

**[POEA MEMORANDUM CIRCULAR NO. 06, S. 2005,
May 17, 2005]**

GUIDELINES ON THE SPECIAL HIRING PROGRAM FOR SABAH

Pursuant to the thrust of the Administration to facilitate the employment and documentation of Filipino workers bound for Sabah, the following guidelines are hereby issued:

I. Registration of Sabah Principals

Foreign principals/employers in Sabah shall be registered upon presentation of the following documents:

1. Special Power of Attorney
2. Manpower Request
3. Visa or equivalent document
4. Master employment contract

Request for additional job orders may be granted upon submission of a new manpower request.

II. Documentation of New Hired workers Bound for Sabah

1. The following documents shall be submitted for the processing of documents of new hired workers by accredited principals in Sabah:
 - a. Request for Processing (RFP)
 - b. Worker's information sheet
2. A POEA processing fee of P100 and OWWA membership fee of P1,275 shall be charged for the processing of each worker hired.
3. The prevailing terms and conditions of employment under the laws of Sabah, including the prevailing wage onsite shall be applied to the workers.
4. The POEA-authorized placement fee may be charged from the workers.

III. Documentation of Returning Workers Bound for Sabah

1. Individual Processing. The following documents shall be presented by the worker for his documentation as a returning worker:
 - a. Valid passport
 - b. Proof of employment in Sabah
 - c. Visa or work quota
2. Processing Fee. A POEA processing fee of P100 shall be charged for the processing of each returning worker processed for Sabah.