

**[ POEA MEMORANDUM CIRCULAR NO. 20 s. 1993,  
May 27, 1993 ]**

**GUIDELINES ON THE DEPLOYMENT OF WORKER-TRAINEES FOR  
SOUTH KOREA**

In order to facilitate the deployment and at the same time promote the welfare of Filipino trainees bound for South Korea and pursuant to Governing Board Resolution No. 07 and Department Order No. 12, Filipino worker-trainees leaving for South Korea shall be required to go through licensed private recruitment agencies and entities for proper documentation and processing at the Philippine Overseas Employment Administration.

The following guidelines shall be observed in the documentation and processing of worker-trainees.

**I  
DEFINITION**

1. Host Company — a foreign-based company which host and provides both theoretical and on-the-job training to the trainee.
2. Worker-Trainee — a worker sent abroad on trainee visa.

**II  
WORKER- TRAINEE  
PROCESSING/DOCUMENTATION.**

1. Recruitment and processing of worker trainee documents shall be coursed through POEA-licensed agencies.

1.1. Accreditation of Host Companies — Licensed recruitment agencies shall submit the following requirements for the accreditation of host companies:

- a. Special Power of Attorney/Service Agreement authenticated by the Philippine Embassy and verified by Labor Attache
- b. Model Worker-Trainee contract verified by Labor Attache
- c. Certificate for Confirmation of visa issuance for Alien's Industrial Technology Training form the Korean Ministry of Justice verified by the Labor Attache.

A host company's accreditation is valid only for one year.