MEMORANDUM CIRCULAR NO. 04 (series of 2006)

TO: ALL CONCERNED

SUBJECT: GUIDELINES ON THE RECRUITMENT AND DEPLOYMENT OF FILIPINO WORKERS TO AUSTRALIA

In line with the Administration's thrust to ensure the welfare of Filipino workers bound for Australia, the following guidelines shall govern the accreditation of Australian principals/employers and employment of Filipino workers in the country:

A. Accreditation of Australian Principals/Employers:

The following documents, duly authenticated by the Philippine Embassy/Consulate in Australia, shall be submitted to POEA for evaluation/approval of accreditation:

1. Special Power of Attorney
2. Manpower request indicating the position and salary of the workers to be hired
3. Master employment contract of the principal/employer
4. Valid business license/commercial registration of the principal/employer
5. Sponsorship nomination approval from the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) of Australia

In case the principal/employer is a foreign placement agency, a list of the direct employers, their addresses and workers needed shall be submitted.

For request for additional job orders, the sponsorship nomination approval from the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) of Australia for the new job orders shall be submitted together with the manpower request notarized in Australia.

B. Within two (2) weeks upon arrival in Australia, all Filipino workers are required to submit to the Philippine Embassy in Canberra, a duly accomplished feedback/registration form that will be provided to the workers during their Pre-Departure Orientation Seminar.

For strict compliance.

ROSALINDA DIMAPILIS BALDOZ
Administrator