

**REQUIREMENTS FOR AUTHENTICATION AND VERIFICATION OF
EMPLOYMENT DOCUMENTS OF FILIPINO PROFESSIONALS AND
SKILLED WORKERS HIRED BY EMPLOYERS WHO ARE
EXEMPTED FROM THE BAN ON DIRECT HIRING**

The Philippine Overseas Employment Administration (POEA) prohibits the direct hiring of an overseas Filipino worker (OFW) pursuant to DOLE Administrative Order No. 196, Series of 2018, Republic Act No. 10022 and the Revised Rules and Regulations Governing the Recruitment and Employment of Landbased Overseas Filipino Workers of 2017. Employers intending to hire OFWs are, therefore, required to recruit through POEA-accredited/licensed employment/recruitment agencies.

Among the employers who may be exempted from the ban on direct hiring, subject to the approval of the POEA, are those employing professionals and skilled workers whose employment contracts contain terms and conditions over and above the standards set by the POEA. However, the number of professional and skilled workers that can be hired directly under this exemption is limited to five (5).

Pursuant to POEA Memorandum Circular No. 08, Series of 2018, the Philippine Overseas Labor Office (POLO) and the Consular Section of the Philippine Embassy-Singapore shall verify and authenticate, respectively, the following documents required for the registration of Filipino professionals and skilled workers hired by employers who are exempted from the ban on direct-hiring:

1. Employment contract signed on each page by the employer or the authorized representative containing terms and conditions which are over and above the POEA employment minimum standard (one original and one photocopy);
2. Print-out of Certificate from Registry of Companies (ACRA/BizFile) (one original and one photocopy);
3. Valid and appropriate visa or work permit, e.g., IPA, S-Pass, etc. (two photocopies)
4. Valid passport of worker (two photocopies)
5. Valid IC of employer/authorized signatory to the employment contract (two photocopies)

The above-mentioned documents shall be submitted by the employer/signatory to the employment contract or authorized representative (e.g., HR Manager/personnel) to POLO through Window 2 of the Philippine Embassy-Singapore. Please allow five (5) working day processing time to evaluate the documents submitted.

The following fees shall be paid at the Embassy upon submission of complete requirements:

Verification Fee:	S\$17.00
Authentication Fee:	S\$42.50
Total:	S\$59.50

Please see <http://www.poea.gov.ph/memorandumcirculars/2018/MC-08-2018.pdf> for the complete Implementing Guidelines on the Registration of Direct Hire Overseas Filipino Workers.