



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

DIRECT HIRING SYSTEM For SKILLED WORKERS

(Not applicable for Caregivers and workers in the agricultural sector)

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

Documentary Requirements (Please provide 2 copies- 1 ORIGINAL & 1 PHOTOCOPY for each document)	
NOTE: 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. Employment Contract	<p>Individual Employment Contract: in English version, if only one (1) worker is needed per Job Order/Manpower Request). Signed in full signature and dated by the Principal/Employer on all pages. <i>Original signature of employer is required not a scanned signature.</i></p> <p>Master Employment Contract: if 2 or more workers per JO/manpower Request/LMIA. Signed (full signature) and dated by the Principal/Employer on all pages. <i>Original signature of employer is required not a scanned signature.</i></p>
B. Addendum to the Employment Contract	Signed and dated by the Principal/Employer or duly authorized representative. Refer to downloadable form. <i>(original signature of employer is required not a scanned signature)</i>
C. Copy of Passport	Copy of the information page of the passport of the worker.
D. Visa	Copy of the worker's valid visa as stamped on the passport.
E. Labor Market Impact Assessment (LMIA) –	Issued by ESDC/Service Canada for workers hired under the Temporary Foreign Workers Program (TFWP), including all Annexes. <i>(if applicable)</i>
F. Confirmation of Nomination/Certificate of Acceptance	Workers hired under the Provincial/Territorial Nominee Program OR Atlantic Immigration Pilot Program <i>(if applicable)</i>
G. Employer's Profile	The profile may include, but is not limited to the following: name and contact information of employer/s, branches/franchises operated/owned, number of Filipinos employed in the past and the Employer/s commitment to abide by and comply with all laws governing the employment of foreign workers. (Signed by the Employer/s) Refer to downloadable form.
H. Business Profile	A brief history of the business and their current operations. Akin to the "About Us" section of a company website. Should include the business's contact information.
I. ID (with photo) of the Principal/Employer	Copy of any government-issued ID with picture and signature.
J. Affidavit of Undertaking	Undertaking to monitor the worker, signed by the Employer.
K. Board or Company Resolution	For an enterprise with multiple owners – Board of Company Resolution authorizing the signatory to the Manpower Request/JO, Employment Contract and other related documents to represent and bind the company in the recruitment of Filipino workers. Refer to downloadable form. For Sole proprietors – Copy of Certificate of Registration showing the names of the Beneficial owners.
L. Business License/ Commercial Registration	Copy of valid business or commercial registration of the Principal/Employer.
II. Fees (cash or postal money order or bank draft)	
Documents	POLO (Verification) per document
Business License/Commercial Registration	11.50
Individual Employment Contract	11.50
Master Employment Contract (2 or more workers/same category/ occupation)	34.50

PMOs/Bank drafts or cash for walk-in clients	Pay to Philippine Overseas Labor Office
III. Filing	
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 nd 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 returned 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.

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