

Direct Hiring for Teachers from the Philippines

直接聘僱菲律賓老師

MECO Labor System – Taichung Verification Process:

馬尼拉經濟文化辦事處系統(MECO) - 台中分處驗證文件說明

Website : <https://www.meco-labor.org.tw/>

- Click Apply / 申請 – Fill up the Application Information Page -then click SUBMIT

您在點選「送出申請」之前，請再次檢查所輸入的資料，確認所有的資訊是完整正確的。(常見錯誤：日期格式錯誤、輸入特殊字元、使用全形符號...等等)

Review your data again, (and again, if necessary) before you click submit. Make sure ALL information are complete and correct.

Note 請注意：提交後無法變更資料 Information cannot be changed after submission

- Then PRINT **單面印** the documents after submit

附件 Please make sure to attached the following requirements:

1. Ministry of Education Letter work permit/ Ministry of Labor Work Permit (Original copy)
教育部聘僱許可函/勞動部聘僱許可函 正本 (中英文版) 1 Set 一份
2. MLC Information Sheet 勞工中心資料表 2 Set 2 份 **不印背景 (NO WATERMARKS)**
3. Copy of Principal's ID 校長身份證影本正反面 (中英文版) 1Set 一份
4. School Profile / Information 學校基本資料 (中英文版) 1Set 一份
5. Any of the following:
 - a) Withholding Income Tax Details 各類所得扣繳暨免扣繳憑單申報書(中英文版) 1Set 一份
 - b) Compiled proof online tax filing information 統編證明可使用網路報稅資料
 - c) Cram School License (中英文版) 1Set 一份
6. Foreign Teacher's Passport copy 外師護照影本: 列印一份，蓋大官防+校長職章
7. [Undertaking-承諾書.docx](#)
8. [TFETP GUIDELINES.pdf](#) (111 外籍英語教學人員特殊事件注意事項及處理流程.pdf)
9. Ministry of Education Employment Contract 教育部勞動契約
10. MECO Labor System Employment Contract 勞動契約書 (正本) 2 Set 2 份 **單面印**
11. **Verification Fee NTD 1435** 驗證費用: 台幣\$1435

Note 請注意: 1. All the documents must have the School and Principal's Seal 所有的文件每頁蓋大官防+校長職章
2. Translation items: The above documents are translated accordingly, School name, Principal's name, School's address, pinyin translation must be unified 翻譯注意事項: 以上文件有翻譯到學校校名、校長姓名、學校地址，請統一英文拼音。

3. 若老師為續聘身份且學校名稱及校長/執行長名稱未改變，僅需備妥第 1, 2, 6, 7, 8, 9, 10 和 11
If the school and principal's name are unchanged, re-hire teachers only need to prepare the items of 1, 2, 6, 7, 8, 9, 10, and 11

Procedure 驗證流程:

1. Scan and Email the documents to mwo_taichung@dmw.gov.ph Ms. Cherry/Alan to confirm the documents are correct
文件用印好 請先掃描傳 email 給: mwo_taichung@dmw.gov.ph 台中 MECO 承辦人 Cherry/Alan 檢查是否有誤
2. Submit the above documents with **L-folder** and send to MECO Taichung Office (No.220 20F, Taiwan Blvd. West Dist. Taichung City)
將文件裝入 **L 夾** 並親直接送到台中辦公室地址: **台中市西區台灣大道二段 220 號 20 樓**
3. If the documents are confirmed correct, MECO will set a schedule for school/company visit. (Conduct visit for 1st time hiring Filipino Teacher/employee
確認文件無誤，MECO 安排時間到學校訪視(第一次聘用菲律賓老師才會訪視)，訪視時間約 1 小時
4. After MECO has verified the documents go to MECO Taichung office to pick up the dox in person or entrust MECO to mail it back to the school. MECO 驗證好文件，親自去台中取件或是委託 MECO 寄回學校，
5. 驗證文件需 3-5 個工作天，完畢後可親領或由 MECO 快遞貨到付款寄回 (需於送驗證時附回郵信封 Documents will be ready after 3-5 working days, either collect the documents physically or we can mail them to the school (Please provide the return envelope when submitting the documents), the courier will collect the fee upon delivery
6. For first time hiring, after receiving the MECO verified documents, SUGGEST to scan and keep a copy before mailing the complete files to your foreign teacher via DHL. 第一次聘用菲律賓老師，收到 MECO 驗證的文件後 **建議** 掃描留存後，用 DHL 寄至菲律賓給外師。

MECO POLO Taichung 台中 找 Ms. Cherry /Alan

電話：04-2322-8836 分機 252 or 202

Email: mwo_taichung@dmw.gov.ph

Noted By: