

HIRING GUIDELINES FOR TAIWAN

POEA MEMORANDUM CIRCULAR NO. 24 S. 1992, March 25, 1992

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Pursuant to Department Circular No. 01, Series of 1992, dated 04 February 1992, establishing the Special Hiring Program for Taiwan and in order to maximize the share of Filipino workers in the Taiwan labor market, the following guidelines for the deployment of Filipino workers to Taiwan are hereby issued:

SECTION 1. General Scheme –

1. All Taiwan principals/employers who wish to employ Filipino workers shall source their manpower requirements through licensed agencies (or lead agents) authorized by the DOLE/POEA and recognized by the Taiwan government for Taiwan.
2. These lead agents shall be assigned licensed agencies or co-agents prequalified by DOLE to participate in the recruitment for Taiwan. The lead agent and co-agents shall undertake a Memorandum of Agreement which outlines their relationship and to be submitted to POEA.
3. These co-agents shall be allowed to seek accreditation of Taiwan principals/employers with POEA provide the same is undertaken for and on behalf of the lead agent and the co-agents shall assume responsibility for the deployment of workers.
4. The lead agent and con-agents shall agree among themselves on the sharing of job orders secured from Taiwan.

SECTION 2. Requirements for POEA Accreditation - Authorized licensed recruitment agencies and their co-agents applying for accreditation of principals/employers from Taiwan shall submit the following documents to POEA:

1. Special Power of Attorney or Service Agreement in favor of the lead agent verified by the Philippine Special Labor Representative in Taiwan and authenticated by the Manila Economic and Cultural Office (MECO) in Taiwan;
2. Authority to recruit foreign labor from the Council of Labor Affairs, Taipei verified by the Philippine Special Labor Representative, MECO in Taiwan;
3. Memorandum of Agreement between the lead agent and co-agent;
4. Model Employment Contract;
5. Manpower Requirements and wage schedule duly verified by the Philippine Special Labor representative, MECO in Taiwan.

SECTION 3. Requirements for Contract Processing - Authorized licensed recruitment agencies and co-agents deploying workers to Taiwan shall submit the following documentary requirements to the Employment Contract Processing Branch:

1. Request for Processing (3 copies)

2. Agency-Worker Agreement (2 copies)
3. OCW Info Sheet
4. Appropriate entry visa
5. Identification Sheet for Contract Worker's ID
6. Repatriation Bond
7. PDOS Certificate

SECTION 4. Fees

1. The POEA prescribed placement fee shall be charged to recruited workers hired for Taiwan.
2. The Philippine agencies/contractors shall charge a minimum of \$300 service fee from their Taiwan employers.
3. Co-agents processing in the name of the lead agent shall pay a token administrative fee of not more than P1,000 for every worker to the lead agent.

SECTION 5. Pre-Departure Orientation Seminar (PDOS) - All contract workers bound for Taiwan shall undergo a PDOS to primarily educate them with overseas employment program as well as on information about Taiwan, its culture, working conditions and the like. PDOS certificate shall form part of documentary requirements for processing.

SECTION 6. Name Hiring - No name hiring for Taiwan shall be allowed by POEA. All workers bound for Taiwan therefore shall be duly processed for deployment upon accreditation of employer with POEA.

SECTION 7. Proof of Remittance - The lead agents and their co-agents shall submit to POEA their proof of foreign exchange remittance on a quarterly basis.

SECTION 8. Repealing Clause - This Memorandum Circular supersedes all previous issuances inconsistent herewith.

For strict compliance.

Adopted: 25 Mar. 1992

(SGD.) MANUEL G. IMSON
Deputy Administrator and
Officer-in-Charge

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