

**8th Employment Permit System – Test of Proficiency in Korean (EPS-TOPIK)
Paalala Para Sa Mga Magpaparehistro sa SM Manila, National Capital Region
6-9 Pebrero 2012; 8 AM – 5 PM**

LIMANG (5) HAKBANG	DOKUMENTONG KUKUNIN	PAALALA
<p>1. Pumila sa Queuing Counter</p> <ul style="list-style-type: none"> Valid Passport o Identification Card (GSIS/SSS/Driver's License/Voter's ID) 	<p>Transaction Number para makapasok sa Registration Venue</p>	<ul style="list-style-type: none"> Pumila nang maayos at sumunod sa mga alituntunin/hakbang sa pagpaparehistro
<p>2. Ipa-check kung kwalipikado sa EPS-TOPIK sa Validation Counter</p> <ul style="list-style-type: none"> Mula 18 hanggang 38 taong gulang (isinilang sa pagitan ng Marso 18, 1974 at Marso 18, 1994) Valid Passport o ID card na may larawan at petsa ng kapanganakan Kung hindi pa pre-registered (POEA e-registration), maghintay hanggang maipasok ang pangalan sa EPS-TOPIK database 	<p>Blanko at Pre-Numbered na EPS-TOPIK Application Form</p>	<ul style="list-style-type: none"> Sundin ang tamang pagsagot sa Application Form at pagdikit ng ID pictures at kopya ng Passport o ID card sang-ayon sa Halimbawa. Sukat ng ID pictures: 3.5 cm x 4.5 cm (2 piraso) Sukat ng kopya ng Passport: 5.7 cm x 12 cm Ang tamang paglagay ng Pangalan ay gaya ng pagkakasunod-sunod sa Passport (Huli-Una-Gitnang Pangalan) Ang tamang paglagay ng petsa/bilang ng kapanganakan ay ayon sa numero ng araw-buwan-taon na pagkakasunod-sunod Ingatang huwag magkamali o marumihan ang Form at kung di sinasadya, gumamit ng tamang correction tape lamang kung may dapat baguhin Isang Form lamang ang ukol para sa isang tao
<p>3. Mag-submit ng sinagutang Application Form sa Receiving Counter</p>	<p>Pirmadong Order of Payment upang magbayad ng EPS-TOPIK fee sa Landbank</p>	<ul style="list-style-type: none"> Siguraduhing tama at kumpletong nasagutan ang Form, pirmado at may kopya ng passport/ID at 2 passport size na litrato Iwanan ang Application Form sa Counter Staff kung kailangang lumabas ng Registration Venue
<p>4. Magbayad ng EPS-TOPIK Fee (Php1,044) sa Payment Counter ng Landbank Cashier/Teller na nasa loob ng Registration Venue</p> <ul style="list-style-type: none"> Banking Hours: 8:30 AM – 3:00 PM 	<p>Proof of Payment/Machine-Validated Deposit Slip</p>	<ul style="list-style-type: none"> Ipakita ang Proof of Payment sa POEA counter staff
<p>5. Kunin ang EPS-TOPIK Test Permit sa</p>	<p>Test Permit na Tinatakan</p>	<ul style="list-style-type: none"> Dalhin ang Test Permit sa

Releasing Counter		lugar at araw ng Eksamen (Marso 18) kasama ang original na Passport/ID na ginamit <ul style="list-style-type: none"> • Abangan ang anunsiyo kung saan ang Eksamen
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Registration Reminders for Applicants at SM Manila, National Capital Region
6-9 February 2012; 8 AM – 5 PM

FIVE (5) APPLICATION STAGES	DOCUMENT	IMPORTANT REMINDERS
1. Fall in line at Queuing Counter <ul style="list-style-type: none"> • Show Valid Passport or Identification Card (GSIS/SSS/Driver's License/Voter's ID) 	Transaction Number to get inside the registration venue	<ul style="list-style-type: none"> • Observe registration guidelines
2. Wait for your turn at the Validation Counter to check that you are Qualified to apply <ul style="list-style-type: none"> • Age from 18 to 38 years old (born between March 18, 1944 and March 18, 1974) • Valid Passport or ID card with picture and date of birth 	Blank and Pre-Numbered EPS-TOPIK Application Form	<ul style="list-style-type: none"> • Fill up the Application Form according to the Example and Directions • Size of ID pictures: 3.5 cm x 4.5 cm (2 pieces) • Size of Passport copy: 5.7 cm x 12 cm • Name sequence should be based on passport (last-first-middle name) • Date of birth number sequence should be based on day-month-year • Avoid errors and if there is a need to change some entries, use only correction tape
3. Submit Filled-up Application Form at the Receiving Counter	Signed Order of Payment	<ul style="list-style-type: none"> • Application Form should be completely filled up, signed and with attached 2 pieces of passport-size pictures and copy of passport/ID card • Leave the Application Form with POEA counter staff when going out of the Registration Venue
4. Pay EPS-TOPIK Fee (Php1,044) at the Payment Counter of the Landbank Cashier/Teller inside the Registration Venue <ul style="list-style-type: none"> • Banking hours: 8:30 AM– 3:00 PM 	Proof of Payment/Machine-Validated Deposit Slip	<ul style="list-style-type: none"> • Show Proof of Payment to POEA counter staff
5. Get the EPS-TOPIK Test Permit at the Releasing Counter	Stamped Test Permit	<ul style="list-style-type: none"> • Bring the Test Permit on the day of the exam (18 March) at the designated test venue (to be announced/posted in the POEA website) along with the original passport/ID card used