



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

**AGENCY HIRING SYSTEM
(For Alberta, British Columbia, Yukon, North West Territory & Saskatchewan)**

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

Documentary Requirements (Please provide 2 copies for each document)		
A. Business License/ Commercial Registration (Principal/Employer)	Copy of valid business or commercial registration of the Principal/Employer (not applicable for principal/employer hiring in-home caregiver)	
B. License of the Third Party Representative/FRA and PRA	Copy of valid license of the Third Party Representative/FRA and PRA	
C. ID (with photo) of the Principal/Employer, FRA and PRA representatives	Copy of any government-issued ID with picture and signature	
D. Board or Company Resolution	Authorizing the signatory to the Job Order, Employment Contract and other related documents to represent and bind the company in the recruitment of Filipino workers.	
E. Manpower Request or Job Order	Two (2) Manpower Requests required - A request from the Principal/Employer to the FRA and a request from the FRA to the PRA, showing the name, address and contact number of employer / FRA, number of worker/s, position, and salary per position (Please provide 1 copy only)	
F. Recruitment Agreement or Service Agreement Sample Recruitment Agreement	Two Recruitment Agreements required - Agreement by and between the Principal/Employer and the FRA and by and between the FRA and the PRA. (Please provide 1 copy only)	
G. Individual Employment Contract	Individual Employment Contract (if only 1 worker is needed per Job Order/Manpower Request). Signed and dated by the Principal/Employer on all pages	
H. Master Employment Contract	Master Employment Contract (if 2 or more workers per LMIA). Signed and dated by the Principal/Employer on all pages.	
I. Addendum to the Employment Contract Addendum to the Employment Contract	Signed and dated by the Principal/Employer or duly authorized representative.	
J. Affidavit of Undertaking	Joint undertaking between the Principal/Employer and the FRA to monitor the employment of OFWs	
K. Labor Market Impact Assessment (LMIA)	Issued by ESDC/Service Canada for workers hired under the Temporary Foreign Workers Program (TFWP)	
L. Confirmation of Nomination/Acceptance	Workers hired under the Provincial/Territorial Nominee Program	
M. Registration under the Ministry of Economy (FWRISA)	For workers hired under Saskatchewan Immigration Nominee Program ONLY .	
N. Passport	Copy of the passport of the worker	
O. Visa	Copy of the visa issued to the worker	
II. Fees (cash or postal money order or bank draft)		
Documents	POLO (Verification) per document	PCG (Authentication) per document
Business License/Commercial Registration	11.50	33.75
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
Master Employment Contract (2 or more workers/same category/ occupation)	34.50	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	Immediate verification. Incomplete documents will not be accepted. Filer to bring the verified documents to the Philippine Consulate General for authentication at Suite 660-999 Canada Place, Vancouver. We accept cash, postal money order or bank draft as payment.	
B. Mail	Provide a pre-paid express post envelop (we only accept Canada pre-paid express post envelop). First-come-first-served basis. Incomplete documents will be returned without verification using the pre-paid express post envelope provided. We accept postal money order or bank draft only as payment.	

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