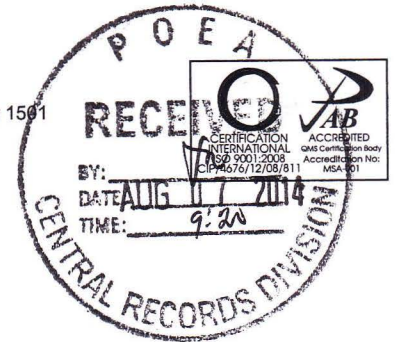




Philippine
Overseas
Employment
Administration

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



MEMORANDUM CIRCULAR NO.05
Series of 2014

TO : ALL AGENCIES CONCERNED

SUBJECT : FILING OF REQUESTS/FOLDERS FOR ACCREDITATION/ REGISTRATION OF FOREIGN PRINCIPALS AND OTHER LANDBASED CENTER (LBC) TRANSACTIONS

All requests/folders for submission shall be properly labeled according to the type of transactions, as follows:

1. Initial registration/accreditation
2. Additional job order
3. Renewal of registration/ accreditation
4. Revalidation of job order
5. Upgrading / Extension of registration
6. Amendment of Contract
7. Additional Jobsite registration/accreditation
8. Cancellation of Registration
9. Cancel transfer of Registration
10. Submission of Compliance

Evaluators will be assigned as Officers of the Day at the LBC Counters at the 2nd floor during Receiving Hours, from 8:00 AM to 10:00 AM to pre-evaluate the folders for completeness of the documents submitted. Checklist of requirements for the different types of requests/transactions are posted at the LBC counters for reference/information of all concerned.

Documentary requirements shall be submitted in two (2) sets in folder with the original copies on the left side and clear photocopies on the right side of the folder and properly arranged in sequence as they appear in the checklist.

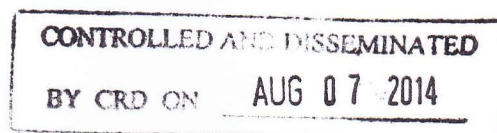
Only folders with complete requirements shall be received. Folders with incomplete requirements shall be immediately returned to the agencies. Effective 1 October 2014, original copies of the documents verified by the Philippine Overseas Labor Offices (POLOs) / authenticated by Philippine Embassies for POEA registration/accreditation of foreign employers shall be strictly required. Scanned/photocopied documents will no longer be accepted.

Attached are Checklist of Requirements for the different types of requests/transactions for processing at the LBC.

This Memorandum Circular shall be effective fifteen (15) days from publication in a newspaper of general circulation and filing with the office of the National Administrative Register.


HANS LEO J. CACDAC
Administrator

28 July 2014



**CHECKLIST OF REQUIREMENTS
INITIAL REGISTRATION
(DIRECT EMPLOYER)**

- Verified Special Power of Attorney (SPA) or Recruitment Agreement (RA) or Service Agreement (SA)
- Verified Manpower Request (MR) indicating the positions/no. of positions/salary per position
- Valid Business License/ Commercial Registration (CR)
- Verified Master Employment Contract **signed by the employer on all pages** which shall contain/provide the following minimum provisions:
 - Guaranteed wage for regular work hours and overtime pay, as appropriate which shall not be lower than the prescribed minimum wage in the host country or not lower than the appropriate minimum standards set forth in a bilateral agreement or international convention, if applicable, or not lower than the minimum wage in the country (NCR rate), whichever is highest
 - Commencement of contract
 - Duration of contract
 - Number of regular work hours (maximum of 8 hours/day, 6 days/week)
 - Overtime rate for overtime work rendered
 - Free transportation to and from the worksite, or offsetting benefit
 - Free food and accommodation, or offsetting benefit
 - Vacation and Sick Leave
 - Just/authorized causes for termination of contract
 - Free emergency medical and dental services
 - Settlement of disputes
 - Repatriation of worker's remains in case of death
- Contingency Plan (for Middle East countries and as may be applicable)

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
INITIAL REGISTRATION
(FOREIGN PLACEMENT AGENCIES FOR HOUSEHOLD SERVICE
WORKERS)**

- Verified Special Power of Attorney (SPA) or Recruitment Agreement (RA) or Service Agreement (SA)
- Verified Manpower Request (MR) indicating the positions/no. of positions/salary per position
- Valid Business License/ Commercial Registration (CR)
- Verified Standard Employment Contract for Household Service Worker (HSW).
- Pre Qualification Certificate (PQC) issued by POLO, if FPA for HSW bound for Middle East Countries other than KSA and Jordan
- POLO Accreditation Certificate issued by the Philippine Overseas Labor Office (POLO) if FPA for HSW bound for KSA & Jordan
- Contingency Plan (For Middle East countries or as may be applicable)

In case of transfer/cancel of registration, Affidavit of Assumption of Responsibility of the transferee agency for all contractual obligations of the principal to its workers originally recruited, processed and deployed by the former agency.

