

**[ POEA MEMORANDUM CIRCULAR NO. 04, S. OF  
2001, May 20, 2001 ]**

**NEW HIRING GUIDELINES FOR TAIWAN-BOUND WORKERS**

Pursuant to the continuing thrust of the Administration to provide utmost protection to Filipino workers and consistent with the POEA general policy of recognizing the role played by foreign placement agencies in the employment of Filipino workers, the following guidelines on the deployment to Taiwan of Overseas Filipino Workers hired through Philippine Recruitment Agencies (PRA) and Taiwan Manpower Agencies (TMA) are hereby issued:

*I. Registration of TMAs by POEA*

Entities duly licensed to operate as manpower agencies by the Council of Labor Affairs (CLA) in Taiwan shall undergo registration at the POEA.

*II. Documentary Requirements for Registration of TMAs at POEA*

The following documentary requirements for registration shall be submitted directly to POEA or through the Manila Economic and Cultural Office (MECO) in Taiwan:

- a. Copy of valid license from the CLA, notarized by a Taiwan district court;
- b. Certificate of good standing from the CLA; and
- c. Duly accomplished TMA application form with a photocopy of a valid passport of the TMA owner.

Upon compliance with the above requirements, the TMA shall be included in POEA's official list of registered TMAs. The POEA shall regularly provide concerned entities with the said list.

*III. Documentary Requirements for Accreditation of Taiwan Employers*

The following documents shall be submitted to the POEA for accreditation of the Taiwan employer:

- a. Certificate of Business Registration of the TMA, with English translation;
- b. Master employment contract signed by the employer, notarized by a Taiwan district court and verified by MECO;
- c. Special Power of Attorney (SPA) issued by the direct employer in favor of the Philippine agency, notarized by a Taiwan district court and verified by MECO;,,

- d. SPA issued by the direct employer in favor of the TMA, notarized by a Taiwan district court and verified by MECO;
- e. Memorandum of Agreement between the TMA and the Philippine agency, notarized by a Taiwan district court and verified by MECO;
- f. Manpower request signed by the employer, notarized by a Taiwan district court and verified by MECO; and
- g. CLA letter of approval, verified by MECO.

Upon compliance with the above requirements, the corresponding accreditation certificate will be issued by the POEA to the employer.

#### *IV. Documentary Requirements for Processing at POEA*

- a. Duly accomplished Information Sheet of the worker;
- b. Individual employment contract based on the approved master employment contract (For domestic helpers/caregivers, the individual contract shall be co-signed by the TMA); and
- c. Visa stamped on passport.

#### *V. Additional-Manpower Requests of Accredited Employers*

For additional manpower requests, the following documents shall be submitted to POEA:

- a. CLA letter of approval, verified by MECO; and
- b. Manpower request signed by the employer, notarized by a Taiwan district court and verified by MECO

#### *VI. Renewal of Accreditation of Taiwan Employers*

In case of renewal of accreditation of the employer having the same TMA, the following documents shall be submitted to POEA:

- a. Letter of confirmation for the renewal of accreditation from employer;
- b. Valid business license, if necessary;
- c. CLA letter of approval, verified by MECO; and
- d. Confirmation of the employment contract by the employer.

In cases of renewal of accreditation of the employer having a different TMA, the following documents shall be submitted to POEA;

- a. Certificate of Business Registration of the TMA, with English translation;
- b. Master employment contract signed by the employer, notarized by a Taiwan district court and verified by MECO;