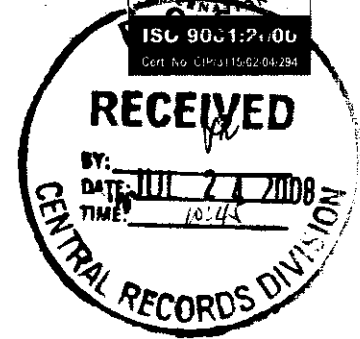




**Philippine
Overseas
Employment
Administration**

Republic of the Philippines
Department of Labor and Employment
POEA Building, Ortigas Avenue cor EDSA, Mandaluyong City 1501

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Hotlines: 722-1144, 722-1155



MEMORANDUM CIRCULAR NO. 04
Series of 2008

TO : 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.

CONTROLLED AND DISSEMINATED

BY CRD ON JUL 24 2008

Minimum Salary Level

The salary of overseas Filipino workers bound for Australia shall not be lower than the Minimum Salary Levels (MSLs) for temporary skilled overseas workers prescribed by the Australia Department of Immigration and Citizenship. Said MSL is reviewed and adjusted regularly to improve the integrity of the temporary skilled migration program of Australia.

For strict compliance.

Rosalinda Dimapilis-Baldoz
ROSALINDA DIMAPILIS-BALDOZ
Administrator *RD*

21 July 2008

CONTROLLED AND DISSEMINATED
BY CRD ON JUL 24 2008