



**MEC INTERNATIONAL
MANPOWER RESOURCES INC.**



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Complex, J. Teodoro St. corner
4th Ave., Grace Park West,
Caloocan City, Philippines, 1400



We provide only **QUALITY FILIPINO MANPOWER** to our clients.

Who We Are



MEC INTERNATIONAL MANPOWER RESOURCES INC.

We are a land-based manpower agency that engages in the recruitment and placement of professionals, skilled and semi-skilled Filipino overseas workers.

We are duly authorized and licensed by the Philippine Overseas Employment Administration (POEA) and Department of Labor and Employment (DOLE).

We are committed

- To conduct recruitment activities lawfully by adhering to the guidelines set by the Philippine Government and host country;
- Secure the best employment terms and conditions for both the Filipino workers and foreign principal/employer;
- To be concerned on the quality, professionalism and competence of the recruits we provide to our foreign principal/employer, and;
- To be recognized as the most trusted and preferred manpower provider in the Philippines

**We reduce
your efforts in
selecting workers.**

**We only present
competent workers
and ensure that every
talent we offer is quality
of choice.**

**We assure the
timelessness of
deployment for each of
your selected workers.**

**Our team is composed of
professionals with
extensive experience and
training.**

We offer competitive fees.



Vision

To be Philippine's most reputable international manpower agency in uplifting the lives of people.

Mission

We are committed to:

- To empower the lives and businesses of our customers through ethical recruitment.
- To provide Filipinos with the best employment opportunities abroad.
- To encourage continuous improvement and innovation in our company.

Values

(C.I.R.C.L.E.S)

- Commitment
- Integrity
- Respect
- Collaboration
- Love
- Excellence
- Service

Our Services



Our core services cover
**MANPOWER RECRUITMENT,
PROCESSING and DEPLOYMENT.**

A. Human Resources Consultancy

We work closely with our clients to understand their overall manpower needs, giving us the opportunity to respond, offer solutions and meet their specific target and objectives.

**MEC's business is
about the people.**

**In every undertaking
that we do, ultimate
client satisfaction and
welfare of our recruits
will always be at the
forefront.**

Our Services



B. Recruitment, Processing and Deployment

- a. Candidate Sourcing
- b. Screening, Pre-qualification and Short-listing of Candidates
- c. One-on-one interviews and web-based interviews
- d. Trade Testing (optional)
- e. Medical Examination
- f. POEA / OWWA Processing
- g. Enrollment to OFW Compulsory Insurance
- h. Visa Processing
- i. Pre-Employment Orientation Seminar (PEOS)
- j. Arrangement of Pre-Departure Seminar Orientation (PDOS)
- k. In-house Pre-Departure Orientation for Workers
- l. Airline Booking



Industries We Cater

- Automotive
- Construction
- Education
- Engineering
- Food Processing
- Healthcare (Hospitals & Clinics)
- Hospitality (Hotel & Restaurants)
- Information Technology
- Maintenance
- Manufacturing
- Oil & Gas
- Retail



MEC has deployed quality Filipino workers to numerous countries such as **Canada, Japan, Malaysia, UK, Poland, Czech Republic, Mongolia** and to the **Middle Eastern Countries**.



Our Major Clients

PROFESSIONALS



MALABAR
GOLD & DIAMONDS



HOSPITALITY & FOOD PROCESSING



دار بسمطة
DAR BASMA



ZAINAB HUSSAIN AL-OBAID RESTAURANT



Our Major Clients

MEDICAL INDUSTRY



AL YOUSUF HOSPITAL FOR MEDICAL SERVICES



EDUCATION



CONSTRUCTION, ENGINEERING, MANUFACTURING INDUSTRY



Regal Industrial Suppliers Co. W.L.L.



Hazim Brothers for Construction

Requirements for Hiring Filipino Workers

All foreign principals/employers intending to hire Filipinos must undergo a process of accreditation with the Philippine Overseas Employment Administration (POEA), a government agency that manages the migration of Filipino workers overseas. The recruitment documents for accreditation of foreign principals/employers under POEA vary, depending where the foreign company is domiciled. The general recruitment documents are:

1) Special Power of Attorney or SPA (1 original & 1 photocopy)

- a. A written authority from the foreign principal/employer authorizing the PRA (Philippines Recruitment Agency) to act as his attorney-in-fact in the recruitment process.
- b. The SPA must be duly authenticated by the Philippine Labour Attaché of the host country or consulate nearest to the job site.

2) Recruitment Agreement - an agreement executed and entered into by and between MEC and the foreign principal/employer which contains the following provisions:

- a. Responsibilities of the parties to the agreement
- b. Selection and documentation procedures
- c. Grievance machinery for workers
- d. Validity and revocation of the agreement among others

3) Manpower Request or Job Order (1 original & 1 photocopy)

- a. With quantity, position and salary of desired employee to be hired. This must be authenticated and verified by the Philippine Labour Attaché of the host country or consulate nearest to the job site.

4) Master Employment Contract (1 original & 1 photocopy)

- a. A contract executed and entered into by and between the foreign principal/employer and the worker with the terms and conditions of the employment. This Employment Contract must be authenticated and verified by the Philippines Labour Attaché of the host country or consulate nearest to the job site.
- b. The basic provisions in the contract are as follows:
 - i. Monthly salary on the basis of 8 hours/day, 5 or 6 days/week (exceeding 8 hours is considered overtime)
 - ii. Contract term normally of at least 1 year

Requirements for Hiring Filipino Workers

- iii. Free airfare to the job site and return ticket upon completion of the work contract
- iv. Repatriation of the worker's remains in case of death
- v. Follow good and established industrial relations practices for termination of employment and observance of due process by the employer
- vi. Free food and accommodation, or offsetting benefit

5) Business License of the Employer (1 photocopy)

Accreditation to POEA as a registered foreign principal/employer of MEC is of utmost importance to allow us to source and deploy workers under your company.

We shall provide you the necessary templates of required recruitment documents for POEA accreditation. We will review the recruitment documents before having it verified at the Philippine Overseas Labour Office (POLO) of the host country. We will make sure that once it has been submitted to POLO, they will be able to verify and approve it immediately. We shall also personally submit the POLO verified recruitment documents at POEA to ensure that it is approved at the earliest.

Our License

Serial No. 07699



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF LABOR AND EMPLOYMENT
PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION
MANDALUYONG CITY

CERTIFICATE OF RENEWAL

POEA-195-LB-102419-R

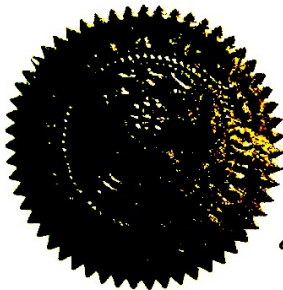
*The license to recruit, process and deploy
landbased workers issued to*

MEC INTERNATIONAL MANPOWER RESOURCES INC.
Units 2 & 3 (Ground Floor & 2nd Floor), GP Complex
J. Teodoro Street corner 4th Avenue, Grace Park West, Caloocan City

*is hereby renewed pursuant to the Labor Code and Rules and
Regulations Governing Overseas Employment.*

*This license shall be valid for the period
January 7, 2020 to January 6, 2024 unless sooner revoked,
cancelled or suspended for violation of the Labor Code and related
issuances. It is non-transferable and shall not be used in any place
other than the one stated above.*

Issued on October 21, 2019 in Mandaluyong City.



BY AUTHORITY OF THE SECRETARY:


BERNARD P. OLALIA
Administrator