

**[POEA MEMORANDUM CIRCULAR NO. 10, S. OF
1999, May 06, 1999]**

**GUIDELINES ON THE ACCREDITATION OF TAIWAN MANPOWER
AGENCIES**

Pursuant to Governing Board Resolution No. 4, Series of 1998, the following guidelines on accreditation of Taiwan Manpower agencies are hereby prescribed:

I. Coverage

Only entities duly licensed to operate as manpower agencies in Taiwan shall undergo pre-qualification at the MECO Labor Center (MLC) and accredited by POEA.

II. Pre-Qualification Procedures

The Taiwan Manpower Agency (TMA) shall submit the following documents to the MLC for pre-qualification:

- a. Council of Labor Affairs (CLA) license to recruit foreign workers with English translation;
- b. Duly filled up TMA Info Sheet which includes particulars of the owner of the TMA, including his name, complete address, telephone and fax numbers, specimen signature and other relevant information. The owner's pictures and list of authorized representatives/liaison officers and their specimen signatures and pictures shall be attached to the profile.

A pre-qualification certificate (PQC) shall be issued by MLC upon completion of the pre-qualification process. The pre-qualification certificate is valid for a maximum of one year but coterminous with the validity of the Taiwan agency's CLA license, whichever is shorter.

III. Accreditation Procedures

Only Taiwan manpower agencies that have been pre-qualified by the MECO Labor Center shall qualify for accreditation by POEA. The following documents are the requirements for accreditation:

- a. Pre-qualification Certificate issued by MLC to the TMA;
- b. Special Power of Attorney (SPA) issued by the direct employer in favor of the TMA, notarized by a Taiwan district court and verified by MECO;
- c. Recruitment Agreement between the TMA and the Philippine recruitment agency (PRA), notarized by a Taiwan district court and verified by MECO;
- d. Master employment contract;
- e. Council of Labor Affairs (CLA) Letter of approval, verified by MECO;

- f. Demand letter/manpower request signed by the employer/principal and the TMA, verified by MECO.

The SPA referred to in b and the Recruitment Agreements referred to in c above shall substantially conform to the attached format, which forms part of this issuance.

Upon compliance with accreditation requirements, the corresponding accreditation certificate shall be issued indicating the TMA as principal.

IV. Additional Manpower Requests

a. For additional manpower request after accreditation, the following documents shall be submitted to POEA;

- a. CLA letter of approval, verified by the MLC;
- b. Demand letter/manpower request signed by both the employer/principal and CLA-licensed TMA, verified by the MLC.

b. For additional manpower request for a new employer, the following requirements shall be submitted to POEA:

- a. SPA issued by the direct employer in favor of the TMA, verified by MECO;
- b. CLA letter of approval, verified by the MLC;
- c. Demand letter/manpower request signed by both the employer/principal and CLA-licensed TMA verified by the MLC.

V. Dual Accreditation

The POEA may allow accreditation of the TMA with two licensed Philippine recruitment agencies, depending on the volume of manpower requirements, urgency of deployment, specialization of skills requirement, and others may be necessary.

VI. Transfer of Accreditation

The POEA rules on transfer of accreditation per Memorandum Circular No. 17, Series of 1998 shall apply

VII. Suspension/Cancellation of Accreditation of TMAs/Blacklisting of TMAs

- a. Accreditation of TMAs shall be deemed automatically suspended/cancelled when its CLA license is suspended/cancelled or expired;
- b. Existing POEA rules and regulations on blacklisting of employers/principals shall apply to TMAs.
- c. In case of suspension or blacklisting of TMA, the direct employer may designate another accredited TMA.

VIII. Transitory Provision

All manpower requests, which were approved and verified by the MLC prior to the effectivity date of this Order, shall be acted upon. Henceforth, processing will be in

accordance with the foregoing guidelines

All issuances inconsistent herewith are modified and/or repealed accordingly.

This order shall take effect after fifteen (15) days from publication in a newspaper of general circulation.

For strict compliance.

Adopted: 06 May 1999

(SGD.) REYNALDO A. REGALADO
Administrator

Attachment:

RECRUITMENT AGREEMENT

This RECRUITMENT AGREEMENT entered into by and
between: _____ With office address at
_____ represented by
its _____ herein after

Designation
referred as Philippine Recruitment Agency or PRA;

And

With office address at _____, represented by its
_____ herein after referred

Designation

as Taiwan Manpower Agency or TMA; set forth the following purposes, terms and stipulations:

1.0 GENERAL PROVISIONS

1.1 The TMA shall utilize the facilities and services of the PRA for the purpose of pre-selecting, recruiting, processing and documenting Filipino workers. It shall also avail of such services and facilities for the rehiring of the workers, as appropriate.

1.2 The PRA shall make available to the employer/TMA, pre-screened applicants as requisitioned.

1.3 The PRA shall attend to/make arrangements for the medical examination, processing, documentation, mandatory