



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

**AGENCY HIRING SYSTEM, With FRA & PRA – (Caregivers)
(For Alberta, British Columbia, Saskatchewan, Yukon and North West Territories)**

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) | |
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| A. License of the Third Party Representative/FRA and PRA | Copy of the valid license of the Third Party Representatives/FRA and PRA. Effective 01 October 2019, Recruitment Agencies operating out of British Columbia and/or deploying to British Columbia will need to present a copy of the TFWPA license secured from the Ministry of Labor of British Columbia. |
| B. Government issued ID with photo and signature of the Principal/Employer, FRA and PRA representatives | Copy of any government-issued ID with picture and signature. |
| C. Manpower Request or Job Order | Two (2) Manpower Requests are required – 1. A request from the Principal/Employer to the FRA and 2. 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. |
| D. Recruitment Agreement or Service Agreement | Two Recruitment Agreements are required – 1. Agreement by and between the Principal/Employer and the FRA, and; 2. Agreement by and between the FRA 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 FRA 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. |
| II. Fees (cash or postal money order or bank draft) | |
| Documents | POLO (Verification) per document |
| Business License/Commercial Registration | 11.50 |
| 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. Personal or Walk-In | Incomplete documents will not be accepted. Applicant must bring the documents to the Philippine Overseas Labor Office for verification 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. |

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