



Republic of the Philippines
Department of Migrant Workers
Migrant Workers Office
Consulate General of the Philippines (Labor Section)
Vancouver, British Columbia, Canada

CHECKLIST OF REQUIREMENTS FOR MWO VERIFICATION & DMW REGISTRATION (PHILIPPINE AGENCY HIRING)

Home child care provider/Home support worker applicants
(For British Columbia, Alberta, Saskatchewan, Yukon & NWT)

COMPANY/EMPLOYER:
ADDRESS:
EMPLOYEE:
NOC & SKILL:
DOCUMENTARY REQUIREMENTS

1. Letter request to MWO/Labor Attaché	Request for processing (RFP) indicating the following: name of OFW, position, salary, contract duration, job site, name of principal employer
2. Manpower Request/Job Order	Addressed to PRA/FRA, indicating the position, job title, salary offer and quantity
3. <u>Individual Employment Contract</u>	All pages should bear the original signatures (in wet ink) of the Employer and must be dated. A scanned copy of the worker's signatures in all pages may be accepted subject to validation by DMW in Manila.
4. <u>Contract (Addendum) for every individual employment contract</u>	The Addendum should be signed and dated by both the worker and employer or his authorized representative. Signatures of employer or authorized representative must be original (in wet ink). (see downloadable Form).
5. Passport copy with worker's signature	
6. Visa copy of worker	
7. Government-issued ID with photo and signature of employer or authorized representative	e.g. Driver's license or passport copy
8. Affidavit of Undertaking of Employer	Undertaking by employer to comply with the employment laws including the prohibition on no-fee charging. Employer's signature must be original (in wet ink) and the affidavit must be notarized by a commissioner on oath. (see downloadable form)
9. Affidavit of Undertaking by Philippine recruitment agency	Undertaking by Philippine recruitment agency to comply with the employment laws including the prohibition on no-fee charging. Signature must be original (in wet ink) and the affidavit must be notarized. (see downloadable form)
10. Recruitment Agreement between Canada employer and Philippine recruitment agency (PRA)	Notarized, signed and dated by both the Philippine recruitment agency (PRA) and Canada employer and/or Canada recruitment agency
11. Service/Hiring Agreement, if applicable, between Canada employer and Canadian recruitment agency	Notarized, signed and dated agreement between Canadian employer/company and Canadian recruitment agency to hire foreign workers.
12. Employer's Registration/License to hire foreign workers with BC Ministry of Labour	For BC employers only
Employer's Registration by the Ministry of Economy (FWRISA)	For SK employers
13. a. Employment Agency License of the Canada recruitment agency / FRA	License to recruit foreign nationals and registration to operate as an employment agency
b. Agency Registration/License to hire foreign workers with BC Ministry of Labour	For FRA

14. DMW License of Philippine Recruitment Agency and Passport copy of owner	
15. Police Clearance	Original copies, individually secured Police Clearance (Name Based Criminal Record Checks conducted by the RCMP's Canadian Police Information Center) for the employer/s and all members of the household who are of legal age (18 years and above), certifying that the person has no criminal record and has not been implicated in any case of abuse.
16. Proof of Capacity to employ and pay wages	Copy of latest CRA/Tax Assessment for employers

FEES *	
1. Manpower Request or Job Order	CAD 62.00
2. Individual Employment Contract with Addendum	62.00
3. Recruitment Agreement	62.00
4. Service Agreement (between Employer and Third Party/FRA)	62.00
*Fees can be made through CASH or POSTAL MONEY ORDER , or BANK DRAFT . Postal money orders and bank drafts should be made payable to MIGRANT WORKERS OFFICE or MWO . (Company / Personal Cheques will not be accepted.)	

FILING	
1. PERSONAL – Strictly by APPOINTMENT only. (Book your appointment through: bit.ly/mwoappt2025)	Date Received: By:
2. MAIL THRU POST - All Documents, together with postal money order or bank draft payment and pre-paid Canada Express Post Envelope, should be mailed to: MIGRANT WORKERS OFFICE - VANCOUVER Philippine Consulate General - Labor Section Suite 601, 999 Canada Place, Vancouver, BC, V6C 3E1 IMPORTANT NOTES: a. Incomplete documents, payments or lack of original signatures will be immediately returned to the sender; b. All documents should be sent in two (2) separate sets or copies; c. The postal money order or bank draft should bear the correct spelling (above) of the Payee; d. MWO adopts the "First-in, First Out" policy.	Date Received: