



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

**AGENCY HIRING SYSTEM (Caregivers with PRA)  
Employers hiring through POEA Memorandum Circular No. 05 Series of 2018  
(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.

| <b>Documentary Requirements (Please provide 2 copies for each document – original/original signed and photocopy)</b>   |   |  |
|--|---|--|
| <b>NOTE:</b> The verification process is subject to the 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. Individual Employment Contract  | Individual Employment Contract signed and dated by the Employer/s on all pages (Schedule I of the LMIA, with original signatures).  |  |
| A. Addendum to the Employment Contract   | Signed and dated by the Employer/s. <a href="#">Refer to downloadable form.</a>   |  |
| B. Passport  | Copy of the information page of the passport of the worker.   |  |
| C. Visa  | Copy of the Visa issued to the worker.  |  |
| D. Labor Market Impact Assessment (LMIA)   | Issued by ESDC/Service Canada for workers hired under the Temporary Foreign Workers Program (TFWP), including all Annexes.  |  |
| E. Employer's Profile  | The profile may include, but is not limited to the following: name and contact information of employer, list of persons in the household and the need for the services of the worker. The Employer/s must also state how she/he/they are related to the worker and the Employer/s commitment to abide by and comply with all laws governing the employment of foreign workers (Signed by the Employer/s). <a href="#">Refer to downloadable form.</a> |  |
| F. ID (with photo) of the Employer/s   | Copy of any government-issued ID with picture and signature.  |  |
| G. Police Clearance/Record Check   | In accordance with new POEA guidelines, employer/s hiring caregivers must submit a certification from their local police that the employer/s and all members of the household who are of legal age (18 years old and above) has no criminal record and has not been implicated in any case of abuse.  |  |
| H. Affidavit of Undertaking  | Joint undertaking between the PRA and Employer/s to monitor the employment of OFWs and report to POLO any possible concerns. <a href="#">Refer to downloadable form.</a>  |  |
| I. Manpower Request or Job Order   | One Manpower Request required: request from the Employer to the PRA showing the following: name, address and contact number of employer/s, number of worker/s, position, salary per position and other benefits for the worker.   |  |
| J. Recruitment Agreement or Service Agreement  | One Agreement required: Agreement by and between the Principal/Employer and the PRA NOTARIZED in the Philippines; dated and signed in full signatures by Agency Representatives and Employer/s in all pages.  |  |
| K. License of the PRA  | Copy of valid license of the PRA.   |  |
| L. ID with photo with signature of PRA representative.   | Government issued ID with signature and photo.  |  |
| M. Quebec Certificate of Acceptance (CAQ), Confirmation de offer de employ temporaire  | Workers hired from the Province of Quebec.  |  |
| <b>II. Fees (cash or postal money order or bank draft)</b>   |   |  |
| <b>Documents</b>   | <b>POLO (Verification) per document</b>   | <b>PCG (Authentication) per document</b> |
| Individual Employment Contract   | 11.50   | 36.25                                    |
| Manpower Request or Job Order  | 11.50   | 36.25                                    |
| Recruitment Agreement or Service Agreement   | 11.50   | 36.25                                    |

|                             |  |                                     |
|-----------------------------|--|-------------------------------------|
| 2 separate PMOs/Bank drafts | Pay to Philippine Overseas Labor Office  | Pay to Philippine Consulate General |
| <b>III. Filing</b>          |  |                                     |
| A. Personal or Walk-In      | Incomplete documents will not be accepted. Filer to bring the documents to the Philippine Overseas Labor Office for verification at 2 <sup>nd</sup> Floor 160 Eglinton Avenue East, Toronto, Ontario. Applications will be accepted from Monday to Friday, 9AM to 1PM only. 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:

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