

**[ POEA MEMORANDUM CIRCULAR NO. 54 s. 1994,  
August 19, 1994 ]**

**IMPLEMENTATION OF GOVERNING BOARD RESOLUTION NO. 9,  
SERIES OF 1994, ON THE THE ACCEPTANCE OF ACTUAL TERMS  
AND CONDITIONS IN THE DEPLOYMENT OF OCW'S TO  
INDUSTRIAL PLANTS AND FACTORIES IN MALAYSIA**

In reference to Governing Board Resolution No. 9, Series of 1994, the following guidelines are hereby promulgated for the implementation of said resolution:

**I  
Coverage**

- A. All landbased agencies deploying industrial plant and factory workers to Malaysia are in good standing and with good track record may avail of this policy liberalization.
- B. All skill or worker categories bound to work for Malaysia-based industrial plants and factories are likewise covered by these guidelines.
- C. Only employers or principals, operating industrial plants and factories in Malaysia who have existing or prospective tie-ups with DOLE-licensed agencies in good standing and with good track record are covered by this Memorandum.

**II  
Accreditation of Employers and Principals**

All employers covered by this Memorandum shall submit the following requirements for accreditation: A. Duly authenticated Special Power-of-Attorney in favor of their chosen DOLE-licensed agency.

B. Duly authenticated Manpower Request addressed to their chosen agency, confirming actual salary offer per position title, the volume of hiring requirements, qualification criteria and job description for the positions offered, in accordance with Memorandum Circular No. 47, Series of 1994.

C. Employment Contract of the Company duly stamped by the Human Resources Department and authenticated by the Philippine Embassy in Malaysia.

D. Job order form with position and salary.

E. Ministry of Human Resources approval to hire foreign workers.

**III  
Full Disclosure**

A. All agencies recruiting factory workers for Malaysia shall execute an Undertaking to the effect that the actual terms and conditions of employment as well as