

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 or Recruitment Agreement or Service Agreement (original & photocopy) verified by POLO 3. Manpower request (original & photocopy) verified by POLO 4. Master employment contract (original & 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. Special Power of Attorney or Recruitment Agreement or Service Agreement authenticated at the Philippine Embassy/Consulate nearest the jobsite (original & photocopy) 3. Authenticated manpower request (original & photocopy) 4. Authenticated master employment contract (original & photocopy) 5. Visa assurance or equivalent document (original & photocopy), as applicable 6. Valid commercial registration or business license of the principal (2 photocopies) 7. Duly accomplished job order forms (3 copies) <p>** Additional Requirements for Foreign Placement Agencies (FPAS):</p> <ol style="list-style-type: none"> a. Manpower request from direct employer/s (original & photocopy) b. Employment contract from direct employer/s (original & photocopy) c. Pre-qualification certificate (if hiring HSWs) d. Visa assurance or equivalent document (original & photocopy), as applicable <p>For Renewal of Registration:</p> <ol style="list-style-type: none"> 1. Confirmation of validity of Special Power of Attorney/Recruitment Agreement/Service Agreement (original & photocopy) 2. Verified manpower request or request for revalidation of job order balance (original & photocopy), as applicable 3. Employment contract (original & photocopy) 4. Valid commercial registration or business license of the principal (2 photocopies) 5. Valid pre-qualification certificate (for FPA hiring HSWs)

	<p>For Renewal of Accreditation:</p> <ol style="list-style-type: none"> 1. Confirmation of validity of Special Power of Attorney/Recruitment Agreement/Service Agreement (original & photocopy) 2. Authenticated manpower request or request for revalidation of job order balance (original & photocopy), as applicable 3. Employment contract (original & photocopy) 4. Valid commercial registration or business license of the principal (2 photocopies) 5. Visa assurance or equivalent document (original & photocopy), as applicable 6. Valid pre-qualification certificate (for FPA hiring HSWs) 7. Duly accomplished job order forms (3 copies), as applicable 		
FEES:	None		
PROCEDURES:			PERSON IN CHARGE:
<p>Step 1. Submit documentary requirements at the designated window, Landbased Center, 2nd Floor.</p> <p>Step 2. Check the status of request at the Releasing Counter within seven (7) working days</p> <ul style="list-style-type: none"> ▪ Registration of Principal - release the original copy of manpower request and master employment contract with stamp of registration together with the rest of original copies of submitted documents. ▪ Accreditation of Principal - release the original copy of accreditation certificate, approved job order forms, master employment contract with stamp of approval together with the rest of original copies of submitted documents. ▪ Request with lacking requirements - release the Notice of Deficiencies 			<p>Receiving Officer</p> <p>Evaluator/Supervising Director II/Director IV LEO/Division Chi</p>
PROCESS CYCLE TIME:	Seven (7) working days from receipt of Agency's request with complete documentary requirements.		