

PROFESSIONAL AND SKILLED WORKERS

1. Passport with validity period of not less than six (6) months from intended date of departure;
2. Valid Work Visa, Entry/Work Permit (whichever is applicable per country).
-If visa assurance or guarantee is issued by employer, the same should be noted/acknowledged by the Government or Immigration Office in the jobsite;
3. Employment Contract:
 - a. Original copy of Employment Contract or Offer of Employment;
 - b. Provisions should be compliant with Sec. 124.d.2, Rule II, Part III, of the POEA Revised Rules 2016;
 - c. Verified by the Philippine Overseas Labor Office (POLO) for countries with POLO and authenticated by the Philippine Embassy/Consulate for countries with no POLO.
4. Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct medical exams for OFWs.
5. Pre-Departure Orientation Seminar (PDOS) Certificate issued by OWWA;
6. Additional country-specific requirements:
 - a. Canada - Labor Market Opinion (LMO), Labor Market Impact Assessment (LMIA) form and Canadian Letter; Canadian Letter and Employer's Certificate of Registration from ECON (Province of Saskatchewan Executive Council) or Saskatchewan Immigrant Nominee Program (SINP) approval are required from workers to Saskatchewan in lieu of LMO;
 - b. USA - Labor Condition Application and Notice of Action;
 - c. New Zealand – verified Employment Contract by the POLO in Australia;
 - d. Middle East and African countries – Contingency Plan issued by employer

Note: The Administration may formulate country or skill-specific policies and guidelines for directly-hired workers. As such, additional requirements should be submitted depending on:

 - a. Existing labor and social laws of the host country;
 - b. Relevant bilateral and multilateral agreements or arrangements with the host country;
 - c. Prevailing conditions/realities in the market; and
 - d. Skills-fitness of the worker to the position being offered.
- Note: Workers need not go to the DOLE office for the Clearance as it will be coursed through the POEA DHAD
7. Fees: POEA processing fee (US\$100.00 or PHP equivalent), OWWA membership fee (US\$25.00 or PhP equivalent).
- Reminders:
 - ✓ Bring Xerox/Photocopy of each document.
 - ✓ Original and duplicate copies must be separately arranged according to above list and clipped separately in a folder.