TO: ALL CONCERNED DIRECT HIRED WORKERS AND EMPLOYERS

Effective November 3, 2016, the POEA Name Hire Assistance Division (NHAD), Landbased Center, as well as Name Hire facilities in various POEA Regional Centers and Extension Units, shall strictly observe the full implementation of the 2016 POEA Revised Rules and Regulations the Recruitment and Employment of Landbased Overseas Filipino workers, particularly the following provisions:

Section 123. Ban on Direct Hires. No employer shall directly hire an Overseas Filipino Worker for overseas employment.

Section 124. The following employers are exempted from the ban on direct hiring:

a. Members of the diplomatic corps;
b. International organizations;
c. Heads of state and government officials with the rank of at least deputy minister; or
d. Other employers as may be allowed by the Secretary of Labor and Employment, such as:

1. Those provided in (a), (b) and (c) who bear a lesser rank, if endorsed by the POLO, or Head of Mission in the absence of the POLO;

2. Professionals and skilled workers with duly executed/authenticated contracts containing terms and conditions over and above the standards set by the POEA. The number of professional and skilled Overseas Filipino Workers hired for the first time by the employer shall not exceed five (5). For the purpose of determining the number, workers hired as a group shall be counted as one; or

3. Workers hired by a relative/family member who is a permanent resident of the host country.

As such, all workers requesting for evaluation (Domestic Workers, Professional, Skilled and Semi/Low-Skilled Workers) should submit documents in accordance with the attached Lists of Requirements for Direct Hire Processing which can be downloaded from the POEA website, www.poea.gov.ph.
Incomplete and non-compliant requests will not be received/accepted by the concerned offices.

All applicants, except those falling under the exemptions in Section 124. a, b, and c are subject to Clearance by the Office of the Secretary, Department of Labor and Employment (DOLE), which is a basic requirement for processing of documents of workers directly hired by employers under Section 124 d.

Flight booking/departure schedule should be finalized and confirmed only upon issuance of the DOLE Clearance and Overseas Employment Certificate. Airline tickets are not a requirement for evaluation. For Domestic Workers: Pre-Departure Orientation Seminar (PDOS), Comprehensive Pre-Departure Education Program (CPDEP), TESDA National Certificate II (NC-II) and Medical Results will be required prior to submission to DOLE, for clearance.

For the information and guidance of all concerned.

ATTY. ARISTODES R. RUARO
Deputy Administrator
and Officer-in-Charge

03 November 2016

/announcementrenewed
## PROFESSIONAL AND SKILLED WORKERS

1. Passport with validity period of not less than six (6) months from intended date of departure;

2. 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;

3. Employment Contract:
   - a. Original copy of Employment Contract or Offer of Employment;
   - b. Provisions should be compliant with Sec. 124.d.2, Rule II, Part III, of the POEA Revised Rules 2016;
   - c. Verified by the Philippine Overseas Labor Office (POLO) for countries with POLO and authenticated by the Philippine Embassy/Consulate for countries with no POLO.

4. Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct medical exams for OFWs.

5. Pre-Departure Orientation Seminar (PDOS) Certificate issued by OWWA;

6. Additional country-specific requirements:
   - a. Canada - Labor Market Opinion (LMO), Labor Market Impact Assessment (LMIA) form and Canadian Letter; Canadian Letter and Employer's Certificate of Registration from ECON (Province of Saskatchewan Executive Council) or Saskatchewan Immigrant Nominee Program (SINP) approval are required from workers to Saskatchewan in lieu of LMO;
   - b. USA - Labor Condition Application and Notice of Action;
   - c. New Zealand – verified Employment Contract by the POLO in Australia;
   - d. Middle East and African countries – Contingency Plan issued by employer

   Note: The Administration may formulate country or skill-specific policies and guidelines for directly-hired workers. As such, additional requirements should be submitted depending on:
   - a. Existing labor and social laws of the host country;
   - b. Relevant bilateral and multilateral agreements or arrangements with the host country;
   - c. Prevailing conditions/realities in the market; and
   - d. Skills-fitness of the worker to the position being offered.

7. DOLE Clearance
   Note: Workers need not go to the DOLE office for the Clearance as it will be coursored through the POEA-NHAD

8. Names of workers with DOLE Clearances shall be posted at the POEA website: www.poea.gov.ph

9. Fees: POEA processing fee (US$100.00 or PHP equivalent), OWWA membership fee (US$25.00 or PhP equivalent).

Reminders:
- ✓ Bring Xerox/Photocopy of each document.
- ✓ Original and duplicate copies must be separately arranged according to above list and clipped separately in a folder.

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**CONTROLLED AND DISSEMINATED**

**BY CRD ON 24 Nov 2015**
DOMESTIC WORKERS

1. Passport with validity period of not less than six (6) months from intended date of departure;

2. Valid Work Visa, Entry/Work Permit;

3.1 Verified Employment Contract by the Philippine Overseas Labor Office (POLO) at the jobsite or Authenticated Employment Contract by the Philippine Embassy or Consulate at the worksite in the absence of POLO. If there is no Philippine Embassy or Consulate in the jobsite, a verified Employment Contract by the nearest POLO is required;

3.2 POLO Indorsement Letter addressed to the Administrator seeking exemption from the ban on direct-hiring;

4. Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct medical examination to OFWs;

5. TESDA National Certificate II (NC-II) for Domestic Workers;

6. Pre-Departure Orientation and Seminar (PDOS) Certificate by OWWA;

7. Comprehensive Pre-Departure Education Program (CPDEP) Certificate by OWWA;

8. At least 23 years old;

9. Sworn Affidavit/Sworn Statement on how the worker secured his/her employment;
   Employers Profile: Position/Designation, Tel No. and Valid I.D.’s;

10. Proof of Relationship: If the employer is your relative:
    a. Birth Certificate of the employer and worker to establish relationship;
    b. Valid I.D.’s
    c. Marriage Certificate as may be required.

11. DOLE Clearance
    Note: Workers need not go to the DOLE office for the Clearance as it will be coursed through the POEA-NHAD.

12. Names of Workers with DOLE Clearances shall be posted at the POEA website: www.poea.gov.ph

13. Fees: POEA processing fee (US$100.00 or PHP equivalent), OWWA membership fee (US$25.00 or PHP equivalent).

Reminders: Requirements may change depending on country situation or Directive from the POEA Administrator.
✔ Bring Xerox/Photocopy of each document.
✔ Original and duplicate copy must be separately arranged according to this list and clipped separately in a folder.