Note: One (1) original and 1 photocopies of documents to be submitted

**CHECKLIST OF REQUIREMENTS
INITIAL ACCREDITATION
(DIRECT EMPLOYER)**

**(AUTHENTICATED BY PHIL.EMBASSY/CONSULATE WITH JURISDICTION AT
JOBSITE)**

- Special Power of Attorney (SPA) or Recruitment Agreement (RA) or Service Agreement (SA)
- Manpower Request (MR) indicating the positions/no. of positions/salary per position
- Valid Business License/ Commercial Registration (CR)
- Master Employment Contract **signed by the employer on all pages** which shall contain/provide the following minimum provisions:
 - Guaranteed wage for regular work hours and overtime pay, as appropriate which shall not be lower than the prescribed minimum wage in the host country or not lower than the appropriate minimum standards set forth in a bilateral agreement or international convention, if applicable, or not lower than the minimum wage in the country (NCR rate), whichever is highest
 - Commencement of contract
 - Duration of contract
 - Number of regular work hours (maximum of 8 hours/day, 6 days/week)
 - Overtime rate for overtime work rendered
 - Free transportation to and from the worksite or offsetting benefit
 - Free food and accommodation, or offsetting benefit
 - Vacation and Sick Leave
 - Just/authorized causes for termination of contract
 - Free emergency medical and dental services
 - Settlement of disputes
 - Repatriation of worker's remains in case of death
- Visa or proof of visa availability or equivalent document if host government issues no work or entry visa prior to worker's arrival in the jobsite, visa procedures per Immigration policy/guidelines of the host country and Undertaking from the employer that appropriate visa shall be issued to the workers upon their arrival at the jobsite
- Contingency Plan (For Middle East countries and as may be applicable)
- Job Order Form

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
INITIAL ACCREDITATION
(FOR FOREIGN PLACEMENT AGENCIES FOR SKILLED WORKERS)**

(AUTHENTICATED BY PHIL. EMBASSY/ CONSULATE WITH JURISIDCTION
AT JOBSITE)

- Special Power of Attorney (SPA) or Recruitment Agreement (RA) or Service Agreement (SA)
- Manpower Request (MR) indicating the positions/no. of positions/ salary per position
- Valid Business License/Commercial Registration (CR)
- Master Employment Contract **signed by the employer on all pages** which shall contain/provide the following minimum provisions:
 - Guaranteed wage for regular work hours and overtime pay, as appropriate which shall not be lower than the prescribed minimum wage in the host country or not lower than the appropriate minimum standards set forth in a bilateral agreement or international convention, if applicable, or not lower than the minimum wage in the country (NCR rate), whichever is highest
 - Commencement of contract
 - Duration of contract
 - Number of regular work hours (maximum of 8 hours/day, 6 days/week)
 - Overtime rate for overtime work rendered
 - Free transportation to and from the worksite or offsetting benefit
 - Free food and accommodation or offsetting benefit
 - Vacation and Sick Leave
 - Just/authorized causes for termination of contract
 - Free emergency medical and dental services
 - Settlement of disputes
 - Repatriation of worker's remains in case of death
- Manpower Request from the Direct Employer
- Master Employment Contract between the direct employer and the worker
- Visa or proof of visa availability or equivalent document if the host government issues no work or entry visa prior to worker's arrival in the jobsite, visa procedures per Immigration policy/guidelines of the host country and Undertaking from the employer that appropriate visa shall be issued to the workers upon their arrival at the jobsite
- Contingency Plan (For Middle East countries and as may be applicable)
- Job Order Form

In case of transfer/cancel of registration, Affidavit of Assumption of Responsibility of the transferee agency for all contractual obligations of the principal to its workers originally recruited, processed and deployed by the former agency.

