



Embassy of the Philippines
MIGRANT WORKERS OFFICE

Abu Dhabi, United Arab Emirates
Email address: poloabudhabi2019@gmail.com

Website: <https://poloabudhabi.weebly.com/hiring-filipino.html>



AGENCY HIRE

(Manpower/ Staffing/ Labor provision (LP) services companies or agencies)

CHECKLIST OF REQUIREMENTS

- 1. JOB ORDER / MANPOWER REQUEST (of LP to PRA under LP Letterhead)**
 - Attach MOHRE issued Labor quota/ issued visa with passport
 - List of clients
- 2. JOB ORDER/ MANPOWER REQUEST (of Client/ principal to LP under Client Letterhead)**
- 3. SERVICE AGREEMENT (between client and LP)**
- 4. RECRUITMENT AGREEMENT (under LP Letterhead)**
 - Attach Valid Company Trade License/ Business License including trade license of client
 - Attach Valid Passport Photocopy of Authorized Signatory including those from the client(e.g. Owner, Partner, Manager, General Manager etc. as indicated in the Trade License)
 - If not signed the authorized signatory, attach Power of Attorney (POA) of Signatory from the owner with English Translation and the passport photocopy of the authorized signatory in the POA. Include also if the case is with the client.
 - Copy of License of Philippine Agency and Passport copy of Representative
- 5. MASTER EMPLOYMENT CONTRACT (under LP Letterhead)**

ADDITIONAL REQUIREMENTS:

For Transfer of Accreditation:

1. Termination of Recruitment Agreement
2. Notarized Affidavit of Assumption of Responsibility
3. Certificate of No Pending Case from DMW Adjudication Office

For Multiple Accreditation:

1. Affidavit of Undertaking for Multiple Accreditation
2. Letter of Request for a Certificate of No Pending Case

Note:

- All requirements should be original.
- All should be in company letterhead.
- All pages should be duly signed and stamp by the company and the Philippine Recruitment Agency

Procedures:

1. Email/submit the complete document for checking and evaluation.
2. The Labor Attaché will decide if approved for processing. The applicant will be notified for any compliance needed. Once approved, the applicant will be advised to make necessary payment.
3. For new applicants or as per the Labor Attaché's discretion, there will be a site visitation of the office and the accommodation.