



**PHILIPPINE CONSULATE GENERAL
(POLO – VANCOUVER)**

**AGENCY HIRING SYSTEM, With FRA & PRA – (Caregivers)
(For Alberta, British Columbia, Saskatchewan, Yukon and Northwest Territories)**

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

Documentary Requirements (Please provide 2 copies for each document)	
A. License of the FRA and PRA Representatives	Copy of the valid Employment Agency license of the FRA and POEA license of the PRA. Effective 01 October 2019, Recruitment Agencies (FRA) operating out of British Columbia and/or deploying to British Columbia will need to present a copy of the TFWPA license secured from the Ministry of Labor of British Columbia.
B. Government issued ID with photo and signature of the Principal/Employer, FRA and PRA representatives	Copy of any government-issued ID with picture and signature (Passport or Driver's License).
C. Employer Registration with BC Ministry of Labor	Effective 15 December 2020 , Employers in British Columbia must present proof of registration with the BC Ministry of Labor when hiring a foreign worker and submitting documents for POLO verification.
D. Manpower Request or Job Order	Two (2) Manpower Requests are required – 1. A request from the Principal/Employer to the FRA and 2. A request from the FRA to the PRA, showing the name, address and contact number of employer / FRA, number of worker/s, position, and salary per position. Form to be provided by the FRA/PRA.
E. Recruitment Agreement or Service Agreement	Two Recruitment Agreements are required – 1. Agreement by and between the Principal/Employer and the FRA, and; 2. Agreement by and between the FRA and the PRA. Form to be provided by the FRA/PRA.
F. Individual Employment Contract	Individual Employment Contract signed and dated by the Employer on all pages .
G. Addendum to the Employment Contract	Signed and dated by the Employer (downloadable form available from the website).
H. Affidavit of Undertaking	Joint undertaking between the Employer and the FRA to monitor the employment of OFWs and report to POLO any possible concerns (downloadable form available from the website).
I. Labor Market Impact Assessment (LMIA)	Issued by ESDC/Service Canada for workers hired under the Temporary Foreign Workers Program (TFWP), include all pages.
J. Confirmation of Nomination/Acceptance	For workers hired under the Provincial/Territorial Nominee Program.
K. Registration under the Ministry of Economy (FWRISA)	For employers hiring in Saskatchewan only.
L. Passport	Copy of the Information Page of the passport of the worker
M. Visa	Copy of the visa issued to the worker.
N. Employer's Profile	May include but is not limited to the following: name and address of employer, the need for the services of the worker, the skill/s and number of workers that the employer has been able to hire. The employer must also state how he/she is related to the worker and the employer's commitment to comply with and abide by all laws governing the employment of foreign workers.
II. Fees (cash or postal money order or bank draft)	
Documents	POLO (Verification) per document
Business License/Commercial Registration	11.50
Manpower Request or Job Order	11.50
Recruitment Agreement or Service Agreement	11.50
Individual Employment Contract	11.50
Postal Money Order/Bank draft	Payable to the "Philippine Overseas Labor Office" or "POLO"
III. Filing	
A. Mail	Applicant must mail the documents to the Philippine Overseas Labor Office for verification at Suite 601-999 Canada Place, Vancouver, BC, V6C 3E1. Postal money order or bank drafts are accepted as payment. Provide a Canada Pre-paid Express Post Envelope. Incomplete documents will be returned without verification using the pre-paid express post envelope provided. First in, first out policy is strictly observed in the evaluation of documents for verification.

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