



**PHILIPPINE CONSULATE GENERAL
(LABOR OFFICE)
VANCOUVER**

AGENCY HIRING SYSTEM

(For Overseas Filipino Workers bound to Alberta, British Columbia, Yukon and North West Territory)

Canadian Employers and Third Party Representatives must be registered with the Philippine Overseas Employment Administration (POEA) when recruiting Filipino workers.

I. Documentary Requirements (2 copies each)	
A. Special Power of Attorney (SPA) – Direct Employer to Third Party Representative if the latter is the Principal (if any)	<ul style="list-style-type: none"> - Notarized (Notary Public/Barrister) - one (1) original and one (1) photocopy
B. Special Power of Attorney (SPA) – Direct Employer to licensed Philippine Recruitment Agency (the Agent)	<ul style="list-style-type: none"> - Notarized (Notary Public/Barrister) - one (1) original and one (1) photocopy
C. Special Power of Attorney (SPA) – Third Party Representative to the Philippine Recruitment Agency	<ul style="list-style-type: none"> - Notarized (Notary Public/Barrister) - one (1) original and one (1) photocopy
D. Board or Company Resolution	<p>Authorizing the signatory to the Job Order, Employment Contract and other related documents to represent and bind the company in recruitment of Filipino workers</p> <ul style="list-style-type: none"> - Notarized (Notary Public/Barrister) - one (1) original and one (1) photocopy
E. Manpower Request or Job Order	<p>Addressed to the designated Agent indicating:</p> <ul style="list-style-type: none"> - Name, Address and contact number of employer - Number of worker/s - Position - Salary <p>Note: 1. In case the principal is a Third Party Representative, the Manpower Request or Job Order from the DIRECT EMPLOYER indicating the position and salary of the worker must also be submitted</p> <p>2. Number of worker/s must not exceed those stated in the LMO/LMIA/PNP acceptance letter</p>
F. Workers hired under the Temporary Foreign Workers Program (TFWP)	<ul style="list-style-type: none"> - copy of valid Labor Market Opinion (LMO) or Labor Market Impact Assessment (LMIA) issued by HRSD/ESDC/Service Canada
G. Workers hired under the Provincial Nominee Program	<ul style="list-style-type: none"> - copy of Letter-Confirmation or Acceptance
H. ID	<ul style="list-style-type: none"> - copy of any government issued ID with picture and signature

I. Business or Commercial Registration	- copy of the latest business or commercial registration of the Principal
J. License of the Third Party Representative	- copy of license of the Third Party Representative
K. Employment Contract	- Individual Employment (if 1 worker per LMO/LMIA only) - Master Employment Contract (if 2 or more workers per LMO/LMIA) - one (1) original and one (1) photocopy
L. Addendum to the Employment Contract (in cases where the provisions stated therein and as required by the POEA are not stipulated or incorporated in the contract or in the collective bargaining agreement or similar document (<i>downloadable form</i>))	- duly signed and dated by the employer or duly authorized representative. Should be dated after the date of the employment contract - one (1) original and one (1) photocopy

II. Applicable Fees **Note : Effective January 1, 2016, PCG authentication fee is \$33.75 / document.*

Documents	POLO (Verification)	*PCG (Authentication)
Special Power of Attorney	11.50	33.75
Manpower Request or Job Order	11.50	33.75
Master Employment Contract (2 or more workers/same category/occupation)	34.50	33.75
Individual Employment Contract	11.50	33.75
Business License	11.50	33.75

III. Procedure

A. Personal or Walk-in	Immediate verification. Incomplete documents will not be accepted
	Filer to bring to the Philippine Consulate General the verified documents for authentication Address: suite 660-999 Canada Place, Vancouver, BC V6C3E1
	Can pay in cash
B. Mail	Include pre-paid express post envelope (we only accept Canada pre-paid express post envelope)
	First-come-first served basis
	Incomplete documents will be returned without verification using the pre-paid express post envelope
	Payment is in either postal money order or bank draft only. Verification fee payable to Philippine Overseas Labor Office; Authentication Fee payable to the Philippine Consulate General

Contact Information:

Philippine Overseas Labor Office
Suite 611 – World Trade Centre Complex, 999 Canada Place, Vancouver, BC V6C 3E1
Telephone: 604-641-1234; Hotline : 604-767-3354
Email: polo.vancouver@yahoo.ca Website : vancouverpcg.org

