

## Mga Dapat Malaman Tungkol Sa

# Direct Hire

### I. PAGBABAWAL SA DIRECT HIRE

Sa pangkalahatan, binabawalan ng batas ang mga foreign employer na mangalap ng mga manggagawang Pilipino upang magtrabaho sa ibang bansa

### II. EMPLOYERS NA EXEMPTED SA BAN NG DIRECT HIRING

- a. Members ng diplomatic corps
- b. International organizations
- c. Mga pinuno ng bansa at mga opisyal ng bansa na may level na secretary o undersecretary
- d. Iba pang employer na maaaring payagan ng Secretary of Labor and Employment

### III. MGA WORKERS NA MAARING MA-EXEMPT KUNG MAY CLEARANCE NG SECRETARY OF LABOR AY ANG MGA SUMUSUNOD:

- a. Mga nabanggit sa itaas (a,b,c) kung may mas mababang katungkulan kung inindorso ng Philippine Overseas Labor Office (POLO) o ng embassy o konsulado kung walang POLO;
- b. Professionals at skilled workers na may authenticated employment contract (kung walang POLO) o verified employment contract (kung may POLO). Kailangang ang employer na pupuntahan ng manggagawa ay hindi pa nakakuha ng lima (5) na Pilipinong manggagawa.
- c. Mga manggagawa na magtatrabaho sa kamag-anak na may permanent residence sa pupuntahang bansa

#### IV. MGA DOKUMENTONG KAILANGANG ISUBMIT SA DIRECT HIRE ASSISTANCE DIVISION:

##### A. PARA SA PROFESSIONAL AND SKILLED WORKERS

1. Passport with validity period of not less than six (6) months from intended date of departure
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:
  - a. Original copy of Employment Contract or Offer of Employment
  - b. Provisions should be compliant with Sec. 124.d.2, Rule II, Part III, of the POEA Revised Rules 2016
  - c. Verified by the Philippine Overseas Labor Office (POLO) for countries with POLO and authenticated by the Philippine Embassy/Consulate for countries with no POLO.
4. Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct medical exams for OFWs.
5. Pre-Departure Orientation Seminar (PDOS) Certificate issued by OWWA
6. Additional country-specific requirements:
  - a. Canada - Labor Market Opinion (LMO), Labor Market Impact Assessment (LMIA) form and Canadian Letter; Canadian Letter and Employer's Certificate of Registration from ECON (Province of Saskatchewan Executive Council) or Saskatchewan Immigrant Nominee Program (SINP) approval are required from workers to Saskatchewan in lieu of LMO
  - b. USA - Labor Condition Application and Notice of Action
  - c. New Zealand – verified Employment Contract by the POLO in Australia
  - d. Middle East and African countries – Contingency Plan issued by employer

NOTE: The Administration may formulate country or skill-specific policies and guidelines for directly-hired workers. As such, additional requirements should be submitted depending on:

- a. Existing labor and social laws of the host country

- b. Relevant bilateral and multilateral agreements or arrangements with the host country
- c. Prevailing conditions/realities in the market
- d. Skills-fitness of the worker to the position being offered.

7. DOLE Clearance

Workers need not go to the DOLE office for the Clearance as it will be coursed through the POEA-DHAD. Names of workers with DOLE Clearances shall be posted at the POEA website: [www.poea.gov.ph](http://www.poea.gov.ph)

8. Fees:

POEA processing fee	- PhP equivalent of US\$100.00
OWWA membership fee	- PhP equivalent of US\$25.00

Reminders:

- Bring Xerox/Photocopy of each document
- Original and duplicate copies must be separately arranged according to above list and clipped separately in a folder.

## B. PARA SA MGA HOUSEHOLD SERVICE WORKERS (HSWs)

1. Passport with validity period of not less than six (6) months from intended date of departure
2. Valid Work Visa, Entry/Work Permit
- 3.1 Verified Employment Contract by the Philippine Overseas Labor Office (POLO) at the jobsite or Authenticated Employment Contract by the Philippine Embassy or Consulate at the worksite in the absence of POLO. If there is no Philippine Embassy or Consulate in the jobsite, a verified Employment Contract by the nearest POLO is required
- 3.2 POLO Indorsement Letter addressed to the Administrator seeking exemption from the ban on direct-hiring
4. Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct medical examination to OFWs
5. TESDA National Certificate II (NC-II) for Domestic Workers
6. Pre-Departure Orientation and Seminar (PDOS) Certificate by OWWA
7. Comprehensive Pre-Departure Education Program (CPDEP) Certificate by OWWA;
8. At least 23 years old
9. Sworn Affidavit/Sworn Statement on how the worker secured his/her employment; Employers Profile: Position/Designation, Tel No. and Valid ID
10. Proof of Relationship: If the employer is your relative:
  - a. Birth Certificate of the employer and worker to establish relationship
  - b. Valid ID
  - c. Marriage Certificate as may be required.
11. DOLE Clearance

Workers need not go to the DOLE office for the Clearance as it will be coursed through the POEA-DHAD. Names of workers with DOLE Clearances shall be posted at the POEA website: [www.poea.gov.ph](http://www.poea.gov.ph)
12. Fees:

POEA processing fee	-	US\$100.00 or PHP equivalent
OWWA membership fee	-	US\$25.00 or PhP equivalent