

**[POEA MEMORANDUM CIRCULAR NO. 4, S. 2004,
April 21, 2004]**

**GUIDELINES ON THE REGISTRATION OF FILIPINO WORKERS
FOR THE SPECIAL HIRING PROGRAM FOR KOREA**

In preparation for the participation of the Philippines in Korea's new Employment Permit System (EPS) under a government-to-government hiring arrangement scheduled to take effect in August 2004 and in furtherance of the Administration's thrust to maximize employment opportunities for overseas Filipino workers, the following guidelines are hereby issued to facilitate the recruitment and deployment of workers to the Republic of Korea:

I. Creation of the Special Group/Unit for the Special Hiring Program for Korea (SHPK)

In anticipation of the big volume of applicants for the SHPK, a special unit shall be created at the Government Placement Branch (GPB) which shall handle the registration and pre-screening, test and interview, final screening, selection by the Korean employers and processing and documentation of workers prior to deployment to Korea.

II. Manpower Registration

Interested applicants shall register in person with any of the following offices:

1. Manpower Registry Division located at the Ground Floor of the POEA;
2. Nearest POEA Regional Center/Extension Office (RC/REU);
3. Designated PESO Offices and DOLE Regional Office. The Bureau of Local Employment (BLE) who has the program supervision and coordination over the network of Public Employment Service Offices (PESOs) shall on a regular basis provide POEA with the registry of applicants.

The POEA shall not charge or collect fees for registration and