by POEA is presented to the Taipei Economic and Cultural Office (TECO) as a requirement for the issuance of visa.
2. Existing PDOS providers conducting country-specific PDOS for Taiwan are eligible to conduct the orientation on fees and salaries of Taiwan-bound workers at no cost to the worker.
3. POEA and the private sector shall cooperate in developing and applying an accurate and relevant orientation module and in monitoring the conduct of the orientation.
4. The orientation provider shall maintain a database of workers who have undergone the orientation which shall be electronically accessible by POEA for validation purposes.

II. Requirements for the POEA Stamping of the Form "Fees and Salary Declaration of Taiwan Bound Workers"

The recruitment agency of the worker shall submit to the POEA Landbased Employment Center the following documents:

1. The form "Fees and salary declaration" duly accomplished and signed by the worker and the agency
2. Worker's certificate of attendance in the orientation.

POEA shall evaluate the documents, stamp the forms, return a copy to the agency and retain a copy for file. The POEA shall regularly analyze the information contained in the forms as input to policy recommendations. Agencies submitting false information in relation to the Form shall be dealt with in accordance with the POEA Rules and Regulations.

All issuances inconsistent herewith are repealed/modified accordingly. This Circular takes effect immediately.

For strict compliance.

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