



**PHILIPPINE CONSULATE GENERAL  
(LABOR OFFICE)  
VANCOUVER**

**NAME HIRING SYSTEM**

**LABOR OFFICE VERIFICATION/ PCG AUTHENTICATION**

(For Overseas Filipino Workers bound to Alberta,  
British Columbia, Yukon and Northern Territories)

**Requirements for Labor Office Verification and Philippine Consulate General Authentication** ( 3 copies each document, with pre-paid return Xpresspost or Pre Paid Shipping Envelope) :

- Valid Labor Market Opinion issued by HRSDC/Service Canada.(Note: if expired pls. send also copy of visa of worker)
- Employment Contract duly signed by the employer and the employee in all pages (If photocopy, the employer needs to sign it again in every page thereof preferably using a blue ink). The worker may sign it in the Philippines when he/she submits the documents to the POEA. Please download new Employment Contract template at [www.cic.gc](http://www.cic.gc)
- Photo copy of any valid I.D of employer. If employer is a corporate entity, copy of business or commercial registration.
- Addendum to the Contract duly signed by the employer, in cases where the provisions stated therein and as required by POEA are not stipulated or incorporated in the contract or the collective bargaining agreement or similar document. The worker may sign it in the Philippines.

**Applicable fees:**

Separate payment in cash or money order or bank-certified check **per contract** as follows:

Verification fee of U.S. \$10.00 or its CAD 11.50 **payable to the Philippine Overseas Labor Office (POLO);**

Authentication fee of CDN \$ 28.75 **payable to the Philippine Consulate General**

**CONTACT INFORMATION**

**ATTY. BERNARDINO B. JULVE**  
**Consular Officer-in-Charge of Labor**  
**Philippine Consulate General**  
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