



**PHILIPPINE CONSULATE GENERAL
(POLO – VANCOUVER)**

**AGENCY HIRING SYSTEM, With PRA Only – (Caregivers)
[Employers Hiring through POEA Memorandum Circular No. 05, Series of 2018](#)
(For Alberta, British Columbia, Saskatchewan, Yukon and Northwest Territories)**

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

Documentary Requirements (Please provide 2 copies for each document)	
A. License of the PRA	Copy of the valid POEA license of the PRA Representative.
B. ID (with photo) of the Principal/Employer and PRA representative	Copy of any government-issued ID with picture and signature (Passport or Driver's License).
C. Manpower Request or Job Order	One (1) Manpower Request is required – A request from the Principal/Employer to the PRA, showing the name, address and contact number of employer, number of worker/s required, position, and salary per position. Form to be provided by the PRA.
D. Recruitment Agreement or Service Agreement	One (1) Recruitment Agreement is required – Agreement by and between the Principal/Employer and the PRA. Form to be provided by the PRA.
E. Individual Employment Contract	Individual Employment Contract signed and dated by the Employer on all pages .
F. Addendum to the Employment Contract	Signed and dated by the Employer (refer to downloadable form).
G. Affidavit of Undertaking	Joint undertaking between the Employer and the PRA to monitor the employment of OFWs and report to POLO any possible concerns (refer to downloadable form).
H. Labor Market Impact Assessment (LMIA)	Issued by ESDC/Service Canada for workers hired under the Temporary Foreign Workers Program (TFWP), include all pages.
I. Confirmation of Nomination/Acceptance	For workers hired under the Provincial/Territorial Nominee Program.
J. Registration under the Ministry of Economy (FWRISA)	For workers hired under Saskatchewan Immigration Nominee Program.
K. Passport	Copy of the Information Page of the passport of the worker
L. Visa	Copy of the visa issued to the worker.
M. Employer's Profile	May include but is not limited to the following: name and address of employer, the need for the services of the worker, the skill/s and number of workers that the employer has been able to hire. The employer must also state how he/she is related to the worker and the employer's commitment to comply with and abide by all laws governing the employment of foreign workers.
N. Police Clearance	Original , individually secured Clearance from the Police (Name Based Criminal Record Checks conducted by the RCMP's Canadian Police Information Centre) for the employer/s and all members of the household who are of legal age (18 yrs old and above), certifying that the person has no criminal record and has not been implicated in any case of abuse. Consists of a check of the National Repository of Criminal Records based on a person's name and date of birth. It may also include searches of other national and local databases.
O. Proof of Capacity to Employ and Pay Wages	Copy of latest CRA / Tax Assessment for employer/s
II. Fees (cash or postal money order or bank draft)	
Documents	POLO (Verification) per document
Manpower Request or Job Order	11.50
Recruitment Agreement or Service Agreement	11.50
Individual Employment Contract	11.50
Postal Money Order/Bank draft	Payable to the Philippine Overseas Labor Office
III. Filing	
A. Mail	Applicant must mail the documents to the Philippine Overseas Labor Office for verification at Suite 601-999 Canada Place, Vancouver, BC, V6C 3E1. Postal money order or bank drafts are accepted as payment. Provide a Canada Pre-paid Express Post Envelope. Incomplete documents will be returned without verification using the pre-paid express post envelope provided. First in, first out policy is strictly observed in the evaluation of documents for verification.

PRA- Philippine Recruitment Agency; **ESDC** – Employment and Social Development Canada; **FWRISA-** Foreign Worker Recruitment and Immigration Services Act