

**[LTO MEMORANDUM CIRCULAR NO. 37, S. 1993,
August 25, 1993]**

GUIDELINES ON DEPLOYMENT TO SOUTH KOREA

All recruitment agencies/entities deploying trainees to South Korea shall submit the following requirements for the accreditation of Host Companies and processing of trainee documents:

A. Accreditation of Host Companies — Only Direct Employers Host Companies shall be considered for accreditation.

1. Approval of Trainee Sponsorship from any of the following government entities in Korea verified by the Labor Attache:

Ministry of Trade & Industry

Korean Central Bank

Ministry of Science & Technology

Korea Trading Association

2. Training Contract, notarized in South Korea and verified by the Labor Attache:

3. Award of Assignment authenticated and verified by the Philippine Embassy/Labor Attache together with the host company's translated business license. (Award of Assignment is a document from the host company granting authority to his Philippine agent to act and sign for and in behalf of the host company).

B. Processing of Trainee Documents

1. Request for processing

2. Info Sheet

3. Individual worker-trainee contract

4. Certificate of confirmation of visa issuance for alien industrial technical training from the Ministry of Justice

5. Repatriation bond

This Circular supersedes previous issuances inconsistent herewith and shall take