

**[POEA MEMORANDUM CIRCULAR NO. 30, s. 1994,
April 20, 1994]**

GUIDELINES ON THE NAME HIRE PROCESSING UNIT

Pursuant to Governing Board Resolution No. 03 Series of 1994 creating a single Name Hire Processing Unit (NHPU) and adopting a uniform documentary processing fee for all name hired workers, the following guidelines are hereby promulgated:

I

Definition of Term and Coverage

A. Name Hire Processing Unit (NHPU) — the facility in the POEA that shall evaluate and process the employment documents of all name hires. It shall comprise of two sections, one for individual name hires and the other, for agency-endorsed hires.

B. Individual Name Hires

1) Workers referred or "named" by relatives, friends or companies known to both employer and the worker;

2) Workers who sourced their employment without the intercession of a 3rd party in the process; and

3) Workers of foreign diplomatic corps.

C. Agency-Endorsed Name Hires

1) Workers hired by employers with ready visas and other employment documents who engaged the assistance of private employment agencies, provided that they do not exceed five (5);

2) Initially hired workers by employers prospectively applying for accreditation; and

3) Workers of officials of companies accredited with licensed contractors and manning agencies outside their manpower or service contracts.

II

Requirements

A. Special Power of Attorney (SPA), in the case of agency-endorsed name hires, to sign and deliver all documents necessary to complete all transactions related to the processing of name hired workers. Only authorized officers of the licensed agency shall acknowledge the SPA.