

**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 work permit, S-Pass, E-Pass or IPA (two photocopies);
4. Valid passport of worker (two photocopies); and
5. Any valid Identification of employer/authorized signatory to the employment contract (two photocopies)

Note: The POEA recommends the use of the Standard Employment Contract for Various Skills, which contains the minimum labor standards required by the Philippine government. Please click [here](#) to download the said standard employment contract.

If the company is not using the Standard Employment Contract and the contract provided by the company does not contain the minimum labor standards of the POEA, a compliance letter will be issued to the company with request to incorporate the POEA minimum labor standards in the company contract. Please click [here](#) to download the Compliance Letter.

The above-mentioned documents should be submitted to POLO of the Philippine Embassy in Singapore. Only the following may submit documents: (1) worker; (b) employer; and (c) authorized representative of the employer/company. The process for verification and authentication of contract takes about five (5) working days. There is no need to set an appointment for verification and authentication of employment contract.

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.