

REQUIREMENTS FOR EVALUATION OF DIRECT HIRE APPLICATION PROFESSIONAL AND SKILLED WORKERS

(All documents to be submitted must be in duplicate)

DOCUMENTARY REQUIREMENTS

PHASE 1

- Passport with validity period of not less than one (1) year. (Advisory No. 42, s2019)
 - Valid Work Visa, Entry/Work Permit (whichever is applicable per country).
 - ♣ If visa assurance or guarantee is issued by employer, the same should be noted/acknowledged by the Government or Immigration Office in the jobsite
 - Employment Contract: Original copy of Employment Contract or Offer of Employment
 - ♣ Verified by the Philippines Overseas Labor Office (POLO)
 - ♣ Authenticated by the Philippine Embassy/Consulate for countries with no POLO
 - ♣ Apostille with POLO Verification (MC 8, series of 2019)
 - ♣ Apostille with Philippine Embassy Acknowledgment (MC 8, series of 2019)
 - Company Profile, Business License/Commercial Registration of the employer
 - POLO Endorsement Letter addressed to the Administrator seeking exemption from the ban on direct-hiring
 - Additional country-specific requirements:
 - ♣ Canada- Labor Market Opinion (LMO), Labor Market Impact Assessment (LMIA) for and Canadian Letter and Employer's Certificate of Registration from ECON (Province of Saskatchewan Executive Council) or Saskatchewan Immigration
 - ♣ Nominee Program (SINP) approval are required from workers to Saskatchewan in lieu of LMO
 - ♣ USA- Labor Condition Application and Notice of Action
 - ♣ Middle East and African countries- Contingency plan issued by the employer
 - Additional documents to support job application:
 - ♣ Certificate of employment or Business Permit: If self-employed
 - ♣ Diploma and/or Transcript of Records (TOR)/Form 137
 - ♣ NC II / PRC License
 - ♣ Curriculum Vitae / Resume
 - Notarized Statement
 - ♣ How the worker secured his/her employment with attached photocopy of employer's passport/ID and contract details;
 - ♣ Authenticity of diploma, TOR, COE and other certificates submitted
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PHASE 2

- E-Registration Account
- Compliance Form (if necessary)
 - ♣ Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct medical exam for OFWs
 - ♣ Pre-Employment Orientation Seminar Certificate (PEOS)
 - ♣ Pre-Departure Orientation Seminar (PDOS) Certificate issued by OWWA
 - ♣ POEA Clearance (for employers under Section 124d of the POEA Revised Rules & Regulations)
 - ♣ Proof of certificate of insurance coverage covering at least the benefits provided under Section 37-A of RA 8042 as amended