

**Guidelines
informing on
the
documentation
and
the procedures
of Trainees
(Young Professionals / Stagiaires)
from Switzerland
under
the Swiss - Philippine
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 Switzerland to the Philippines. Separate guidelines shall be set up to govern Filipino trainees going to Switzerland.

These Guidelines shall apply to interested Swiss 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 Alex V. Avila

DOLE National Capital Region, Malate, Manila
Philippines

Tel. [+63 2] 400 62 41 Fax. [+63 2] 400 62 42

Email: ncr@dole.gov.ph; dolencr2008@yahoo.com

Homepage: www.ncr.dole.gov.ph

For Switzerland:

Mrs. Boiana Krantcheva

Federal Office for Migration (FOM)¹

Labour Market Division

Section German Speaking Switzerland

Quellenweg 6

CH-3003 Bern-Wabern

Switzerland

Tel. [+41 58] 462 32 51 Fax. [+41 58] 463 58 43

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

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

Homepage: www.bfm.admin.ch

2. Coverage

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

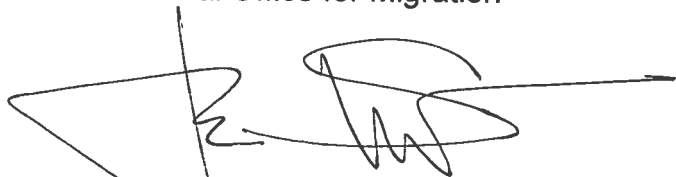
¹ From January 1st 2015: State Secretariat for Migration

3. Procedure for the Deployment of Swiss Trainees to the Philippines

- a. Upon hiring by an employer in the Philippines, the Swiss trainee shall be advised by the Swiss Federal Office for Migration (FOM) to travel to the Philippines with a temporary visitor's visa to be issued by the Philippine Consular Office in Switzerland. The FOM shall provide the Swiss trainee with an endorsement letter that the Swiss trainee is deployed under the Republic of the Philippines (RP) -Agreement on Exchange of Trainees;
- b. The filing and processing of Alien Employment Permit (AEP) shall be at the Department of Labor and Employment (DOLE) - National Capital Region regardless of the place of work in the Philippines;
- c. Pursuant to Article V of the Agreement, the Swiss trainees shall be exempted from the publication requirement and payment of publication fee;
- d. For a maximum period of employment of 18 months, the Swiss trainee shall pay a filing fee of PHP 1,000.00 and a permit fee of PHP 6,000.00 for one year and a fraction thereof or a total of PHP 7,000.00;
- e. The trainee must submit the following requirements to the DOLE-National Capital Region:
 - Duly accomplished application form with 2 X 2 picture of Swiss trainee in white background
 - Mayor's Permit of the employer or Certification from Philippine Economic Zone Authority (PEZA) or Ecozone Authority if the employer is existing and operating within an ecozone
 - Contract of Employment / Appointment
 - Copy of passport with valid visa
 - Endorsement letter from the Swiss Federal Office for Migration (FOM) addressed to the Department of Labor and Employment - National Capital Region (DOLE-NCR) that the Swiss trainee is deployed under the RP-Agreement on Exchange of Trainees. (Note: This will determine that the applicant will be exempted from the publication);
- f. In case the nature of employment of the Swiss trainee constitutes practice of a regulated profession, the Swiss trainee shall apply for a special temporary permit with the Professional Regulation Commission pursuant to Section 7(j) of Republic Act No. 8981 or the PRC Modernization Act of 2000 (Search for "Special Temporary Permit" at www.prc.gov.ph); and
- g. The Swiss trainee shall apply for working (9g) visa with the Bureau of Immigration pursuant to Commonwealth Act No. 613 or the Philippine Immigration Act of 1940 (Search for "pre-arranged employment visa" at www.immigration.gov.ph).

Done in Manila, on the 14th of November 2014

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

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a horizontal line and a series of loops.

H.E. Ivo Sieber
Ambassador

For the Republic of the Philippines,
Department of Labor and Employment



Hon. Rosalinda Dimapilis-Baldoz
Secretary