



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 ADDITIONAL JOB ORDER AND MWO VERIFICATION (PHILIPPINE AGENCY HIRING)

**Skilled Workers**

(For British Columbia, Alberta, Saskatchewan, Yukon & NWT)

COMPANY/EMPLOYER:
ADDRESS:
EMPLOYEE:
NOC & SKILL:
<b>DOCUMENTARY REQUIREMENTS</b>

<b>1. Letter request to MWO/Labor Attaché</b>	Request for processing (RFP) indicating the following: name of OFW, position, salary, contract duration, job site, name of principal employer (with employer's contact number and email)
<b>2. Accreditation Certificate</b>	Copy of Accreditation Certificate issued by MWO
<b>3. Manpower Request/Job Order</b>	Addressed to PRA/FRA, indicating the position, salary offer and quantity
<b>4. Individual Employment Contract (IEC) (if not hiring more than five (5) workers per Job Order); or</b>  <b>Master Employment Contract (if hiring more than five (5) workers with the same position at one time per Job Order)</b>	<b>All pages should bear the original signatures (in wet ink) of the Employer and must be dated.</b> A scanned copy of the worker's signatures on all pages may be accepted, subject to validation by DMW in Manila.
<b>5. Contract (Addendum) for every individual employment contract</b>	The Addendum should be signed and dated by both the worker and employer or his authorized representative. <b>Signatures of employer or authorized representative must be original (in wet ink).</b> (Form available in the Downloadable Forms)
<b>6. Passport copy with worker's signature</b>	
<b>7. Visa copy of worker</b>	as applicable
<b>8. Copy of Valid Business License (Employer)</b>	<b>In the absence of a business license, provide proof to show active existence of company.</b>
<b>9. Affidavit of Undertaking by Employer</b>	Undertaking by employer to comply with the employment laws including the prohibition on no-fee charging. <b>Employer's signature must be original (in wet ink) and the affidavit must be notarized by a notary public/ commissioner on oath.</b> (Form available in the Downloadable Forms)
<b>10. Affidavit of Undertaking by Philippine recruitment agency</b>	Undertaking by Philippine recruitment agency to comply with the employment laws including the prohibition on no-fee charging. <b>The affidavit must be notarized by a PH notary public.</b> (Form available in the Downloadable Forms)
<b>11. Labor Market Impact Assessment (LMIA), or</b>  <b>Work Permit approval for LMIA-Free International Mobility Program (IMP)</b>  <b>Confirmation of Nomination (e.g. SINP, YNP)</b>	For workers hired under the Temporary Foreign Workers Program (TFWP) approved by ESDC/Service Canada <i>(must include the page showing the name of the worker)</i>  For workers hired under the Provincial/Territorial Nominee Program, <b>include letter of Job Approval Confirmation - Identified Candidate from ESB</b>
<b>12. Employer's Registration/License to hire foreign workers with BC Ministry of Labour</b>  <b>Employer's Certificate of Registration by the Ministry of Immigration and Career Training</b>	For BC employers only  For SK employers

FEES *	
1. Manpower Request or Job Order	CAD 62.00
2. Individual Employment Contract with Addendum or Master Employment Contract	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 *(use EXACT spelling and wording)*

**MIGRANT WORKERS OFFICE (MWO)**

FILING	
1. <b>PERSONAL</b> – Strictly by <b>APPOINTMENT</b> only. (Book your appointment through: <a href="https://bit.ly/mwoappt2025">bit.ly/mwoappt2025</a> ). All pre-evaluated documents should be submitted during the appointment.	Date Received: By:
2. <b>MAIL THRU POST</b> - All pre-evaluated documents, together with postal money order or bank draft payment and pre-paid Canada Express Post Envelope, should be mailed to:  <p style="text-align: center;"><b>MIGRANT WORKERS OFFICE – VANCOUVER</b>  <b>Philippine Consulate General - Labor Section</b>  <b>Suite 602, 999 Canada Place, Vancouver, BC, V6C 3E1</b></p> <p><b>IMPORTANT NOTES:</b></p> <ol style="list-style-type: none"> <li>a. <b>Incomplete documents, payments or lack of original signatures will be immediately returned to the sender;</b></li> <li>b. All documents should be sent in <b>two (2) separate sets or copies;</b></li> <li>c. The postal money order or bank draft should bear the exact and correct spelling (above) of the Payee;</li> <li>d. MWO adopts the <b>“First-in, First Out” policy.</b></li> </ol>	Date Received: