

**[POEA MEMORANDUM CIRCULAR NO. 026-94,
April 14, 1994]**

**GUIDELINES FOR THE PRE-QUALIFICATION AND
ACCREDITATION OF LICENSED TAIWAN MANPOWER AGENCIES**

Pursuant to Department Orders No. 11 and 11-A (series of 1994) and in order to establish an effective mechanism in monitoring Taiwan manpower agencies and therefore ensure maximum protection of Filipino workers bound for Taiwan, the POEA hereby issues the following guidelines for the pre-qualification and accreditation of Taiwan manpower agencies:

I

General Provision

Only Taiwan manpower agencies which have been pre-qualified by the Philippine Labor Center (PLC) in Taiwan shall qualify for authorization and accreditation by POEA.

II

Pre-Qualification/Authorization Procedures

1. The applicant-agency shall submit to the PLC the following requirements for pre-qualification:
 - a. Council of Labor Affairs (CLA) license to recruit foreign workers with English translation and notarized by the Taiwan District Court.
 - b. Approved business license/permit; proof of financial capability with English translation and notarized by the Taiwan District Court;
 - c. Affidavit of Undertaking assuming responsibility over their hired workers, faithful compliance of Philippine-government prescribed fees, faithful implementation of the employment contract and compliance with additional requirements as may be prescribed by the POEA.
 - d. PLC certification that the agency has no pending cases or derogatory record.
 - e. Particulars of the Taiwan agency owner which includes his name, complete address, telephone and fax numbers, telex number, 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.