

## **I. AGENCY HIRING SYSTEM :**

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#### **Labor Office Verification / PCG Authentication**

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

Documentary Requirements for initial registration (3 copies each document, with pre-paid return Xpresspost envelope if couriered) for Labor Office Verification and Consular authentication:

- Special Power of Attorney (SPA) of the Employer (the Principal) to the licensed Philippine recruitment agency (the Agent).
- Special Power of Attorney of the Direct Employers to the Third Party Representative if the latter is the Principal.
- Special Power of Attorney of the Third Party Representative to the Philippine licensed recruitment agency.
- SPAs must be duly notarized by a person, solicitor or barrister commissioned to act as notary public.
  
- Manpower request or job order (addressed to the designated Agent) indicating the name, address and contact number of the employer/s and the number, position and salary of the workers to be hired. In case the principal is a Third Party Representative, the job order from the DIRECT EMPLOYER/S indicating the position and salary of the workers must also be submitted. Number of workers and position must match those stated in the LMO except in cases where the employer/s is/are enrolled in the E-LMO program and is given a blanket LMO by Service Canada or pre-approval LMO or LMO-in-Principle Approval.
  
- For workers hired under the Temporary Foreign Workers Program, a Valid Labor Market Opinion (LMO) issued by the HRSDC/Service Canada.
  
- For workers hired under the Provincial Nominee Program, a Letter-Confirmation or Acceptance.
  
- Copy of the business or commercial registration of the principal.
  
- Copy of the license of the Third Party Representative.

o Master Employment Contract. If the Principal is a Third Party Representative, the Employment Contract for each of its client (direct employer) must be submitted.

o Addendum to the Contract duly signed by the employer, in cases where the provisions as required by POEA are not stipulated or incorporated in the contract or in the collective bargaining agreement or similar document.

### **SCHEDULE OF FEES**

Verification Fee payable in cash, money order or bank certified check to the Philippine Overseas Labour Office in U.S. Dollar or Canadian equivalent:

Manpower Request/Job Order	US\$ 10.00
Special Power of Attorney	10.00
Master Employment Contract (for Group/same category hiring)	30.00
Individual Employment Contract	10.00
Business License	10.00
Recruitment Agreement	10.00

Authentication Fee of CDN \$ 28.75 per document above-mentioned payable in cash, money order or bank certified check to the **Philippine Consulate-General**.

**NOTE: The registration is valid for a period of four (4) years from date of issuance. Within that period, registered employers need only submit the LMO (or Letter Confirmation for those hired under the PNP), employment contract with the Addendum and the manpower request or job order for subsequent recruitment.**

### **CONTACT INFORMATION**

Philippine Consulate General  
**(LABOR OFFICE)**  
VANCOUVER  
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