



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

ADVISORY No. 01 Series of 2026

As part of the office's continuing effort to improve its service delivery, the public is advised on the implementation of the following steps/procedure relative to the accreditation and verification of employment documents effective 01 February 2026.

I. INITIAL ACCREDITATION OF FOREIGN EMPLOYERS

1. Employers are required to send the scanned copy of documentary requirements through email address **mwovancouver.accre@gmail.com** for pre-evaluation with subject line:

(INITIAL ACCRE – Name of Company – Name of Recruitment Agency)

2. The checklist of requirement is available through the following links:

Skilled Workers

bit.ly/mwoAgencySkilled

Caregivers

bit.ly/mwoAgencyCaregiver

3. The MWO may conduct interview, and worksite inspection of new principal/employer.
4. MWO Vancouver's evaluator shall notify the principal/employer via email a) to correct deficiency, if any, or b) to proceed with its submission once documents are cleared.
5. Upon email confirmation to proceed, the principal/employer shall send the physical copies of the pre-evaluated documents in two (2) sets to MWO Vancouver (Suite 602, 999 Canada Place, Vancouver, BC V6C 3E1), together with the payment for the accreditation and a pre-paid return envelope.
6. After 7-10 working days upon receipt of complete and correct documents, MWO Vancouver will send the verified employment documents back to the principal/employer with the Accreditation Certificate.
7. The set of accreditation documents should be sent by the principal/ employer to its accredited Philippine Recruitment Agency for registration at the Department of Migrant Workers.

II. REQUEST FOR EXEMPTION ON THE CURRENT BAN ON DIRECT HIRING

1. Employers are required to send the scanned copy of documentary requirements through email address **mwovancouver.dh@gmail.com** for pre-evaluation with subject line:

(DIRECT – Name of Company – Name of Worker)

2. The checklist of requirement is available through: **bit.ly/mwoDirect**
3. The MWO may conduct interview, and worksite inspection of new principal/employer.
4. MWO Vancouver's evaluator shall notify the employer a) to correct deficiency, if any; or b) to proceed with its submission once documents are cleared.
5. Upon email confirmation to proceed, the employer shall send the physical copies of the pre-evaluated documents in two (2) sets to MWO Vancouver (Suite 602, 999 Canada Place, Vancouver, BC V6C 3E1), together with the payment for the verification and a pre-paid return envelope.

6. After 7-10 working days upon receipt, MWO Vancouver will send the verified employment documents back to the Employer with the Endorsement to the DMW for Exemption on the Ban on Direct Hiring.
7. The verified documents should be sent by the Employer to its foreign worker for processing at the Department of Migrant Workers.

III. **ADDITIONAL JOB ORDER REQUEST OF ACCREDITED FOREIGN EMPLOYERS**

1. Employers are required to send the scanned copy of documentary requirements through email address **mwovancouver.accre@gmail.com** for pre-evaluation.
(ADDITIONAL – Name of Company – Name of Recruitment Agency)
2. The checklist of requirement is available through: bit.ly/mwoAgencyAdd
3. MWO Vancouver's evaluator will notify the employer via email a) to correct deficiency, if any; or b) to proceed with submission once the documents are cleared.
4. Upon email confirmation to proceed, employer shall send the physical copies of the pre-evaluated documents in two (2) sets to MWO Vancouver (Suite 602, 999 Canada Place, Vancouver, BC V6C 3E1), together with the payment for the accreditation and a pre-paid return envelope.
5. After 7-10 working days upon receipt, MWO Vancouver will send the verified employment documents back to the employer. The accreditation of the employer to hire OFWs is deemed valid as stated in the Accreditation Certificate unless suspended, revoked or cancelled.
6. The verified documents should be sent by the Employer to its Philippine Recruitment Agency for processing at the Department of Migrant Workers.

For information and guidance.

22 January 2026, Vancouver, British Columbia, Canada