Department of Migrant Workers

Pre-Employment Services - Landbased

CHECKLIST OF REQUIREMENTS FOR EVALUATION OF DIRECT HIRE APPLICATION

PROFESSIONAL/SKILLED WORKERS (PSWs)

1. CORE DOCUMENTARY REQUIREMENTS:
2. e-Registration Account
3. Pre-Employment Orientation Seminar Certificate (PEOS)
4. Passport with validity period of not less than six (6) months
5. Valid Work Visa, Entry/Work Permit (whichever is applicable per country).

If visa assurance or guarantee is issued by employer, the same should be noted/acknowledged by the Government or Immigration Office in the jobsite.

1. Employment Contract or Offer of Employment (ORIGINAL COPY or VERIFIABLE ELECTRONIC COPY)

\_\_\_\_\_\_\_ Verified by the Migrant Workers Office (former POLO)

\_\_\_\_\_\_\_ Authenticated by the Philippine Embassy/Consulate for countries with no MWC

\_\_\_\_\_\_\_ Apostille with MWO Verification

\_\_\_\_\_\_\_ Apostille with Philippine Embassy Acknowledgment

\_\_\_\_\_\_\_ For DFA/Philippine Government Official Posted Overseas' Private Staff -

Notarized Employment Contract

\_\_\_\_\_\_\_ For JET Recipients - Notice of Appointment with confirmation from Japan Embassy

\_\_\_\_\_\_\_ For Stagiaires Recipient - Employment contract with confirmation from SEM

(Swiss Government)

1. ADDITIONAL/AS REQUIRED DOCUMENTS
2. TESDA NC I/PRC License
3. Pre-Departure Orientation Seminal (PDOS) Certificate issued by OWWA
4. Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct medical exam for OFWs

* For African Countries - Yellow fever vaccination card by Bureau of Quarantine

1. Country-specific requirements:
2. Canada- Labor Market Opinion (LMO), Labor Market Impact Assessment (LMIA) for and

Canadian Letter and Employer's Certificate of Registration from CON (Province of

Saskatchewan Executive Council) or Saskatchewan Immigration Nominee Program (SIN)

approval required from workers to Saskatchewan in lieu of LMO

1. USA-Labor Condition Application and Notice of Action
2. Middle Est and African countries- Contingency plan issued by the employer
3. Compliance Form (Print from MWPS-Direct if necessary)
4. Clearance
5. Certificate of insurance coverage hovering at least the benefits provided

Under Section 37-A of RA 8042 as amended;

* Repatriation in case of Death
* For drivers - Proof of insurance coverage from vehicular accident, personal injury

protection (PIP), and bodily injury liability (BIL)