**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**

**ATTACHED**

PASSPORT NO.: {{passport\_number}}

EXPIRY DATE: {{passport\_expiry}}

**{{passport\_check}}**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ATTACHED**

VISA TYPE: {{visa\_type}}

VALIDITY: {{visa\_validity}}

**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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**{{work\_visa\_check}}**

**{{employment\_contract\_check}}**

**Employment Contract or Offer of Employment (ORIGINAL COPY) (3)**

**{{ec\_verified\_polo\_check}}**

**\_\_\_\_\_ Verified by the Philippines Overseas Labor Office (POLO) \_\_\_\_\_ Authenticated by the Philippine Embassy/Consulate for countries with no POLO.**

**{{ec\_apostille\_polo\_verification\_check}}**

**{{ec\_verified\_pe\_consulate\_check}}**

**\_\_\_\_\_ Apostille with POLO Verification *(MC 8, series of 2019)***

**{{ec\_apostille\_pe\_ack\_check}}**

**\_\_\_\_\_ Apostille with Philippine Embassy Acknowledgment *(MC 8, series of 2019)***

**{{ec\_notarized\_dfa\_check}}**

**\_\_\_\_\_ Notarized Employment Contract for DFA/Philippine Government Official Posted Overseas’ Private Staff**

**{{employment\_contract\_attached}}**

ISSUED: {{ec\_issued\_date}}

**{{ec\_notice\_appointment\_spain\_check}}**

**\_\_\_\_\_ Notice of Appointment with confirmation from SPAIN Embassy for JET Recipients**

**{{ec\_confirmation\_sem\_check}}**

**\_\_\_\_\_ Employment contract with confirmation from SEM (Swiss Government) for Stagiaires Recipient \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**{{country\_specific\_check}}**

**Additional country-specific requirements:**

1. **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**

**{{country\_specific\_attached}}**

1. **USA- Labor Condition Application and Notice of Action**
2. **Middle East and African countries- Contingency plan issued by the employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**{{tesda\_license\_attached}}**

**\_\_\_\_\_\_(EXPERIENCE)\_\_\_\_\_(4)**

**{{tesda\_license\_check}}**

**TESDA NC II/PRC License \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**{{compliance\_form\_attached}}**

**{{compliance\_form\_check}}**

**Compliance Form *(Print from MWPS-Direct if necessary)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**{{medical\_certificate\_attached**

**}}**

**{{medical\_certificate\_check}}**

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**{{peos\_certificate\_attached}}**

**{{peos\_certificate\_check}}**

**Pre-Employment Orientation Seminar Certificate (PEOS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**{{clearance\_attached}}**

**{{clearance\_check}}**

**Clearance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proof of certificate of insurance coverage covering at least the benefits provided**

**{{insurance\_coverage\_check}}**

**under Section 37-A of RA 8042 as amended;**

* **Repatriation in case of Death**

**{{insurance\_coverage\_attached}}**

* **For drivers – Vehicle Insurance from Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**{{eregistration\_attached}}**

**{{eregistration\_check}}**

**E-Registration Account *(Print from MWPS-Direct Registration Form)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**{{pdos\_certificate\_attached}}**

**{{pdos\_certificate\_check}}**

**Pre-Departure Orientation Seminar (PDOS) Certificate issued by OWWA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RECEIVING OFFICER:**

**{{evaluator}}**

**PRINTED NAME & SIGNATURE**

**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.**