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

Website: www.dmw.gov.ph | E-mail: calamba@dmw.gov.ph | Hotline: 0962 671 9976 | Landline: 049 548 1375

TAHANAN NG OFW

BAGONG PILIPINAS

REQUEST FOR DMW CLEARANCE TO PROCESS A DIRECT HIRED WORKER

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

DATE : {{ created_date }}

CONTROL NO. : {{control_number}}

NAME OF WORKER: {{name}}

JOBSITE : {{jobsite}}

POSITION : {{position}}

SALARY : {{salary}} USD PER MONTH

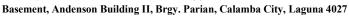**EMPLOYER** : {{employer}}

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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TAHANAN NG OFW

BAGONG PILIPINAS

MEMORANDUM

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

SUBJECT : **Issuance of Overseas Employment Certificate**

DATE : {{created_date}}

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

{{name}} bound for
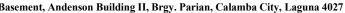{{jobsite}} as **{{position}}** .

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

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

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TAHANAN NG OFW

BAGONG PILIPINAS

MIGRANT WORKERS OFFICE
PHILIPPINE EMBASSY/ PHILIPPINE CONSULATE
CONFIRMATION

This is to certify that the original Offer of Employment/Contract of Employment of Mr./Ms. **{{name}}** as **{{position}}** under employer **{{employer}}** bound for **{{jobsite}}** has been confirmed:

☐   Verified by Migrant Workers Office ___(MWO OFFICE)___ on _{{**date**}}_ .

☐   Authenticated by the Office of the Philippine Embassy / Office of the Consulate General of the Republic of the Philippines in _____ on _____.

☐   Others: _____.

Attached is a copy of the transmittal for ready reference.

Date: ___{{ created_date }}___

Evaluator: ___{{evaluator}}___

ATTY. ROSEMARIE G. DUQUEZ, CESO V
DIRECTOR IV

Republic of the Philippines

Department of Migrant Workers

Basement, Andenson Building II, Brgy. Parian, Calamba City, Laguna 4027

TAHANAN NG OFW

BAGONG PILIPINAS

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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: {{salary}} USD
PER MONTH
CONTRACT DURATION: __ months
DHP: 0
NO DMW/POEA RECORD ✓
EX-OFW
LAST RECORD:

WORKER	: {{name}}
EMPLOYER	: {{employer}}
WORKSITE	: {{jobsite}}
POSITION	: {{position}}

DOCUMENTARY REQUIREMENTS FOR CLEARANCE FROM THE DIRECT HIRE BAN

TIME RECEIVED: _____

Remarks

[✓] Passport with validity period of not less than one (1) year *(POEA Advisory 42, series of 2019)*

ATTACHED
(PASSPORT NUMBER AND EXPIRY)
DATE

[✓] 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.

ATTACHED
VISA TYPE:
VALIDITY:
_____

[✓] Employment Contract or Offer of Employment (ORIGINAL COPY) **(3)**
  ✓ Verified by the Philippines Overseas Labor Office (POLO)
  _____ Authenticated by the Philippine Embassy/Consulate for countries with no POLO.
  _____ Apostille with POLO Verification *(MC 8, series of 2019)*
  _____ Apostille with Philippine Embassy Acknowledgment *(MC 8, series of 2019)*
  _____ Notarized Employment Contract for DFA/Philippine Government Official Posted Overseas' Private Staff
  _____ Notice of Appointment with confirmation from SPAIN Embassy for JET Recipients
  _____ Employment contract with confirmation from SEM (Swiss Government) for Stagiaires Recipient

ATTACHED
(MWO OFFICE)
ISSUED:
_____

[✓] Additional country-specific requirements:
  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
_____

[✓] TESDA NC II/PRC License _____**(EXPERIENCE)**____**(4)**

ATTACHED
_____

[ ] Compliance Form *(Print from MWPS-Direct if necessary)*
_____

[ ] Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct medical exam for OFWs.
  ✓ For African Countries – Yellow fever vaccination card by Bureau of Quarantine
_____

[ ] Pre-Employment Orientation Seminar Certificate (PEOS)
_____

[ ] Clearance
_____

[ ] Proof of certificate of insurance coverage covering at least the benefits provided
  under Section 37-A of RA 8042 as amended;
  ✓ Repatriation in case of Death
  ✓ For drivers – Vehicle Insurance from Employer
_____

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

[ ] E-Registration Account *(Print from MWPS-Direct Registration Form)*
_____

[ ] Pre-Departure Orientation Seminar (PDOS) Certificate issued by OWWA
_____

RECEIVING OFFICER:

___{{evaluator}}___
PRINTED NAME & SIGNATURE
DATE:___{{ created_date }}___
TIME CLOSED:

RECEIVED BY:

_____
PRINTED NAME & SIGNATURE
DATE: ___{{ created_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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TAHANAN NG OFW

BAGONG PILIPINAS

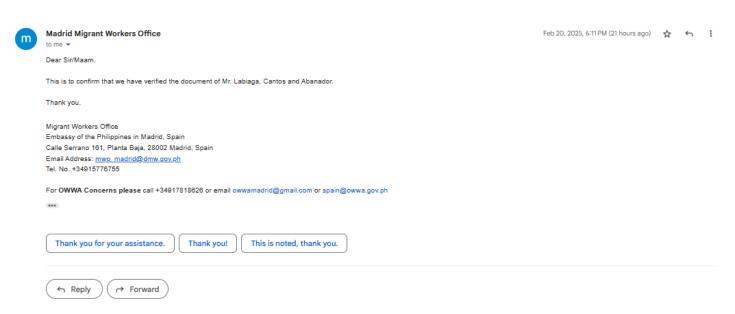**EMAIL ADDRESS:**   **CP#:**

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

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
Tel. No. +34915776755

For **OWWA Concerns** please call +34917818626 or email owwamadrid@gmail.com or spain@owwa.gov.ph

•••

[Thank you for your assistance.] [Thank you!] [This is noted, thank you.]

↩ Reply   ➡ Forward

1. DHPSW-ROIVA-YYYY-MMDD-MonthTotal-YearTotal
2. Currency based on contract converted to USD
3. Check one only
4. Encode some documents based on experience and highest education
5-6. Attached screenshot