

**[POEA MEMORANDUM CIRCULAR NO. 17, S. 1992,
March 04, 1992]**

**GUIDELINES FOR RECRUITMENT OF FILIPINO WORKERS FOR
MALAYSIA**

In order to maximize the share of Filipino workers in the Malaysian labor market and to facilitate the deployment of Filipino workers to that country, the following guidelines are hereby issued to govern the recruitment of Filipino workers to Malaysia.

SECTION 1. Accreditation of Principals -

A. The following shall be required of agencies seeking accreditation of their principals in Malaysia:

1. Authenticated Special Power of Attorney
2. Authenticated Manpower Request
3. Model Employment Contract
4. Copy of Business License

B. A Principal can use the services of a second agent under any of the following conditions:

1. The project calls for the urgent deployment of 200 or more workers. In such cases, the size and extent of the project must be duly verified by the office of the Labor Attached or any appropriate official of the Philippine Embassy/Consulate in the jobsite.
2. As may be deemed necessary by the Administration e.g. when a project calls for the recruitment of highly specialized manpower categories. In such cases, the direct employer shall advise the Administration of the particular skills/positions required and identify the duration of his appointment for the services of his second agent.

SECTION 2. Processing of Worker Documents - The following documents shall be submitted to POEA for processing:

1. Request for processing
2. Employment Contract duly verified/authenticated by the Philippine Embassy in Malaysia