



TAHANAN NG OFW

Republic of the Philippines  
**Department of Migrant Workers**  
Basement, Andenson Building II, Brgy. Parian, Calamba City, Laguna 4027

Website: [www.dmw.gov.ph](http://www.dmw.gov.ph) | E-mail: [calamba@dmw.gov.ph](mailto:calamba@dmw.gov.ph) | Hotline: 0962 671 9976 | Landline: 049 548 1375



BAGONG PILIPINAS

**REQUEST FOR DMW CLEARANCE TO PROCESS A  
DIRECT HIRED WORKER**

**FOR : ASST. SECRETARY LEVINSON C. ALCANTARA**  
Pre-Employment Services

**DATE :**

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**CONTROL NO. :** DH-002  
**NAME OF WORKER:** Ivan Cano  
**JOBSITE :** PRU LIFE  
**POSITION :** \${position}  
**SALARY :** \${salary}  
**EMPLOYER :** \${employer}

**FOR DMW CLEARANCE:**

**Employer** qualifies under Section 124d (2) of the 2016 Revised POEA Landbased Rules and Regulations. The verified employment contract offered to the worker contains terms and conditions over and above the standards set by the POEA.

Recommending Approval:

**ATTY. APRIL R. CASABUENA**  
Regional Director



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## MEMORANDUM

**TO :** **ATTY. APRIL R. CASABUENA**  
Regional Director  
RO IVA

**SUBJECT :** **Issuance of Overseas Employment Certificate**

**DATE :** \${date}

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Please be directed to cause the issuance of an Overseas Employment Certificate (OEC) to:

\_\_\_\_\_ Ivan Cano \_\_\_\_\_ bound for  
\_\_\_\_\_ PRU LIFE \_\_\_\_\_ as \_\_\_\_\_ \${position} \_\_\_\_\_.

Employer is exempt from the existing ban on direct hiring under Section 124 (d) of the 2016 Revised POEA Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers.

For compliance.

**LEVINSON C. ALCANTARA**  
**Assistant Secretary**  
Pre-Employment Services



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**ATTY. ROSEMARIE G. DUQUEZ, CESO V**  
**DIRECTOR IV**



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**CHECKLIST OF REQUIREMENTS FOR EVALUATION OF DIRECT HIRE APPLICATION**

**PROFESSIONAL AND SKILLED WORKERS**

(All documents to be submitted must be in MWPS-Direct)

**BASIC SALARY:** (CURRENCY)  
USD PER MONTH

**CONTRACT DURATION:** \_\_\_ months

**DHP:** 0

**NO DMW/POEA RECORD** ✓

**EX-OFW**

**LAST RECORD:**

WORKER :  
EMPLOYER :  
WORKSITE :  
POSITION :

