



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
 ACCREDITATION & MWO VERIFICATION
 (PHILIPPINE AGENCY HIRING)**
Home childcare 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 (with employer's contact number and email)
2. Manpower Request/Job Order	Addressed to PRA/FRA, indicating the position, job title, salary offer and quantity
3. Individual Employment Contract	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. Contract (Addendum) for every individual employment contract	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). (Form available in the Downloadable Forms)
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 notary public/commissioner on oath. (Form available in the Downloadable Forms)
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 in the PH. (Form available in the Downloadable Forms)
10. Recruitment Agreement between Canada employer and Philippine recruitment agency (PRA)	Document should be original, 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	Document should be original, 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 Certificate of Registration by the Ministry of Immigration and Career Training	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 or Master Employment Contract	62.00
3. Recruitment Agreement	62.00
4. Service Agreement (between Employer and Canada recruitment agency, if applicable)	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 <i>(use EXACT spelling and wording)</i> MIGRANT WORKERS OFFICE (MWO)	

FILING	
1. PERSONAL – Strictly by APPOINTMENT only. (Book your appointment through: bit.ly/mwoappt2025) All pre-evaluated documents should be submitted during the appointment.	Date Received: By:
2. MAIL THRU POST - All pre-evaluated 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 602, 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 exact and correct spelling (above) of the Payee. d. MWO adopts the “First-in, First Out” policy.	Date Received: