

MECO MWO Taichung
馬尼拉經濟文化辦事處台中分處
Direct Hire / Re-hire for Teachers from The Philippines
直接聘僱 / 續聘菲律賓老師

Please go to the MECO Labor System and fill up the application
請至馬尼拉經濟文化辦事處 (簡稱 MECO) 系統填寫申請表

https://www.meco-labor.org.tw/shpt_apply_form.php?

Please review your information again before submitting the application, make sure all the details are complete and correct, as editing is not enabled after submission.

送出申請前請檢查所有資料皆正確・送出後無法修改。

送出申請後系統將產出一組文件號碼及登入密碼・請將此文件號碼及密碼輸入「查詢列印」並列印出需要的文件。
The system will generate a set of document number and password, please input them in “Query/Print” and print the necessary documents.

https://www.meco-labor.org.tw/shpt_queryprint.php

請用單面列印

Please print single sided

驗證需備文件 Documents for Verification :

以下文件皆需用印大章及校長/執行長職章

The following documents should be stamped with School and Principal's stamp

1. 中英文教育部/勞動部聘僱許可函乙份 Ministry of Education / Labor work permit (English & Chinese) 1 set
2. 勞工中心資料表二份・不需 SHPT 浮水印 MLC Information Sheet with no SHPT watermark 2 sets
3. 中英文校長/執行長身分證正反面乙份 Principal's ID, front and back (English & Chinese) 1 set
4. 中英文學校基本資料乙份 School's profile / information (English & Chinese) 1 set
5. 以下擇一 Any of the following :
 - a) 中英文各類所得扣繳暨免扣繳憑單申報書乙份 Withholding income tax detail (English & Chinese) 1 set
 - b) 中英文統一編號證明 (可使用網路報稅資料) 乙份 Government Uniform Invoice Number Certificate / Online tax filing (English & Chinese) 1 set
 - c) 中英文補習班立案證書 Cram school license (English & Chinese) 1 set
6. 外師護照影本 Xerox copy of Teacher's passport
7. [Undertakings](#)
8. [外籍英語教學人員特殊事件注意事項及處理流程](#) TFETP Guidelines
9. 教育部勞動契約 (補習班單位請提供向勞動部申請聘僱許可的合約) MOE Employment Contract (For cram schools, contract submitted for work permit)
10. MECO 勞動契約書二份 MECO Employment Contract 2 sets
MECO 勞動契約最後一頁底部須留白 8 公分
Please leave at least 8cm of space at the very end of the last page of the MECO employment contract
11. 認證費用台幣 NT\$1,435 Verification fee NT\$1,435

驗證流程 Procedures :

1. 請備妥以上需求後掃描並 Email 至 mwo_taichung@dmw.gov.ph Cherry 備查・避免退件
Scan and Email to mwo_taichung@dmw.gov.ph Cherry for review
2. 第一次申請菲律賓老師之學校單位須先安排訪視・時間約 1 小時
Visitation is required for first time school applicants, visitation time approximately 1 hour
3. 將文件裝入 L 夾並親送至 MECO 台中分處 (台中市西區臺灣大道二段 220 號 20 樓)
Submit the above documents with L-folder and to MECO Taichung (20F, No.220, Sec.2, Taiwan Blvd., West Dist., Taichung City, Taiwan)
4. 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
5. 將驗證後的文件整份請 DHL 郵寄至菲律賓給老師・建議郵寄前先行掃描留存

Mail the whole document via DHL to the teacher in the Philippines, scan and save before mailing is advised

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、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, 9, 10, and 11

若有其他疑問請致電 MECO 台中分處 Cherry / Alan

Noted by:

(04)2322-8836 #252 / 202

mwo.taichung@dmw.gov.ph