



Republic of the Philippines  
Department of Migrant Workers  
**Migrant Workers Office**

Consulate General of the Philippines (Labor Section)  
Vancouver, British Columbia, Canada

**ADVISORY No. 1**  
Series of 2025

Pursuant to Joint Circular No. 2024-1 of the Philippines' Department of Migrant Workers (DMW), Department of Budget and Management (DBM) and Bureau of Treasury (BoT) on the Use of Verification Fee Fund and Schedule of Verification Fees for Fiscal Year 2024 and Years Thereafter, a new set of fees shall be collected corresponding these documents:

| Documents   | Amount of Verification Fees |         |
|---|-----------------------------|---------|
|   | in USD                      | In CAD  |
| 1. To be paid by the contracted worker for Individual Employment Contract (Balik Manggagawa / returning worker) | \$10.00                     | \$15.50 |
| 2. To be paid by the employer/ Foreign Placement Agency for verification of the following:                      |                             |         |
| ▪ Individual Employment Contract / Master Employment Contract   | 40.00                       | 62.00   |
| ▪ Job Order / Manpower Request  | 40.00                       | 62.00   |
| ▪ Recruitment Agreement   | 40.00                       | 62.00   |
| ▪ Business License/ Company Registration  | 40.00                       | 62.00   |
| 3. To be paid by Manning Agency   | 40.00                       | 62.00   |
| ▪ Manning Agreement   | 40.00                       | 62.00   |
| ▪ Special Power of Attorney   | 40.00                       | 62.00   |
| ▪ Crew Complement   | 40.00                       | 62.00   |

The fees may vary based on the collection rate of the Philippine Consulate in Vancouver in US Dollar conversion rate to Canadian dollar. Any changes in the conversion rate or in the chargeable documents will be announced accordingly.

The new fees shall take effect on July 1, 2025. The current rate for all documents and payments received by the MWO-Vancouver before this date shall apply.

For information and guidance. Thank you.

