

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

REQUIREMENTS FOR EVALUATION OF DIRECT HIRE APPLICATION

HOUSEHOLD SERVICE WORKERS (HSWs)

(All documents to be submitted must be in duplicates)

DOCUMENTARY REQUIREMENTS

PHASE 1

- 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:
 - 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
- 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

PHASE 2

- 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)

**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

- 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
- Company Profile, Business License/Commercial Registration of the employer
- POLO Endorsement Letter addressed to the Administrator seeking exemption from the ban on direct-hiring
 - 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 or Business Permit: If self-employed
 - Diploma and Transcript of Records (TOR)
 - NC II / PRC License
 - Curriculum Vitae / Resume
- Proof of certificate of insurance coverage covering at least the benefits provided under Section 37-A of RA 8042 as amended;
- Notarized Statement on how the workers secured his/her employment with attached photocopy of employer's passport/ID and contact details

PHASE 2

- 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
- POEA Clearance (for employers under Section 124d of the POEA Revised Rules & Regulations)