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
INITIAL REGISTRATION
(FOREIGN PLACEMENT AGENCIES FOR SKILLED WORKERS)**

- Verified Special Power of Attorney (SPA) or Recruitment Agreement (RA) or Service Agreement (SA)
- Verified Manpower Request (MR) indicating the positions/no. of positions/salary per position
- Verified Valid Business License/ Commercial Registration (CR)
- Verified Master Employment Contract **signed by the employer on all pages** which shall contain/provide the following minimum provisions:
 - Guaranteed wage for regular work hours and overtime pay, as appropriate which shall not be lower than the prescribed minimum wage in the host country or not lower than the appropriate minimum standards set forth in a bilateral agreement or international convention, if applicable, or not lower than the minimum wage in the country (NCR rate), whichever is highest
 - Commencement of contract
 - Duration of contract
 - Number of regular work hours (maximum of 8 hours/day, 6 days/week)
 - Overtime rate for overtime work rendered
 - Free transportation to and from the worksite or offsetting benefit
 - Free food and accommodation, or offsetting benefit
 - Vacation and Sick Leave
 - Just/authorized causes for termination of contract
 - Free emergency medical and dental services
 - Settlement of disputes
 - Repatriation of worker's in case of death
- Verified Manpower Request from the Direct Employer
- Verified Master Employment Contract between the direct employer and the worker
- Contingency Plan (for Middle East countries and as may be applicable)

In case of transfer/cancel of registration, Affidavit of Assumption of Responsibility of the transferee agency for all contractual obligations of the principal to its workers originally recruited, processed and deployed by the former agency.

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS FOR
DIRECT EMPLOYERS HIRING HOUSEHOLD SERVICE WORKERS**

- Special Power of Attorney (SPA) (Verified by POLO or Authenticated by the nearest Philippine Embassy of no POLO at the jobsite)
- Verified or Authenticated Employment Contract for HSW
- Verified or Authenticated Employer's Information Sheet
- Certificate of Guarantee/Undertaking by the Employer
- Comprehensive Pre-Departure Education Program (CPDEP) Certificate issued to concerned Household Service Worker (HSW) by OWWA
- PDOS Certificate/ Supplemental PDOS
- TESDA NCII Certificate
- Transcript of Records/Diploma for Private Healthcare Worker
- Insurance Policy (For Driver)
- Passport copy of the HSW
- Contingency Plan (for Middle East countries and as may be applicable)
- Job Order Form

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
RENEWAL OF REGISTRATION**

- Verified Special of Attorney (SPA) or letter from principal requesting renewal of registration
- Copy of approved Manpower Request with remaining job order balance within the last preceding year
- Verified Master Employment Contract (MEC) or copy of previously approved MEC
- Valid Business License/Commercial Registration (CR)
- Valid Pre-Qualification Certificate (PQC) for Foreign Placement Agency (FPA)
- Valid Accreditation Certificate issued by POLO for FPAs hiring HSWs bound for KSA and Jordan
- Original Copy of previously issued POEA Registration Certificate for FPAs hiring HSWs for KSA and Jordan

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
JOBSITE REGISTRATION**

- Verified Special Power of Attorney (SPA) or letter of confirmation from employer that the SPA previously issued to the agency is still valid and will cover the additional jobsite
- Verified Manpower Request (MR) indicating the positions/no. of positions/salary per position
- Verified Master Employment Contract
- Valid Business License/ Commercial Registration (CR)
- Proof of Award for new jobsite for new registration
- Contingency Plan (for Middle East countries and as may be applicable)

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
JOBSITE ACCREDITATION**

Authenticated by Phil. Embassy/Consulate with jurisdiction over jobsite

- Special Power of Attorney (SPA) or letter from employer that the SPA previously issued to the agency is still valid and will cover the additional jobsite
- Manpower Request (MR) indicating the positions/no. of positions/salary per position
- Master Employment Contract
- Valid Business License/ Commercial Registration (if Branch)
- Proof of Award of Project in the new jobsite for accreditation
- Visa or proof of visa availability or equivalent document if the host government issues no work or entry visa prior to worker's arrival in the jobsite, visa procedures per Immigration policy/guidelines of the host country and Undertaking from the employer that appropriate visa shall be issued to the workers upon their arrival at the jobsite
- Contingency Plan (For Middle East countries and as may be applicable)
- Job Order Form

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
ADDITIONAL JOB ORDER
(Registered Principal)**

- Verified Manpower Request (MR) of principal. If not verified, manpower request shall be supported by proof of visa availability. Verified MR shall be strictly required for Low and Semi skilled female workers and Household Service Worker (HSW).
- Copy of previously approved MR
 - ✓ If principal is Foreign Placement Agency (FPA) – manpower request from Direct Employer to the FPA
 - ✓ If principal is Staffing/Outsourcing – list of clients and addresses.

