

**Guidelines  
on the Documentation  
and the Deployment of Filipino Trainees  
(Young Professionals / *Stagiaires*)  
from the PHILIPPINES under the  
Philippine - Swiss  
Agreement on the Exchange  
of Professional Trainees**

Elaborated by the Joint Technical Working Group (JTWG) on the implementation of the  
Swiss – Philippines Trainee Agreement in collaboration with POEA

The Agreement on the Exchange of professional and technical Trainees between the Government of the Republic of the Philippines and the Swiss Federal Council (hereafter "the Agreement") entered into force on July 9, 2002. It allows professionals from the Philippines and Switzerland a stay of up to 18 months to acquire new professional experience and perspective paired with the added value of acquiring insight into the language and culture of Switzerland or the Philippines respectively.

For the purpose of informing on the implementation of the Agreement, the following guidelines are hereby issued to cover the procedures for trainees going from the Philippines to Switzerland. Separate guidelines shall be set up to govern Swiss trainees going to the Philippines.

These Guidelines shall apply to interested *Filipino* trainees and host companies who wish to participate in the program by giving them the needed information about procedures and requested documents for the application.

## **1. National Contact Points**

### ***For the Philippines:***

#### **Director Jocelyn P. Rey**

Landbased Center

Pre-Employment Services Office

Philippine Overseas Employment Administration

Second Flr., Blas F. Ople Bldg.

Ortigas Ave., cor. EDSA, Mandaluyong City

Philippines

Tel. [+632] 7219491 Fax. +[632] 7221167

Email: jorey4102@yahoo.com

Homepage: [www.poea.gov.ph](http://www.poea.gov.ph)

### ***For Switzerland:***

#### **Mrs. Boiana Krantcheva**

Federal Office for Migration (FOM)

Labour Market Division

Section German Speaking Switzerland

Quellenweg 6

CH-3003 Bern-Wabern

Switzerland

Tel. +41 31 322 32 51 Fax. +41 31 323 58 43

Email: [boiana.krantcheva@bfm.admin.ch](mailto:boiana.krantcheva@bfm.admin.ch) (in case of emergency)

Email: [young.professionals@bfm.admin.ch](mailto:young.professionals@bfm.admin.ch) (for general information)

Homepage: [www.bfm.admin.ch](http://www.bfm.admin.ch)

## **2. Coverage**

These guidelines shall cover Filipino trainees desiring to train and work in Switzerland under the Philippine-Swiss Agreement on the Exchange of Professional trainees.

### **3. Trainee Qualifications**

The prerequisites for obtaining authorisation to work as a trainee in a company in Switzerland are as follows:

- Filipino citizen
- 18 to 35 years of age (Art. III of the Agreement).
- Completed secondary or tertiary education (vocational training, apprenticeship, university degree, advanced technical college degree or university of applied science degree).
- The Trainee must be physically and mentally fit and of good moral character (trainee has no derogatory / criminal records). For this purpose, the applicant trainee shall be required to present Clearance Certificate from the National Bureau of Investigation (NBI).
- The trainee assignment has to take place in a work context related to the completed education (Art. II § 1 of the Agreement).
- Access is possible for all professions. For professions that require diploma recognition, such recognition must be obtained prior to employment.
- Trainees must be paid in accordance with the rates that are customary for the location and the industry (according to an entry-level position after completing a secondary or tertiary education as applicable). Where a collective employment contract exists, the salary must be based on this. Otherwise, the salary must comply with the corresponding cantonal wage guidelines and the recommendations of professional associations.
- Work permits are granted for a maximum of 18 months. They cannot be prolonged. A further access to the labour market of Switzerland after 18 months is excluded (Art. Art. IV § 1 of the Agreement).
- Part-time work or self-employment is not permitted.

### **4. Requirements Regarding the Employment Contract**

A prescribed standard employment agreement shall be adopted to govern the engagement of Filipino trainees to Switzerland under this program.

Employment contract, which will be signed by the employer and the trainee, should include the following minimum provisions:

- Type of employment and training program (job description, working schedule, concrete training activities, attendance of courses, etc.).
- Duration of employment (maximum 18 months).
- Salary, trial period, period of notice.
- Working hours, holiday entitlement.
- Health and accident insurance (according to the Swiss Health Insurance Act).
- In addition, the employer has to ensure that insurance covers repatriation of the body in case of death of the employee. He is liable for the costs which may arise if no insurance is taken.
- Information about who (employer or trainee) is bearing the travel expenses (art. VII § 2 of the Agreement).

Standard employment contracts can be ordered from the Swiss national contact point or downloaded and printed from the website [www.bfm.admin.ch](http://www.bfm.admin.ch) under >Entry & Residence> Labour/Work permits>Young professionals (trainees).

