



**PHILIPPINE CONSULATE GENERAL
(LABOR OFFICE- TORONTO)**

**AGENCY HIRING SYSTEM (Skilled Workers with FRA and PRA)
(For Ontario, Nova Scotia, Newfoundland and Labrador, Prince Edward Island, Quebec, Manitoba, New Brunswick)**

Canadian Employers and Third Party Representatives must be registered with the Philippine Overseas Employment Administration (POEA) when recruiting Filipino workers.

Documentary Requirements (Please provide 2 copies for each document – original/original signed and photocopy)	
NOTE: The verification process is subject to the requirements set forth under the provisions of the 2016 POEA Revised Rules and Regulations Governing the Recruitment and Employment of Land-based Overseas Filipino Workers.	
A. Employment Contract	<p>Individual Employment Contract: if only 1 worker is needed per LMIA. Signed in full signature and dated by the Principal/Employer on all pages. Original signature of employer is required not a scanned signature.</p> <p>Master Employment Contract: if 2 or more workers per LMIA. Signed in full signature and dated by the Principal/Employer on all pages. Original signature of employer is required not a scanned signature.</p>
B. Addendum to the Employment Contract	Signed and dated by the Principal/Employer or duly authorized representative. Refer to downloadable form . (original signature of employer is required not a scanned signature)
C. Passport	Copy of the information page of the passport of the worker.
D. Visa	Copy of the Visa issued to the worker.
E. Labor Market Impact Assessment (LMIA)	Issued by ESDC/Service Canada for workers hired under the Temporary Foreign Workers Program (TFWP), including all Annexes.
F. Confirmation of Nomination/Acceptance	For workers hired under the Provincial/Territorial Nominee Program.
G. Quebec Certificate of Acceptance (CAQ), Confirmation de offer de employ temporaire	For workers hired from the Province of Quebec.
H. Employer's Profile	The profile may include, but is not limited to the following: name and contact information of employer/s, branches/franchises operated/owned, number of Filipinos employed in the past and the Employer/s commitment to abide by and comply with all laws governing the employment of foreign workers. (Signed by the Employer/s) Refer to downloadable form .
A. Company/Business Profile	A brief history and track record of the business and their current operations. Similar to the "About Us" section of a company website. Should include the business's contact information.
B. ID (with photo) of the Employer/s	Copy of any government-issued ID with picture and signature
C. Affidavit of Undertaking	Joint undertaking between the FRA and PRA to monitor the employment of OFWs and report to POLO any possible concerns. Refer to downloadable form .
D. Manpower Request or Job Order	Two Manpower Requests are required: (1) request from the Employer to the FRA, with signature of employer and (2) request from the FRA to the PRA, with signature of FRA. Showing the following: name, address and contact number of employer/s, number of worker/s, position, salary per position and other benefits for the worker.
E. Business License and Commercial Registration (Principal/Employer)	Copy of valid business and commercial registration of the Principal/Employer.
F. Licenses of the Third Party Representative/FRA and PRA	Copy of valid licenses of the Third-Party Representative/FRA and the PRA.
G. IDs of the Principal/Employer, FRA and PRA	Copy of any government-issued IDs with picture and signature of the Employer, FRA and PRA.
H. Board or Company Resolution	For an enterprise with multiple owners – Board of Company Resolution authorizing the signatory to the Manpower Request/JO, Employment Contract and other related

	documents to represent and bind the company in the recruitment of Filipino workers. Refer to downloadable form. For Sole proprietors – Copy of Certificate of Registration showing the names of the Beneficial owners.
I. Recruitment Agreement or Service Agreement	Two Agreements are required: (1) Agreement by and between the Principal/Employer and the FRA NOTARIZED and (2) between the FRA and the PRA NOTARIZED in the Philippines; dated and signed in full signatures by Agency Representatives and Employer/s in all pages.
II. Fees (cash or postal money order or bank draft)	
Documents	POLO (Verification) per document / each document
Individual Employment Contract	11.50
Master Employment Contract (2 or more workers/same category/ occupation)	34.50
Manpower Request or Job Order 1 (Emp-FRA)	11.50
Manpower Request or Job Order 2 (FRA-PRA)	11.50
Business License/Commercial Registration	11.50
Recruitment Agreement or Service Agreement (Emp-FRA)	11.50
PMOs/Bank drafts or cash for walk-in clients	Pay to Philippine Overseas Labor Office
III. Filing	
A. Personal or Walk-In	Incomplete documents will not be accepted. Filer to bring the documents to the Philippine Overseas Labor Office for verification at 2 nd Floor 160 Eglinton Avenue East, Toronto, Ontario. Applications will be accepted from Monday to Friday, 9AM to 1PM only. We accept cash, postal money order or bank draft as payment.
B. Mail	Provide a pre-paid express post returned envelop (we only accept Canada pre-paid express post envelope). First-come-first-served basis. Incomplete documents will be returned without verification using the pre-paid express post envelope provided. We accept postal money order or bank draft only as payment.

FRA – Foreign Recruitment Agency; **PRA**- Philippine Recruitment Agency; **ESDC** – Employment and Social Development Canada; **FWRISA**- Foreign Worker Recruitment and Immigration Services Act

For inquiries, interested parties may contact the following:

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