

**[POEA MEMORANDUM CIRCULAR NO. 40, s. 1994,
June 06, 1994]**

**GUIDELINES OF THE DEVELOPMENT OF TRAINEES UNDER THE
FOURTH CATEGORY OF THE REPUBLIC OF KOREA'S ALIEN
INDUSTRIAL TECHNOLOGY TRAINING PROGRAM**

Pursuant to Department order No. 17 and 17-A, series of 1994, the following implementing guidelines for the deployment of trainees to Korea under the fourth category of Korea's Alien Industrial Technology Training Program are hereby promulgated.

1

Special Task Force for South Korea

In view of the peculiar mechanics in the recruitment for this fourth category of trainees, a special task force to be based at the POEA Facilitation and Review Office (FARO) shall handle the documentary processing for the Korea training program.

2

Issuance a Certificate of Participation

In lieu of the accreditation certificate, the POEA shall issue a Certificate of Participation to the participating agencies upon submission by the participating agencies of the following:

- a. letter from the KFSB to the participating agency concerned, officially notifying the latter of its selection by the former to supply trainees to Korea.
- b. Basic Contract for the Recommendation of Trainees signed by the KFSB and the participating agency, duly authenticated and verified by the Philippine Embassy and the Office of the Labor Attache in Seoul.
- c. Individual Basic Contract for the Recommendation of Trainees signed by the KFSB and the participating agency, duly authenticated and verified.
- d. Model Cooperation Contract between the Training company and the participating agency.
- e. Model Cooperation Contract between the training company and the trainee, duly authenticated and verified.
- f. KFSB Computerized Summary of Total Number of Training Companies assigned to the participating agency (broken down by industrial classification) and the Total Number of Needed Trainees (broken down by industrial classification, gender and age bracket), duly verified by the Office of the Labor Attache, and

g. KFSB Computerized List of Individual Training Companies to be assigned to the participating Agency and the exact number of trainees needed by each training company (by sex and age bracket), duly verified by the office of the Labor Attache.

3

Processing of Documents

The Participating Agencies shall submit the following documents to the FARO for issuance of the Overseas Employment Certificate (OEC):

- a. Request for Processing
- b. Info Sheet/OWWA ID Sheet
- c. Notice of Training (NOT)
- d. Certificate of Confirmation of Visa Issuance from the Ministry of Justice of the Republic of Korea.

4

Advertisement and Provincial Recruitment

Approval for advertisement and provincial recruitment by the Participating Agencies for trainee requirements shall be issued by the Employment Regulation Branch upon submission by the participating agency of the following:

- a. letter request for advertisement/provincial recruitment
- b. layout of advertisement

5

Medical Examination

Medical examination of trainees for South Korea shall be conducted only after the participating agency has pre-qualified the trainee for the position duly covered by the approved trainee request from the KFSB (refer to 2g above).

6

Cooperation Agreements with other Licensed Agencies

- a. To facilitate mobilization of trainee-applicants, the Participating Agencies may enter into Cooperation Agreements with any of the prequalified agencies endorsed by POEA/DOLE to the KFSB.
- b. The extent of cooperation between the participating and cooperating agencies shall be limited to manpower sourcing and pre-qualification of trainees only.
- c. Any fee charged by the cooperating agency from the participating agency shall already be covered by the mobilization/enrollment fee prescribed for the program.
- d. The cooperating agency shall not collect any fee from the applicant.