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
RENEWAL OF ACCREDITATION**

**AUTHENTICATED BY PHIL EMBASSY/CONSULATE WITH JURISDICTION OVER
JOBSITE**

- Special Power of Attorney (SPA) or letter from the principal requesting renewal of accreditation
- Manpower Request or confirmation of reinstatement of existing job order balance
- Master Employment Contract (MEC) if different from the previously approved MEC
- Valid Business License/Commercial Registration (CR)
- Visa or proof of visa availability or equivalent document if the host government issues no work or entry visa prior to worker's arrival in the jobsite, visa procedures per Immigration policy/guidelines of the host country and Undertaking from the employer that appropriate visa shall be issued to the workers upon their arrival at the jobsite
- Contingency Plan (For Middle East countries and as may be applicable)
- Job Order Form

Note: One (1) original and 1 photocopy of documents to be submitted

CHECKLIST OF REQUIREMENTS
UPGRADING OF REGISTRATION/ACCREDITATION

- Original copy of POEA letter/certificate to agency granting Provisional Registration/Accreditation
- Original copy of previously approved verified Manpower Request (MR)
- Documents for compliance as specified in the letter granting provisional registration/accreditation to agency indicating the required documents for upgrading of Registration/Accreditation

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
ADDITIONAL JOB ORDER
(For Accredited Principals)**

- Authenticated Manpower Request (MR) indicating the positions/no. of positions/salary per position
- Visa or proof of visa availability or equivalent document if the host government issues no work or entry visa prior to worker's arrival in the jobsite, visa procedures per Immigration policy/guidelines of the host country and Undertaking from the employer that appropriate visa shall be issued to the workers upon their arrival at the jobsite
- Copy of previously approved MR
- Job Order Form

- ✓ If the principal is a foreign placement agency (FPA) – manpower request from Direct Employer to FPA and Mater Employment Contract of Direct Employer
- ✓ If the principal is a Staffing/Outsourcing company – list of clients and addresses

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
INITIAL REGISTRATION
(CANADA)**

- Verified Special Power of Attorney (SPA). If the principal/employer is a licensed placement agency in Canada: a) SPA issued by the principal's client(s) to the Canada placement agency authorizing the principal/employer to recruit workers for the client b) Manpower Request (MR) from the Foreign Placement Agency (FPA) to the Phil. Recruitment Agency
- Verified Manpower Request (MR). If the principal is a foreign placement agency, the job order from the direct employer indicating the details of manpower demand addressed to the placement agency shall be submitted
- Verified Employment Contract. If the principal is a foreign placement agency, the Master Employment Contract of the principal's client/direct employer
- Copy of the business license or Commercial Registration (CR) of the principal/employer
- Copy of the pre-approval Labour Market Opinion (LMO) from Service Canada or Approval of Application to the Provincial Nominee Program / Certificate of Nomination, as appropriate or if LMO is expired, valid visa stamp at worker's passport.

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
RENEWAL OF REGISTRATION
(CANADA)**

- Original copy of Letter from the principal requesting renewal of registration
- Verified Manpower Request or Confirmation of reinstatement of existing valid job order
If the principal is a foreign placement agency, the job order from the direct employer indicating the details of manpower demand addressed to the placement agency shall be submitted
- Verified Master Employment Contract (MEC) or copy of previously approved MEC. If the principal is a foreign placement agency, the master contract of the principal's client/direct employer shall be submitted
- Valid Business License/Commercial Registration
- Copy of the pre-approval Labour Market Opinion (LMO) from Service Canada or Approval of Application to the Provincial Nominee Program / Certificate of Nomination, as appropriate or if LMO is expired, valid visa stamp at worker's passport.

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
ADDITIONAL JOB ORDER
(CANADA)**

- Verified Manpower Request (MR)
- Pre-approval LMO or equivalent document or Approval of Application to the Provincial Nominee Program/ Certificate of Nomination, as appropriate or valid visa stamp at worker's passport.

