

AGENCY SERVICES AND PROCEDURE

FRONTLINE SERVICE:	REGISTRATION/ACCREDITATION OF LANDBASED PRINCIPALS/EMPLOYERS
OFFICE/LOCATION:	Landbased Center / 2 nd Floor
CLIENTS/CUSTOMERS:	Licensed Landbased Recruitment Agencies
DOCUMENTARY REQUIREMENTS:	<p>Registration</p> <ol style="list-style-type: none"> 1. Letter request for registration (original & photocopy) 2. Special Power of Attorney (original & photocopy) verified by POLO 3. Manpower Request (original & photocopy) verified by POLO 4. Master employment contract (1 original copy and 1 photocopy) verified by POLO 5. Valid Commercial Registration or business license of the principal (2 photocopies) <p>Accreditation</p> <ol style="list-style-type: none"> 1. Letter request for accreditation (original & photocopy) 2. Duly accomplished Job Order Form (2 copies) 3. Special Power of Attorney (SPA), duly notarized or authenticated at the Philippine Embassy/Consulate nearest the jobsite (original & photocopy) 4. Authenticated Manpower Request (1 original & photocopy) 5. Authenticated Master Employment Contract (1 original and 1 photocopy) 6. Visa or equivalent document (original & photocopy), as applicable 7. Authenticated Valid Commercial Registration or business license of the principal (2 original & 2 photocopies) <p>** Additional Requirements for Foreign Placement Agencies (FPAS)</p> <ol style="list-style-type: none"> a. Manpower Request from direct employer/s b. Employment contract from direct employer/s c. Visa or equivalent document (as applicable) <p>For Renewal of Registration/Accreditation</p> <ol style="list-style-type: none"> 1. Confirmation of validity of Special Power of Attorney 2. Manpower Request or letter for revalidation of Job Order balance (as applicable) 3. Employment contract (1 original copy & 1 photocopy), as necessary 4. Valid Commercial registration or business license of the principal (2 photocopies), as necessary 5. Visa or equivalent document (as applicable)

