

# **GUIDELINES FOR THE IMPLEMENTATION OF THE AGREEMENT**

**Between**

**THE PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION (POEA)**

**And**

**THE FEDERAL EMPLOYMENT AGENCY (BA) THROUGH  
THE INTERNATIONAL PLACEMENT SERVICES (ZAV)**

**ON THE DEPLOYMENT AND ACCEPTANCE OF  
FILIPINO HEALTH PROFESSIONALS IN  
THE FEDERAL REPUBLIC OF GERMANY**

## **1. General Provisions**

These guidelines establish the specific rules for the deployment and acceptance of Filipino health professionals, mostly nurses, between the Philippine Overseas Employment Administration (hereinafter referred to as "POEA") and the Federal Employment Agency through the International Placement Services (hereinafter referred to as "BA/ZAV"), in accordance with the Agreement Concerning the Placement of Filipino Health Professionals in Employment Positions in the Federal Republic of Germany (hereinafter referred to as "Agreement").

The POEA and the BA/ZAV will implement the deployment and acceptance process, in accordance with these guidelines:

- 1.1 The BA/ZAV will utilize the facilities and services of the POEA through the Government Placement Branch (GPB) in the recruitment and documentation of Filipino nurses for hospitals/employers in Germany.
- 1.2 The hospitals/employers have the final authority on the selection of workers for employment.
- 1.3 The hospitals/employers will ensure compliance to host country laws, including immigration laws in the employment of Filipino

Health Professionals and the protection of their rights and general welfare.

- 1.4 In the framework of the cooperation between BA/ZAV and GIZ on the recruitment of nurses from third countries ( "Project Triple Win") GIZ will support the recruitment process, local partners, provide language and orientation training in the Philippines as well as support the visa procedure before the candidates will travel to Germany. The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a federal enterprise, which supports the German Government in achieving its objectives in the field of international cooperation for sustainable development. GIZ will also serve as focal point during the first phase of the integration process in Germany and will conduct a monitoring of the process. The services of GIZ as federal company is free of charge for the applicants. GIZ receives from the German employers a remuneration of 3450 Euro (incl. taxes) for the services provided within the Project Triple Win. German Employers pay a placement fee of 250 Euro to BA/ZAV.

## **2. Recruitment and Selection of Eligible Hospitals/Employers by BA/ZAV**

The BA/ZAV will be responsible for the recruitment and selection of eligible hospitals/employers who will apply to hire Filipino nurses and provide BA/ZAV with pertinent documentary requirements. The BA/ZAV will pre-screen applicant-employers based on a set of criteria. The applying institutions which do not meet the requirements/conditions cannot register with the BA/ZAV.

BA/ZAV will inform the POEA regularly (per quarter of the year) which employers will take part in the Project Triple Win. BA/ZAV will transfer the employment contract in each case to POEA.

## **3. Recruitment and Selection of Filipino Nurses**

The recruitment of Filipino nurses by POEA will be based on the job description that BA/ZAV will submit to POEA.

Qualified applicants have to register online at [www.poea.gov.ph](http://www.poea.gov.ph) and personally submit to the POEA the required credentials within the period of recruitment. Registration is free of charge and is governed by the Guidelines on E-registration posted in the POEA website.

- 3.1 Qualified applicants will submit: diploma of nursing college, certificate of license for registered nurse and a certificate of employment record for at least two (2) years. An online verification system for checking the authenticity of nurse license is provided through the website of the Professional Regulation Commission at [www.prc.gov.ph](http://www.prc.gov.ph).
- 3.2 The BA/ZAV, with the assistance of POEA and supported by GIZ, will conduct the job interview and representatives of German hospitals/employers may join the interview.
- 3.3 POEA will also notify applicants, through the POEA website, of the date and time and location for the interview.
- 3.4 Selection for the Project Triple Win: As soon as the interviews are finalized, the POEA will notify the applicants of the results regarding the Project participation.
- 3.5 Selection by the employer:

After the acceptance by the project the preparation program conducted by the GIZ and the matching process by ZAV will start. Coordinated by the project POEA will contact applicants shortlisted by German Employers for the hiring interview (by phone, via skype or personally in the Philippines). BA/ZAV will inform POEA of the outcome and where applicable, send the job offer.

#### **4. Medical Examination**

- 4.1 Nurses who have been selected will be required to undergo a medical examination with a DOH-accredited medical clinic of their choice before proceeding to the preparatory German language and orientation training.
- 4.2 The medical examination will be in accordance with the requirements and scope as agreed upon between POEA and BA/ZAV.
- 4.3 Nurses will shoulder the cost of medical examination.