Unless otherwise specified, the Swiss Code of Obligations is applicable. Foreign trainees are subject to the same salary and employment conditions as Swiss citizens (Art. 22 Foreign Nationals Act). The conditions that are customary for the location and the profession are applicable, i.e. according to the collective bargaining agreement, if one exists. Employers are responsible for an appropriate accident and health insurance cover.

Taxation is governed by the relevant communal, cantonal, and federal provisions.

## **5. Procedures and Trainee-Worker Documentation**

The step by step procedures that govern the hiring of trainees from the Philippines are as follows:

### **5.1 Name Hire Processing**

#### **a. Definition:**

For the purposes of this guideline, "name hire" shall refer to a worker who is able to secure an overseas employment opportunity with an employer without the assistance or participation of any agency.

#### **b. Conditions:**

- There should be no third party intermediary involved in the name hiring process;
- There should be no recruitment fees to be paid by the trainee;
- The employer shall take responsibility for repatriation of workers in case of death of the worker;
- Each employer shall have a maximum of ten (10) name hires; and
- Each name hire application shall be approved by the POEA pursuant to Philippine law.

#### **c. Proceeding and required documents for the work permit for Young professionals:**

Trainees are responsible for their own application. They must submit the complete application for a residence and work permit to the Swiss Embassy in Manila. The trainee can submit the application by mail /post. The relevant address is the following:

**Embassy of Switzerland**  
24th Floor, BDO Equitable Bank Tower  
8751 Paseo de Roxas  
Makati City 1226  
Philippines

The application must contain the following documents:

- two originals of the official application form (available at [www.bfm.admin.ch](http://www.bfm.admin.ch) under >Entry & Residence > Labour / Work permits > Young Professionals (trainees), fully completed and signed
- Two originals of the contract of temporary employment as specified under point 3 of these guidelines.
- a copy of the applicant's vocational diploma or university degree

- a current CV
- copies of employment certificates from the previous two years
- a copy of the applicant's passport
- The Embassy requests a postage fee of PHP 500.00

The Swiss Embassy in Manila then forwards the complete application to the Federal Office for Migration (FOM) for approval.

After receiving the complete application form FOM checks all the documents. If something is missing, FOM will request the employer to provide it.

If all the conditions are fulfilled, FOM issues a positive decision and electronically authorises the Swiss Embassy in Manila to issue a visa.

**The Federal Office for Migration communicates its decision to the National Contact Point in the Philippines. The National Contact Point in the Philippines will furnish a copy to the Philippine Embassy in Bern and Philippine Overseas Labor Office (POLO) Geneva on all the applications of trainees. The Decision is sent to the following address:**

**Director Jocelyn P. Rey**  
 Landbased Center  
 Pre-Employment Services Office  
 Philippine Overseas Employment Administration  
 Second Flr., Blas F. Ople Bldg.  
 Ortigas Ave., cor. EDSA, Mandaluyong City  
 Philippines

The decision is also communicated to the employer and the trainee by the cantonal migration authority.

#### **d. Visa application**

After being informed about the positive decision regarding their residence and work permit, trainees must apply in person for an entry visa through the Swiss representation serving their country of residence.

The following documents must be brought to the Swiss Embassy in Manila:

- A valid passport
- 1 visa application form type D (national visa for long-term stays of more than three months)
- Two (2) identical passport-size photos, with white background; must be taken within the last six months
- Copy of Passport

Visa processing fee, see Embassy homepage for current amount.

**Embassy of Switzerland**  
 24th Floor, BDO Equitable Bank Tower  
 8751 Paseo de Roxas

**Postal Address**  
 Embassy of Switzerland  
 PO Box 2068, MCPO

Makati City 1226  
Philippines

Makati City 1226  
Philippines

Homepage: [www.eda.admin.ch/manila](http://www.eda.admin.ch/manila)

**e. Requirements for the Issuance of Exit Clearance:**

POEA requires the following documents for the issuance of Exit Clearance for Name Hires:

- FOM-stamped employment contract
- Passport valid at least 6 months from date of scheduled departure
- Appropriate visa
- Certificate of medical fitness for overseas employment
- Certificate of attendance to Pre-Departure Orientation Seminar
- Payment of fees:
  - POEA processing fee: US\$ 100
  - OWWA (welfare fund) membership fee: US\$ 25
  - PhilHealth membership fee: PHP 1,200
  - Pag-Ibig membership fee: PHP 100 (minimum)

**f. Travel to Switzerland and registration with Swiss authorities**

Once trainees are in possession of their visa and exit clearance they may travel to Switzerland. They must register with the residents' registration office at their place of residence in Switzerland within 14 days after entry into the country. This office will issue their Swiss national work and residence permit.

## **5.2 Agency Hires / Processing through Licensed Recruitment Agencies**

**a. Employer Registration:**

Foreign sponsors / employers shall be accredited with a Philippine recruitment agency which will represent the sponsor / employer in all transactions with government and private entities pertaining to the recruitment, documentation and deployment of trainees to Switzerland.

