



**PHILIPPINE CONSULATE GENERAL
(LABOR OFFICE- TORONTO)**

AGENCY HIRING SYSTEM

(For Ontario, Nova Scotia, Newfoundland and Labrador, Prince Edward Island, Quebec, Manitoba, New Brunswick)

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

Documentary Requirements (Please provide 2 copies for each document)
NOTE: Processing of documents is subject to the same requirements set forth under the provisions of the **2016 POEA Revised Rules and Regulations Governing the Recruitment and Employment of Land-based Overseas Filipino Workers.**

A. Business License/ Commercial Registration (Principal/Employer)	Copy of valid business or commercial registration of the Principal/Employer (not applicable for principal/employer hiring in-home caregiver)
B. License of the Third Party Representative/FRA	Copy of valid license of the Third Party Representative/FRA (if applicable)
C. ID (with photo) of the Principal/Employer and/or the Third Party Representative	Copy of any government-issued ID with picture and signature
D. Copy of Passport (with information details) and Visa	Worker/applicants' passport Copy of the worker's valid visa as stamped on the passport.
E. Employer's Profile	The profile may include, but not necessarily be limited to the following: name and address of employer; the need for the services of the worker; the number of skilled Filipino workers the employer has already been able to hire. (Signed by the Employer)
F. Board or Company Resolution (Downloadable) – Page 1, Page 2	Authorizing the signatory to the Job Order, Employment Contract and other related documents to represent and bind the company in the recruitment of Filipino workers.
G. Manpower Request or Job Order	A request from the Principal/Employer to the FRA; or, from the employer to the PRA; or, from the FRA to PRA (whichever is applicable) showing the following: name, address and contact number of employer, number of worker/s, position, and salary per position
H. Recruitment Agreement or Service Agreement	Agreement by and between the Principal/Employer and the FRA; or between the Principal/Employer and the PRA; or, between the FRA and PRA (whichever is applicable)
I. Individual Employment Contract	Individual Employment Contract (if only 1 worker is needed per Job Order/Manpower Request). Signed in full signature and dated by the Principal/Employer on all pages
J. Master Employment Contract	Master Employment Contract (if 2 or more workers per LMIA). Signed (full signature) and dated by the Principal/Employer on all pages.
K. Addendum to the Employment Contract (downloadable form)	Signed and dated by the Principal/Employer or duly authorized representative.
L. Undertaking (Sample format)	Joint undertaking between the Principal/Employer and the FRA to monitor the employment of OFWs
M. Labor Market Impact Assessment (LMIA)	Issued by ESDC/Service Canada for workers hired under the Temporary Foreign Workers Program (TFWP)
N. Confirmation of Nomination/Acceptance	Workers hired under the Provincial/Territorial Nominee Program
M. Quebec Certificate of Acceptance (CAQ), Confirmation de offer de employ temporaire	Workers hired from the Province of Quebec
N. Registration under the Ministry of Economy (FWRISA)	If applicable

II. Fees (cash or postal money order or bank draft)

Documents	POLO (Verification) per document	PCG (Authentication) per document
Business License/Commercial Registration	11.50	33.75
Manpower Request or Job Order	11.50	33.75
Recruitment Agreement or Service Agreement	11.50	33.75
Individual Employment Contract	11.50	33.75

Master Employment Contract (2 or more workers/same category/ occupation)	34.50	33.75
2 separate PMOs/Bank drafts	Pay to Philippine Overseas Labor Office	Pay to Philippine Consulate General
III. Filing		
A. Personal or Walk-In	Incomplete documents will not be accepted. Filer to bring the verified documents to the Philippine Consulate General for authentication at 7th Floor, 160 Eglinton Ave. East, Toronto, Ontario, Canada. We accept cash, postal money order or bank draft as payment.	
B. Mail	Provide a pre-paid express post envelop (we only accept Canada pre-paid express post envelope). First-come-first-served basis. Incomplete documents will be returned without verification using the pre-paid express post envelope provided. We accept postal money order or bank draft only as payment.	

FRA – Foreign Recruitment Agency; **PRA**- Philippine Recruitment Agency; **ESDC** – Employment and Social Development Canada; **FWRISA**- Foreign Worker Recruitment and Immigration Services Act

For inquiries, interested parties may contact the following:

Philippine Overseas Labor Office (POLO)
160 Eglinton Avenue East, Suite 200,
Toronto, Ontario M4P 3B5.
Tel. No. (416) 9758252
Fax No. (416) 9758277
Hotline 647 9927656
E-mail: polotr@bellnet.ca