

## **REQUIREMENTS FOR NEW ACCREDITATION AND DUAL ACCREDITATION OF EMPLOYMENT AGENCIES RECRUITING FILIPINO PROFESSIONALS AND SKILLED WORKERS**

Pursuant to the Revised POEA Rules and Regulations Governing the Recruitment and Employment of Land-based Overseas Filipino Workers of 2016, Singapore-based employment agencies and employers intending to recruit Filipino workers must apply for accreditation with the Philippine Overseas Employment Administration (POEA). All documentary requirements for accreditation shall be verified by the Philippine Overseas Labour Office (POLO) and authenticated by the Consular Section of the Embassy of the Philippines.

The following documents together with the contact details (name, telephone number and email address) of the authorized representative of the agency/employer shall be submitted in a sealed envelope to POLO through Window 2 of the Embassy:

1. Two copies (original and photocopy) of the following:
  - a. Notarized Recruitment Agreement (RA). This is an agreement between the Singapore employment agency/employer and the POEA-licensed recruitment agency in the Philippines;
  - b. Notarized Job Order (JO). This should indicate the positions, the number of positions required and the salary per position;
  - c. Notarized Master Employment Contract (MEC). This document should be signed on all pages by the authorized representative of the employment agency/employer;
  - d. Notarized Special Power of Attorney (SPA). This is an undertaking executed by the employment agency/employer in favor of the POEA-licensed recruitment agency in the Philippines authorizing the latter to recruit workers on behalf of the former;
  - e. Notarized undertaking by the employment agency/employer to monitor the employment of overseas Filipino workers and to submit a report of significant incidents relative thereto; and
  - f. Print-out of Certificate from Registry of Companies (ACRA/BizFile).
  - g. Notarized Revocation of SPA. This document is needed if one Philippine partner will be revoked and is only applicable for the dual accreditation.
2. One photocopy of the POEA license of the partner recruitment agency in the Philippines;
3. One photocopy of the IC of the Singapore licensee;
4. One photocopy of the passport or any Philippine government-issued ID of the POEA licensee;
5. Original copy of the manpower demand from client companies in support of JO to Philippine recruitment agency; and
6. One photocopy of the signed Service Agreement between the Singapore employment agency and its client company.

Please allow **two-week processing time** to evaluate the documents submitted. Due to the high volume of transactions at the POLO, no request for expedited processing shall be entertained.

The POLO reserves the right to conduct interviews with the authorized representative of the agency/employer, undertake visitation of jobsites of workers to be recruited, request for additional supporting documents, and reject applications for accreditation.

The following fees shall be paid at the Embassy upon receipt of advice from POLO that the application for accreditation has been favorably considered:

Special Power of Attorney	
.....Verification	S\$17.00
.....Authentication	S\$42.50
Recruitment Agreement	
.....Verification	S\$51.00
.....Authentication	S\$42.50
Job Order / Manpower Request	
.....Verification	S\$17.00
.....Authentication	S\$42.50
<b>TOTAL CHARGES</b>	<b>S\$212.50</b>