MEMORANDUM CIRCULAR NO. 04
Series of 2008

TÓ : ALL CONCERNED

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

In view of the recent establishment of a Philippine Overseas Labor Office (POLO)
in Sydney, Australia and in line with the administration's thrust to ensure the welfare of
Filipino workers, Memorandum Circular No. 4, series of 2006 governing the
accreditation of Australian principals/employers and employment of Filipino workers in
the country is hereby amended as follows:

A. Accreditation of Australian Principal/Employers:

The following documents, duly verified by the POLO in Australia, shall be
submitted to POEA for evaluation/approval of accreditation:

1. Special Power of Attorney from the principal to the Philippine recruitment
agency. If the principal/employer is a placement agency in Australia, an
SPA issued by the principal’s client(s) to the Australia placement agency
authorizing the principal/employer to recruit worker for the client shall also
be submitted.

2. Manpower request (MR) indicating the position and salary of the workers
to be hired. In case the principal is an Australian placement agency, the
job order (JO) from the direct employer/client indicating the details of
manpower demand addressed to the placement agency shall be
submitted.

3. Master employment contract of the principal/employer which includes a
provision on the repatriation of remains in case of death.

4. Valid business license/commercial registration of the principal/employer

5. Sponsorship nomination approval from the Australia Department of
Immigration and Citizenship (DIAC).

The above documents shall be notarized prior to submission to the POLO for
verification.

B. Request for Additional Job Orders

For request for additional job orders, the sponsorship nomination approval from
the DIAC of Australia for the new job order shall be submitted together with the
manpower request notarized in Australia.