

GUIDELINES ON THE DEPLOYMENT OF WORKERS UNDER THE SPECIAL HIRING PROGRAM FOR TAIWAN

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Pursuant to POEA Governing Board Resolution No. 2 (Series of 2001), the following are the guidelines on the deployment of workers under the Special Hiring Program for Taiwan:

A. Definition

The Special Hiring Program for Taiwan is a facility within the POEA which handles the recruitment and deployment of workers directly without the participation of Taiwan manpower agencies and the Philippine licensed recruitment agencies. The program is being implemented pursuant to the existing Memorandum of Understanding with the Philippines through the Taipei Economic and Cultural Office (TECO) and the Manila Economic and Cultural Office (MECO).

B. Requirements for Employers Availing of the Program

- The employer shall be required the following documents:

- a. Brief Company Profile (indicating the nature of business, number of employees, number of years in business, etc).
- b. Demand Letter/Manpower requirements indicating the qualification criteria (education, age, gender, experience, skills certification/license, etc.)
- c. Copy of Company's Employment Contract for foreign worker indicating the salary offer and other benefits.
- d. Council of Labor Affairs (CLA) Approval Letter
- e. Target deployment date

- All the above documents duly verified by the Manila Economic and Cultural Office – Labor Center (MLC) shall be submitted to the POEA that will then initiate the recruitment proceedings.

- The MLC shall assist the POEA in the negotiation of recruitment agreement and contractual terms and avail of the Program and the MLC shall inform the employer of acceptance upon receipt of POEA's confirmation.

- Employer shall execute with the POEA a Recruitment Agreement pursuant to the existing MOU on the Special Hiring Program.

C. Employment Contract

The employer and worker shall adopt an Employment Contract consistent with the terms of agreement of the Manila Economic and Cultural Office/Philippine Overseas Employment Administration (MECO/POEA) with the Council of Labor Affairs/Employment, Vocational and Training Administration (CLA/EVAT). The parties may negotiate better terms and conditions of employment. The MLC/POEA will guide the workers in negotiation.

D. Recruitment and Documentation of Workers

1. Selection of workers

The employer has the authority to make the final selection of workers. Selection of workers may be done either by mail or personal interview in the Philippines or other means such as teleconferencing. Recruitment of workers for Taiwan employers shall be conducted in Metro Manila or in the region/s as preferred by the employer with the POEA Regional Center or POEA extension units exercising supervision over the special hiring activities.

2. Briefing of workers

Selected workers shall undergo the necessary briefing and required Pre-Departure Orientation Seminar (PDOS) prior to their employment in Taiwan. The briefing will familiarize the workers on the company's terms and conditions of employment, technical peculiarities of the demands of the work and its environment unique to their employment with the employer and will also provide them with information on host country profile and orientation on values and attitudes for effective employment abroad. Documentary requirements, detailed procedures in processing of travel papers and itemized expenses of workers hired under the Program are also discussed during the briefing. During the PDOS, the workers are also forewarned not to run away unduly from employer lest they be charged of criminal offense.

3. Medical Examination

Selected workers shall undergo medical examination prescribed by the employer and the host country and to be conducted by the hospitals/clinics accredited by the Department of Health (DOH) of Taiwan and the Philippines, POEA and the Taipei Economic and Cultural Office (TECO).

4. Visa Processing

Workers who passed the medical examination shall submit the following documentary requirements to POEA for the issuance of visa by the Taipei Economic and Cultural Office (TECO):

- Valid passport
- NBI Clearance
- Medical Certificate
- Employment Contract
- Copy of CLA Approval Letter
- Pictures
- Visa Fee

5. Processing of Employment Contracts and Issuance of Overseas Employment Certificate (OEC)

Upon release of the worker's visa, the POEA shall assist in the contract processing and issuance of the Overseas Employment Certificate of hired worker. When necessary, processing of employment contracts and issuance of Overseas Employment Certificates of selected workers, shall be undertaken in the regional offices of the POEA where recruitment was conducted in order to facilitate the documentation process.

E. Schedule of Fees

- The following shall be borne by the employer:

a. Travelling expenses during interview in the Philippines (such as airfare, hotel accommodation, shuttle services, visa to the Philippines, etc.) m

b. Advertisement cost for scarcely available skills

- The following fees shall be borne by the worker:

Documentation costs which shall include cost of passport, NBI Clearance, medical examination, medicare premium, trade testing (if necessary) and visa (if not paid for by the employer).

Processing costs which include expenses for airfare, POEA processing fee and OWWA Membership fee shall be subject to negotiation between the employer and the worker through the assistance of POEA.

For compliance.

Adopted: 10 Apr. 2001

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