



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

**AGENCY HIRING SYSTEM, With PRA Only (Other Skills)  
(For Alberta, British Columbia, Saskatchewan, Yukon and Northwest Territories)**

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

<b>Documentary Requirements (Please provide 2 copies for each document)</b>	
A. Business License/ Commercial Registration (Principal/Employer)	Copy of the valid business or commercial registration of the Principal/Employer.
B. License of the PRA	Copy of the valid POEA license of the PRA.
C. Employer Registration with BC Ministry of Labor	Effective <b>15 December 2020</b> , 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. Government issued ID with photo and signature of the Principal/Employer and PRA representatives	Copy of any government-issued ID with picture and signature (Passport or Driver's License).
E. Board or Company Resolution / Certificate of Incorporation	For an enterprise with multiple owners – Board or Company Resolution 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 (refer to downloadable form).  For Sole Proprietors – Copy of Certificate of Incorporation and Notice of Articles showing the name of the Beneficial Owner/Director.
F. Manpower Request or Job Order	One (1) Manpower Request is required – A request from the Principal/Employer to the PRA, showing the name, address and contact number of employer, number of worker/s required, position, and salary per position. Form to be provided by the PRA.
G. Recruitment Agreement or Service Agreement	One (1) Recruitment Agreement is required – Agreement by and between the Principal/Employer and the PRA. Form to be provided by the PRA.
H. Individual Employment Contract	Individual Employment Contract ( <b>if only 1 worker is needed per Job Order/Manpower Request</b> ). Signed and dated by the Principal/Employer on <b>all pages</b> .
I. Master Employment Contract	Master Employment Contract ( <b>if 2 or more workers are required per LMIA</b> ). Signed and dated by the Principal/Employer on <b>all pages</b> .
J. Addendum to the Employment Contract	Signed and dated by the Principal/Employer or duly authorized representative and the worker (downloadable form available from the website).
K. Affidavit of Undertaking	Joint undertaking between the Principal/Employer and the PRA to monitor the employment of OFWs and report to POLO any possible concerns (downloadable form available from the website).
L. Labor Market Impact Assessment (LMIA)	Issued by ESDC/Service Canada for workers hired under the Temporary Foreign Workers Program (TFWP), include all pages.
M. Confirmation of Nomination/Acceptance	For workers hired under the Provincial/Territorial Nominee Program.
N. Registration under the Ministry of Economy (FWRISA)	For employers hiring in Saskatchewan only.
O. Passport	Copy of the Information Page of the passport of the worker
P. Visa	Copy of the visa issued to the worker.
Q. Employer's Profile	Business Profile. Must include but is not limited to the following – Name and address of company/employer, contact information, branches/franchises operated/owned, number of Filipinos employed in the past and the Employer's commitment to comply with and abide by all laws governing the employment of foreign workers.
<b>II. Fees (cash or postal money order or bank draft)</b>	
<b>Documents</b>	<b>POLO (Verification) per document</b>
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
Master Employment Contract (2 or more workers/same category/ occupation)	34.50
<b>Postal Money Order/Bank draft</b>	<b>Payable to the "Philippine Overseas Labor Office" or "POLO"</b>
<b>III. Filing</b>	
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.  <b>First in, first out policy is strictly observed in the evaluation of documents for verification.</b>