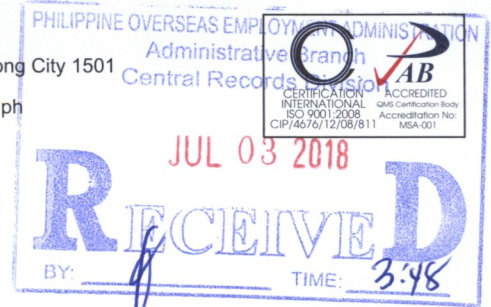




Philippine
Overseas
Employment
Administration

Republic of the Philippines
Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501
Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 722-1144, 722-1155



Advisory No. 33
Series of 2018

To : All POEA Regional Centers and Unit and Workers for Direct Hire Processing

Subject : Direct Hire Application Processing

In the interest of the service and to facilitate the speedy processing of direct hire applications, Item IX, Memorandum Circular No. 8, series of 2018 is hereby reiterated:

xxx

IX. Registration at the POEA Main Office and the Regional Centers and Units.

The registration of Direct-Hire OFWs shall be carried out at the POEA Main Office and its Regional Centers and Units. The Regional Centers shall course their requests to the Administrator for Clearance for Direct Hiring through the Regional and Overseas Coordinating Office.

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Accordingly, the respective POEA Regional Centers and Units shall receive and evaluate the documentary requirements of applicants for direct hire and if warranted, request through the Regional Overseas and Coordinating Office (ROCO) a clearance from the Administrator. Those with corresponding clearance should be advised to proceed with the compliance under Phase 2 of the hereto attached Checklist of Requirements for Evaluation of Direct Hire Application for the eventual issuance of Overseas Employment Certificate (OEC).

For information and guidance.


BERNARD P. OLALIA
Administrator

19 June 2018

CONTROLLED AND DISSEMINATED
BY CRD ON 03 JUL 2018

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

CHECKLIST OF REQUIREMENTS FOR EVALUATION OF DIRECT HIRE APPLICATION

PROFESSIONAL AND SKILLED WORKERS
(All documents to be submitted must be in duplicates)

WORKER : _____
EMPLOYER : _____
WORKSITE : _____
POSITION : _____

DOCUMENTARY REQUIREMENTS
PHASE 1

TIME RECEIVED:	Remarks
<input type="checkbox"/> Passport with validity period of not less than six (6) months	_____
<input type="checkbox"/> 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	_____
<input type="checkbox"/> Employment Contract: ____ Original copy of Employment Contract or Offer of Employment ____ Verified by the Employment Contract or Offer of Employment ____ Authenticated by the Philippine Embassy/Consulate for countries with no POLO	_____
<input type="checkbox"/> Company Profile, Business license/commercial registration of the employer	_____
<input type="checkbox"/> POLO Endorsement Letter addressed to the Administrator seeking exemption from the ban on direct-hiring	_____
<input type="checkbox"/> Additional country-specific requirements: a. 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 b. USA- Labor Condition Application and Notice of Action c. Middle East and African countries- Contingency plan issued by the employer	_____
<input type="checkbox"/> Additional documents to support job application: ____ Certificate of employment or Business Permit: If self-employed ____ Diploma and Transcript of Records (TOR) ____ NC II/PRC license ____ Curriculum Vitae/Resume	_____
<input type="checkbox"/> Proof of certificate of insurance coverage covering at least the benefits provided under Section 37-A of RA 8042 as amended;	_____
<input type="checkbox"/> Notarized Statement on how the workers secured his/her employment with attached photocopy of employer's passport/ID and contact details	_____

TIME CLOSED: _____

PHASE 2

TIME RECEIVED:	Remarks
<input type="checkbox"/> Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct medical exam for OFWs	_____
<input type="checkbox"/> Pre-Employment Orientation Seminar Certificate (PEOS)	_____
<input type="checkbox"/> Pre-Departure Orientation Seminar (PDOS) Certificate issued by OWWA	_____
<input type="checkbox"/> POEA Clearance (for employers under Section 124d of the POEA Revised Rules & Regulations)	_____

TIME CLOSED: _____

ACTION TAKEN:

_____ Returned due to incomplete documents _____ Others

RECEIVING OFFICER:

PRINTED NAME & SIGNATURE
DATE: _____

RECEIVED BY:

PRINTED NAME & SIGNATURE
DATE: _____
QUEUE NO. _____

CHECKLIST OF REQUIREMENTS FOR EVALUATION OF DIRECT HIRE APPLICATION

HOUSEHOLD SERVICE WORKERS (HSWs)
(All documents to be submitted must be in duplicates)

WORKER : _____
EMPLOYER : _____
WORKSITE : _____
POSITION : _____

DOCUMENTARY REQUIREMENTS
PHASE 1

TIME RECEIVED: _____

Remarks

- Passport with validity period of not less than six (6) months _____
- 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
- POLO Endorsement Letter addressed to the Administrator seeking exemption from the ban on direct-hiring _____
- Additional country-specific requirements:
 - a. 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 _____
 - b. USA- Labor Condition Application and Notice of Action
 - c. Middle East and African countries- Contingency plan issued by the employer
- Certificate of insurance coverage covering at least the benefits provided under Section 37-A of RA 8042 as amended; _____
- TESDA National Certificate II (NC-II) for Domestic Workers _____
- Notarized Statement on how the workers secured his/her employment with attached photocopy of employer's passport/ID and contact details _____

TIME CLOSED: _____

PHASE 2

TIME RECEIVED: _____

- 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 _____
- Comprehensive Pre-Departure Education Program (CPDEP) Certificate by OWWA _____
- POEA Clearance (for employers under Section 124d of the POEA Revised Rules & Regulations) _____

TIME CLOSED: _____

ACTION TAKEN:

_____ Returned due to incomplete documents _____ Others

RECEIVING OFFICER:

PRINTED NAME & SIGNATURE
DATE: _____

RECEIVED BY:

PRINTED NAME & SIGNATURE
DATE: _____
QUEUE NO. _____