



Consulate General of the Philippines
MIGRANT WORKERS OFFICE
Dubai & Northern Emirates, United Arab Emirates



MWO-DUBAI ADVISORY NO. 2-A, SERIES OF 2023

Strict Implementation of the **AUTHORIZED PERSONNEL**
policy on the Submission of Job Order and Other Similar Transactions

Pursuant to the guidelines issued by MWO Dubai on the verification and accreditation of Job Orders and other similar transactions, **ONLY** the following individuals are allowed to submit, follow-up, collect and pay the documents approved for release by this Office.

1. Job Orders

- Individuals employed by the hiring company - must show proof of employment (Visa, Company ID and other related documents)
- For the Philippine Recruitment Agency (PRA) - POEA issued Liaison Officer/PRA Officer accreditation

2. Direct Hire/Name Hire/Rehire

- Individuals employed by the hiring company - must show proof of employment (Visa, Company ID and other related documents)
- For individuals/entities/government instrumentalities qualified for direct hiring of Filipino workers, pursuant to POEA Memorandum Circular No. 08-2018
 - ✓ Special Power of Attorney (SPA) from the employer
 - ✓ Proof of employment with the concerned government instrumentality

These guidelines shall be implemented effective **01 FEBRUARY 2023**.

For your information and strict compliance.

Thank you.




JOHN RIO A. BAUTISTA
Labor Attaché