



**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, Yukon, North West Territory & Saskatchewan)

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 Third Party Representative/PRA	Copy of valid license of the Third Party Representative/PRA.	
B. ID (with photo) of the Principal/Employer and PRA representative	Copy of any government-issued ID with picture and signature.	
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.	
D. Recruitment Agreement or Service Agreement	One (1) Recruitment Agreement is required – Agreement by and between the Principal/Employer and 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), including all annexes.	
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 ONLY .	
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	PCG (Authentication) per document
Manpower Request or Job Order	11.50	33.75
Recruitment Agreement or Service Agreement	11.50	33.75
Individual Employment Contract	11.50	33.75
2 separate PMOs/Bank drafts	Pay to Philippine Overseas Labor Office	Pay to Philippine Consulate General
III. Filing		
A. Personal or Walk-In	Incomplete documents will not be accepted. Applicant must bring the documents to the Philippine Overseas Labor Office for verification and the Philippine Consulate General for authentication at Suite 601-999 Canada Place, Vancouver, BC. Cash, postal money order or bank drafts are accepted as payment.	
B. Mail	Provide a 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 provided. Postal Money Order or Bank Draft are accepted as payment. First in, first out policy is strictly observed in the evaluation of documents for verification.	