

**[POEA MEMORANDUM CIRCULAR NO. 06, S. 2001,
April 10, 2001]**

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

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

1. 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

2. 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.

3. 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.

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