

## II . Name Hire

### INSTRUCTIONS TO WORKERS BOUND FOR CANADA

1. Caregivers and other Filipino workers hired under the name hire system bound for B.C., Alberta, Yukon and Northwest Territories, Canada without verified employment contracts are required to ask their employers to have their employment contracts verified by the Philippine Consulate General ( Labor Office) and authenticated by the Philippine Consulate General in Vancouver , Canada at the following address/contact numbers:

ATTY. BERNARDINO B. JULVE  
Consular Officer-in-Charge of Labor  
Philippine Consulate General  
( Labor Office)  
Vancouver  
814-675 W. Hastings Street  
Vancouver, B.C. V6B 1N2 Canada  
Tel. No. 604-682 5770  
E-mail address: [vancouverpolo@yahoo.ca](mailto:vancouverpolo@yahoo.ca)

Those bound for the Central and Eastern Provinces should contact the PCG (Labour Office) in Toronto.

2. The employer has to conform by his/her signature to the attached addendum to the employment contract which shall be an additional page to the employment contract.
3. The employer shall send the signed addendum to the PCG (Labor Office) together with the contract, photo copy of employer's I.D., the business/ commercial registration if the employer is a corporate entity and the Labour Market Opinion (LMO) for verification and authentication by the Philippine Consulate General enclosing a pre-paid return Xpresspost envelope. The PCG (Labor Office) requires the original signature of the employer on the documents for verification.
4. Payments in money order or bank certified check (demand draft) *per contract* are as follows:
  - \*Verification fee of U.S. \$ 10.00 or equivalent in local currency payable to the Philippine Overseas Labor Office
  - \*Authentication fee of CAD \$ 28.75 payable to the Philippine Consulate General
5. The Philippine Consulate General sends back the verified and authenticated documents to the employer in the return envelope provided (Express Post), who shall in turn send the documents over to the prospective worker for submission to the Canadian Embassy (if no visa issued yet) or the POEA (if visa has been issued) for processing and participation in the mandatory Pre-Departure Orientation Seminar (PDOS) and issuance of the overseas employment certificate (OEC) or exit clearance.

**NOTE:**

PLEASE SUBMIT THE DOCUMENTS in 3 copies each :

1. EMPLOYMENT CONTRACT,
2. LMO and
3. ADDENDUM AND
4. A COPY OF ANY IDENTIFICATION CARD (e.g. Driver's License, Citizenship Card, Passport) OF EMPLOYER/S OR THIRD PARTY REPRESENTATIVES and BUSINESS/COMMERCIAL REGISTRATION IF THE EMPLOYER IS A CORPORATION OR BUSINESS ENTITY.

Non-compliance of the requirements above-mentioned and/or non-payment of the correct fees will result in the return of the documents without action.