**DOCUMENTARY REQUIREMENTS FOR CLEARANCE FROM THE DIRECT HIRE BAN**

**TIME RECEIVED:** \_\_\_\_\_

<input checked="" type="checkbox"/>	<b>Passport with validity period of not less than one (1) year (POEA Advisory 42, series of 2019)</b>	<b>Remarks</b> <b>ATTACHED</b> (PASSPORT NUMBER AND EXPIRY) DATE <b>ATTACHED</b> VISA TYPE: VALIDITY:
<input checked="" type="checkbox"/>	<b>Valid Work Visa, Entry/Work Permit (whichever is applicable per country).  If visa assurance or guarantee is issued by employer, the same should be noted/acknowledged by the Government or Immigration Office in the jobsite.</b>	
<input checked="" type="checkbox"/>	<b>Employment Contract or Offer of Employment (ORIGINAL COPY) (3)</b> <input checked="" type="checkbox"/> Verified by the Philippines Overseas Labor Office (POLO) <input type="checkbox"/> Authenticated by the Philippine Embassy/Consulate for countries with no POLO. <input type="checkbox"/> Apostille with POLO Verification (MC 8, series of 2019) <input type="checkbox"/> Apostille with Philippine Embassy Acknowledgment (MC 8, series of 2019) <input type="checkbox"/> Notarized Employment Contract for DFA/Philippine Government Official Posted Overseas' Private Staff <input type="checkbox"/> Notice of Appointment with confirmation from SPAIN Embassy for JET Recipients <input type="checkbox"/> Employment contract with confirmation from SEM (Swiss Government) for Stagiaires Recipient	<b>ATTACHED</b> (MWO OFFICE) ISSUED:
<input checked="" type="checkbox"/>	<b>Additional country-specific requirements:</b> a. CANADA - Labor Market Opinion (LMO), Labor Market Impact Assessment (LMIA) for and Canadian Letter and Employer's Certificate of Registration from ECON (Province of Saskatchewan Executive Council) or Saskatchewan Immigration Nominee Program (SINP) approval required from workers to Saskatchewan in lieu of LMO b. USA- Labor Condition Application and Notice of Action c. Middle East and African countries- Contingency plan issued by the employer	
<input checked="" type="checkbox"/>	<b>TESDA NC II/PRC License (EXPERIENCE) (4)</b>	<b>ATTACHED</b>
<input type="checkbox"/>	<b>Compliance Form (Print from MWPS-Direct if necessary)</b>	
<input type="checkbox"/>	<b>Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct medical exam for OFWs.</b> <input checked="" type="checkbox"/> For African Countries – Yellow fever vaccination card by Bureau of Quarantine	
<input type="checkbox"/>	<b>Pre-Employment Orientation Seminar Certificate (PEOS)</b>	
<input type="checkbox"/>	<b>Clearance</b>	
<input type="checkbox"/>	<b>Proof of certificate of insurance coverage covering at least the benefits provided under Section 37-A of RA 8042 as amended;</b> <input checked="" type="checkbox"/> Repatriation in case of Death <input checked="" type="checkbox"/> For drivers – Vehicle Insurance from Employer	

**DOCUMENTARY REQUIREMENTS FOR OEC ISSUANCE (APPROVED STATUS IN MWPS-Direct)**

<input type="checkbox"/>	<b>E-Registration Account (Print from MWPS-Direct Registration Form)</b>	
<input type="checkbox"/>	<b>Pre-Departure Orientation Seminar (PDOS) Certificate issued by OWWA</b>	

**RECEIVING OFFICER:**  
(NAME OF EVALUATOR)  
PRINTED NAME & SIGNATURE  
DATE: \_\_\_\_\_  
TIME CLOSED: \_\_\_\_\_

**RECEIVED BY:**  
PRINTED NAME & SIGNATURE  
DATE: \_\_\_\_\_  
QUEUE NO. \_\_\_\_\_

Note: This Form is non-transferable and is issued for the sole purpose of above-stated worker only. Unauthorized replication of this Form shall be dealt with accordingly.



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EMAIL ADDRESS:

CP#

No. of Processed Workers = 0 in Principal, 0 in Landbased Accreditation System (5)

Principal

HIDRAMAR

Search

Record Count: 0

MWO/POLO/PE/PCG Validation (6)



Madrid Migrant Workers Office

to me ▾

Feb 20, 2025, 6:11 PM (21 hours ago)



Dear Sir/Maam,

This is to confirm that we have verified the document of Mr. Labiaga, Cantos and Abanador.

Thank you.

Migrant Workers Office  
Embassy of the Philippines in Madrid, Spain  
Calle Serrano 161, Planta Baja, 28002 Madrid, Spain  
Email Address: [mwo\\_madrid@dmw.gov.ph](mailto:mwo_madrid@dmw.gov.ph)  
Tel. No. +34915776755

For OWWA Concerns please call +34917818626 or email [owwamadrid@gmail.com](mailto:owwamadrid@gmail.com) or [spain@owwa.gov.ph](mailto:spain@owwa.gov.ph)

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Thank you for your assistance.

Thank you!

This is noted, thank you.

↩ Reply

➦ Forward



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**BAGONG PILIPINAS**

1. MM – month in number | DD – day | \*\*\* - 3 digit number
2. Currency base on contract then convert to USD
3. Check one only
4. Encode some documents base on experience and highest education

5-6 attached screenshot