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
INITIAL REGISTRATION
(AUSTRALIA)**

- Verified Special Power of Attorney from the principal to the Philippine recruitment agency. If the principal/employer is a placement agency in Australia, an SPA issued by the principal's client(s) to the Australia placement agency authorizing the principal/employer to recruit worker for the client shall be submitted.
- Verified Manpower request (MR) indicating the position and salary of the workers to be hired. In case the principal is an Australian placement agency, the job order (JO) from the direct employer/client indicating the details of manpower demand addressed to the placement agency shall be submitted.
- Verified Master employment contract of the principal/employer which includes a provision on the repatriation of remains in case of death.
- Valid business license/commercial registration of the principal/employer
- Sponsorship nomination approval from the Australia Department of Immigration and Citizenship (DIAC)

**CHECKLIST OF REQUIREMENTS
ADDITIONAL JOB ORDER
(AUSTRALIA)**

- Verified Manpower Request (MR)
- Sponsorship nomination approval from the Department of Immigration and Citizenship (DIAC) of Australia for the new job order

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
INITIAL REGISTRATION
(JAPAN - JITCO)**

- Verified Special Power of Attorney (SPA) issued by the principal to the Philippine licensed recruitment agency
- Verified Employment Contract for Technical Intern training between the intern and the principal
- Verified Manpower Request indicating the positions/no. of positions and salary per position
- License of supervising organization to conduct employment placement business based on Japan's Employment Security Act
- Valid Business License/Commercial Registration (CR)
- Technical Intern Offer from the principal together with list of direct employers (i.e. implementing organizations) and details of their technical intern offer

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
ADDITIONAL JOB ORDER
(JAPAN - JITCO)**

- Request for additional technical interns from the Philippine licensed recruitment agency (examined and recommended for approval by the POLO if new implementing organization)
- Technical Intern Offer verified by POLO

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
INITIAL REGISTRATION
JAPAN OPAs**

- Verified Special Power of Attorney issued in favor of the Philippine recruitment agency
- Verified Manpower Request indicating the positions/no. of positions/salary per position and performance venue/s
- Verified Master Employment Contract
- Verified commercial registration of principal
- Escrow agreement and bank certificate for the deposit of US\$ 20, 000.00 deposited in any commercial bank in the Philippines

Note: One (1) original and 1 photocopy of documents to be submitted

CHECKLIST OF REQUIREMENTS
JAPAN- OPAS
ADDITIONAL JOB ORDER

- New Manpower Request indicating the positions/no. of positions/salary per position and performance venue(s)
- Phil agency valid verification Certificate from the POLO

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
INITIAL REGISTRATION
(TAIWAN)**

- MECO - Labor Center Info Sheet
- Verified Special Power of Attorney (SPA) or Recruitment Agreement (RA) or Service Agreement (SA) in favor of the PRA
- Verified SPA in favor of the Taiwan Manpower Agency (TMA)
- Verified Memorandum of Agreement (MOA) between the TMA and PRA – if not yet registered
- Verified Manpower Request indicating the position/no. of positions and salary per position
- Verified Master Employment Contract
- Valid Certificate of Business Registration of principal , with English translation (Unified Business No. in the MR must appear in the Chinese Business Registration Certificate with English translation)
- CLA Letter of Approval (with Mandarin and English versions)
- Visa Letter attached to the CLA Letter of Approval
- Employer Identification Card

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
ADDITIONAL JOB ORDER
TAIWAN**

- Verified Manpower Request (MR)
- MECO – Labor Center Info Sheet
- CLA Letter of Approval (with Mandarin and English Translation). For Factory worker, original copy visa letter attached to the CLA Approval Letter shall be submitted.

Note: One (1) original and 1 photocopy of documents to be submitted

CHECKLIST OF REQUIREMENTS
CANCEL/ TRANSFER OF REGISTRATION/ ACCREDITATION

- Letter advice from the principal
- Affidavit of Responsibility of the Transferree agency for all contractual obligations of the principal to its workers originally recruited and processed by the former agency

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
REVALIDATION OF JOB ORDER
(TAIWAN)**

- Letter request for revalidation of job orders from the principal
- Original copy of Previously Approved Manpower Request

Note: One (1) original and 1 photocopy of documents to be submitted

CHECKLIST OF REQUIREMENTS
REINSTATEMENT/REVALIDATION OF EXPIRED JOB ORDER

- Principal's request/ confirmation of reinstatement/revalidation of expired job order balance

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
AMENDMENT OF JOB ORDER
(POSITION/SALARY)**

- Original copy of Letter/Request from the principal indicating the position/salary for amendment
- Original copy of previously approved Manpower Request (MR)

Note: One (1) original and 1 photocopy of documents to be submitted

**CHECKLIST OF REQUIREMENTS
AMENDMENT OF CONTRACT**

- Request from the agency
- Request from the principal
- Original copy of the previously approved Master Employment Contract (MEC) and the new MEC

Note: One (1) original and 1 photocopy of documents to be submitted