The Philippine agencies shall handle recruitment activities for the employers / sponsors who include advertisement of job openings, interview, pre-qualification and selection of applicants.

**b. Documentary Requirements for Sponsor / Employer Accreditation:**

- Special Power of Attorney from the sponsor / employer to the Philippine recruitment agency appointing and authorizing the agency as its attorney-in-fact.
- Manpower request indicating the number of positions and salary per position. If the sponsor / employer is a foreign placement agency, job order from the direct employer/s is required.
- Valid commercial registration / business license of the sponsor / employer.
- FOM-stamped master employment contract.

**c. Lodging of individual applications, proceeding and required documents for the work permit for Young professionals:**

The individual trainee may or may not hand over his or her application to the Swiss Embassy in Manila in person. This can also be done by a representative of the recruitment agency. The personal presence of the trainee is however required when subsequently applying for an entry visa for Switzerland.

Trainees are responsible for their own application. They or a representative of the recruitment agency must submit the complete application for a residence and work permit to the Swiss Embassy in Manila. The trainee can submit the application by mail / post. The relevant address is the following:

**Embassy of Switzerland**

24th Floor, BDO Equitable Bank Tower  
8751 Paseo de Roxas  
Makati City 1226  
Philippines

The application must contain the following documents:

- two originals of the official application form (available at [www.bfm.admin.ch](http://www.bfm.admin.ch) under > Entry & Residence > Labour / Work permits > Young professionals (trainees), fully completed and signed
- Two originals of the contract of temporary employment as specified under point 3 of these guidelines.
- a copy of the applicant's vocational diploma or university degree
- a current CV
- copies of employment certificates from the previous two years, if applicable
- a copy of the applicant's passport
- The Embassy requests a postage fee of PHP 500.00

The Swiss Embassy in Manila then forwards the complete application to the Federal Office for Migration (FOM) for approval.

After receiving the complete application form FOM checks all the documents. If something is missing, FOM will request the employer to provide it.

If all the conditions are fulfilled, FOM issues a positive decision and electronically authorises the Swiss Embassy in Manila to issue a visa.

**The Federal Office for Migration communicates its decision to the National Contact Point in the Philippines. The Decision is sent to the following address:**

**Director Jocelyn P. Rey**  
Landbased Center  
Pre-Employment Services Office  
Philippine Overseas Employment Administration  
Second Flr., Blas F. Ople Bldg.  
Ortigas Ave., cor. EDSA, Mandaluyong City  
Philippines

The decision is also communicated to the employer and the trainee by the cantonal migration authority.

#### **d. Visa application**

After being informed about the positive decision regarding their residence and work permit, trainees must apply in person for an entry visa through the Swiss representation serving their country of residence.

The following documents must be brought to the Swiss Embassy in Manila:

- A valid passport
- 1 visa application form type D (national visa for long-term stays of more than three months)
- Two (2) identical passport-size photos, with white background; must be taken within the last six months
- Copy of Passport

Visa processing fee, see Embassy homepage for current amount.

#### **Embassy of Switzerland**

24th Floor, BDO Equitable Bank Tower  
8751 Paseo de Roxas  
Makati City 1226  
Philippines

#### **Postal Address**

Embassy of Switzerland  
PO Box 2068, MCPO  
Makati City 1226  
Philippines

Homepage: [www.eda.admin.ch/manila](http://www.eda.admin.ch/manila)

#### **e. Documentary Requirements for Contract Processing and Exit clearance by POEA:**

- Request for processing.
- Appropriate visa
- Proof / certificate of coverage regarding mandatory insurance for OFWs (overseas Filipino workers) provided under Republic Act No. 10022. (For agency-hired)
- Payment of fees:

- POEA processing fee:	PHP 200
- OWWA (welfare fund) membership fee:	US\$ 25
- Phil Health membership fee	PHP 1,200
- Pag-Ibig membership fee	PHP 100 (minimum)

#### **f. Travel to Switzerland and registration with Swiss authorities**

Once trainees are in possession of their visa and exit clearance they may travel to Switzerland. They must register with the residents' registration office at their place of residence in Switzerland within 14 days after entry into the country. This office will issue their Swiss national work and residence permit.

### **7. POEA - FOM Coordination**

FOM will notify POEA of its approved visa applications and will provide the Administration copies of FOM-stamped employment contract between the employer and the worker trainee.



Done in Manila on the 14<sup>th</sup> day of November 2014

For the Republic of the Philippines  
Department of Labor and Employment

  
Hon. Rosalinda Dimapilis-Baldoz  
Secretary

For the Swiss Confederation,  
Federal Department of Justice and Police,  
Federal Office for Migration

  
H.E. Ivo Sieber  
Ambassador