

**Philippine Overseas Employment Administration
Pre-Employment Service Office- Landbased Center**

REQUIREMENTS FOR EVALUATION OF DIRECT HIRE APPLICATION

PROFESSIONAL AND SKILLED WORKERS

(All documents to be submitted must be in duplicates)

DOCUMENTARY REQUIREMENTS

PHASE 1

- 1. Passport with validity period of not less than one (1) year (POEA Advisory 42, series of 2019).**
- 2. 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
- 3. 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*)
- 4. Company Profile, Business License/Commercial Registration of the employer**
- 5. POLO Endorsement Letter addressed to the Administrator seeking exemption from the ban on direct-hiring**
- 6. 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/OFW Info sheet or Business Permit: If self-employed
 - Diploma and/or Transcript of Records (TOR)/Form 137
 - NC II (*Appropriate for Job Offer*) / PRC License
 - Curriculum Vitae / Resume
- 7. Notarized Statement on how the workers secured his/her employment with employer's contact details and authenticity of documents submitted**

PHASE 2

- 1. E-Registration Account (Print from POPS-Direct Registration Form)**
- 2. Compliance Form (Print from POPS-Direct if necessary)**
- 3. Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct medical exam for OFWs (For African Countries – Yellow Fever Vaccination Card by Bureau of Quarantine)**
- 4. Pre-Employment Orientation Seminar Certificate (PEOS)**
- 5. Pre-Departure Orientation Seminar (PDOS) Certificate issued by OWWA**
- 6. POEA Clearance (for employers under Section 124d of the POEA Revised Rules & Regulations)**
- 7. Proof of certificate of insurance coverage covering at least the benefits provided under Section 37-A of RA 8042 as amended**
 - Repatriation in case of death
 - For drivers – Vehicle insurance from employer