

HOUSEHOLD SERVICE 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;
- 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 I.D.'s;
10. Proof of Relationship: If the employer is your relative:
 - a. Birth Certificate of the employer and worker to establish relationship;
 - b. Valid I.D.'s
 - c. Marriage Certificate as may be required.
11. Fees: POEA processing fee (US\$100.00 or PHP equivalent), OWWA membership fee (US\$25.00 or PhP equivalent).

Reminders: Requirements may change depending on country situation or Directive from the POEA Administrator.

- ✓ *Bring Xerox/Photocopy of each document.*
- ✓ *Original and duplicate copy must be separately arranged according to this list and clipped separately in a folder.*