



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

**NAME HIRING SYSTEM**

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

<b>A. General Requirements</b>	
1. Employment Contract (2 copies)	Employer must affix full signature and date on each page. The worker may sign the contract in the Philippines before submitting to POEA.
2. Addendum to the Employment Contract (2 copies; <b>Downloadable form</b> )	Employer must affix signature and date.
3. Visa (2 copies)	Copy of the worker's valid visa as stamped on the passport.
4. ID of Employer (2 copies)	Photocopy of any government issued ID with picture and signature.
5. Business License (2 copies)	Applicable to employers hiring workers with skills other than caregiving.
6. Business Registration with the Ministry of Economy or FWRISA (2 copies)	If applicable.
7. Labor Market Impact Assessment (LMIA, 2 copies)	Complete set/s of LMIA required.
8. Quebec Certificate of Acceptance (CAQ), Confirmation de offer de employ temporaire (2 copies)	For Quebec Employers
9. Employer's Profile (2 copies)	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. The Employer must also state how he/she is related to the worker and his/her commitment to comply with and abide by all laws governing the employment of foreign workers.
10. Filing <ul style="list-style-type: none"> <li>• Personal or Walk-in</li> <li>• Through Mail</li> </ul>	<p>Immediate verification; Incomplete documents will not be accepted.</p> <p>Include pre-paid Canada Post. Processing will be done on a first-come-first-served basis.</p> <p><b>Note:</b> Employer's representative who files/picks-up documents <b>MUST</b> present an authorization letter signed by the employer.</p>
11. Fees (Cash or Bank Draft or Postal Money Order) <ul style="list-style-type: none"> <li>• Hiring for Caregivers</li> <li>• Hiring workers with skills other than caregiving (<b>applicable for 1 worker ONLY</b>)</li> </ul>	<p>Verification – <b>CAD \$11.50</b>    <b>Pay to: Philippine Overseas Labor Office</b></p> <p>Authentication – <b>CAD \$33.75</b>    <b>Pay to: Philippine Consulate General</b></p> <p>Verification – <b>CAD \$23.00</b>    <b>Pay to: Philippine Overseas Labor Office</b></p> <p>Authentication – <b>CAD \$67.50</b>    <b>Pay to: Philippine Consulate General</b></p>
<b>B. Additional Documents (For Employers hiring provincial nominees)</b>	
Manitoba	Certificate of Nomination
Newfoundland and Labrador	Certificate of Nomination
Quebec	English Translation of LMIA (including annex A & B), Quebec Certificate of Acceptance (CAQ), Confirmation de offer de employ temporaire

**MUST READ:** Processing of documents of directly hired OFWs is subject to the same requirements set forth under the provisions of the [2016 Revised Rules and Regulations Governing the Recruitment and Employment of Land-based Overseas Filipino Workers](#).

For inquiries, interested parties may contact the following:

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