#### **5. Preparatory German Language Training (PGLT) Course and Pre-Departure Orientation Training and Seminar (PDOTS)**

- 5.1 Nurses who passed the medical examination will undergo the PGLT for up to six (6) months. The language training is free of charge for the applicants.

- 5.2 Nurses who passed the language exam (B1 Goethe certificate) will undergo the following orientation trainings: 4-hour Pre-Departure Orientation Seminar (PDOS) to be conducted by the Overseas Workers Welfare Administration (OWWA) and 5-day Orientation Training conducted by the GIZ. The training is free of charge for the applicants. The PDOS will include, among others, modules on the rights and obligations of worker, cultural orientation, etc. The orientation training of the GIZ will include intercultural modules and approaches to bridge the differences between the education systems and professional roles in hospitals and institutions for elderly care in the Philippines and Germany.

## **6. Documentation of Nurses**

### **6.1 Signing of Employment Contract**

- 6.1.1 The hospitals/employers will send the bilingual employment contract based on Attachment 3 of the Agreement.
- 6.1.2 Nurses who passed the language exam (B1 Goethe certificate) and completed the PDOTS will sign the employment contract.
- 6.1.3 POEA will require all employers, through BA/ZAV, to provide the nurses with a copy of the duly signed and processed employment contract.

### **6.2 Visa Processing and Issuance**

- 6.2.1 GIZ will support the candidates for the issuance of visa.
- 6.2.2 The POEA, in behalf of the selected nurses, will apply for issuance of visa, using the "approval certificate" form from the BA/ZAV. The cost of visa will be borne by Project Triple Win.

### **6.3 Payment of Processing Fees**

The following fees will be paid by the Filipino nurses:

- 6.3.1 POEA processing fee (USD100)
- 6.3.2 OWWA Contribution (USD 25)

6.3.3 Phil-health Contribution (Php1,200)

6.3.4 Pag-IBIG Contribution (Php100)

#### **6.4 Air Transportation**

The POEA will coordinate with GIZ for the issuance of airline ticket for each selected worker. The airfare will be charged to the hospitals/employers.

#### **6.5 Foreign Employer Guarantee Fund (FEGF)**

6.5.1 Hospitals/employers will pay to the POEA the premium contribution for the Foreign Employer Guarantee Fund (FEGF) of USD 50 per every hired nurse. The FEGF shall answer for monetary claims for breach of contractual obligation, in accordance with Philippine law.

6.5.2 The GIZ will remit to the POEA the payment of the FEGF to the specified bank account designated by the POEA, based on their mutually agreed schedule.

#### **6.6 Pre-Flight Briefing**

POEA will conduct Pre-flight Briefing prior to departure of nurses during which documents and airfare tickets will be distributed. Nurses with confirmed booking but failed to leave for Germany on scheduled flights through her/his fault will bear the penalty imposed by the airline.

#### **6.7 Post-Arrival Orientation**

GIZ will conduct Post-Arrival Orientation for Filipino nurses as part of the acceptance procedure.

### **7. Cooperation Priorities for Human Resource Development**

The Cooperation Priorities for Human Resource Development will cover, among others, the following:

7.1 The exploration of partnerships of institutions for the education and development of workers in the Philippines and in Germany

- 7.2 Information sharing regarding the credentialing system/mechanisms, including laws and policies on credentialing and health insurance system in Germany
- 7.3 Information sharing on labor market supply and demand
- 7.4 Career pathways and specialization areas in Germany open to nurses and mechanisms for foreign/Filipino nurses to qualify for training for specialization
- 7.5 Regulation of profession
- 7.6 Qualifications Referencing System or EU directives on Nursing (EU Referencing Qualifications Framework)

**8. Working Committee**

POEA and BA/ZAV with GIZ will designate their respective members of the working committee to serve as principal contacts for the purposes of ongoing communications, monitoring, problem-solving and participating in scheduled bilateral meetings necessary for the effective implementation of these guidelines.

Signed in Mandaluyong City, Republic of the Philippines on 14 June 2013.



**HANS LEO J. CACDAC**

Administrator

Philippine Overseas Employment Administration  
(POEA)

Signed in Bonn, Federal Republic of Germany on 13 June 2013.



**Dr. UTA BECHER**

**on behalf of MONIKA VARNHAGEN**

Director

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