

# HIRING SKILLED WORKERS THROUGH A PHILIPPINE RECRUITMENT AGENCY (PRA)

**Step 1.** Japanese companies/employers must first find a partner Philippine Recruitment Agency (PRA) Check the list of accredited/licensed PRA at Philippine Overseas Employment Administration (POEA) official website: <http://poea.gov.ph/cgi-bin/agList.asp?mode=actLB>

**Step 2.** POLO – Verification Process:

**POLO DOES NOT COLLECT FEES FOR THE VERIFICATION PROCESS.**

a. **SUBMISSION** - Submit documentary requirements to POLO

Documentary requirements may either be submitted **personally** or via **post mail**.

If via post mail, please make sure to send it to this address:

**Philippine Overseas Labor Office (POLO)**

**Embassy of the Republic of the Philippines**

**5-15-5 Roppongi, Minato-ku, Tokyo 106-8537 Japan**

**Contact nos.: 03-6441-0428/0478/0959**

**Email: [polotokyo@gmail.com](mailto:polotokyo@gmail.com)**

\* **COMPANY DETAILS IN THE LETTERPACK SHOULD BE WRITTEN IN ROMAJI/ENGLISH**

\* **ATTACH A RETURN LETTER PACK (JP), OR FILLED-UP CHAKUBARAI (SAGAWA)**

If to be submitted personally, an authorized representative **and** member of the said company may submit on behalf of the Company.

b. **EVALUATION** - POLO evaluates the correctness of the documents which may range from seven (7) to ten (10) working days. If there are compliances, the documents will be returned to the applicant. All documents received for the day will line up in the order of receipt. Companies/employers can only follow-up if no notice/feed-back was received after 7 working days.

c. **INTERVIEW and/or SITE VISIT** – If everything is found to be in order/complete after the evaluation, POLO will offer possible schedules for the Employer's interview and/or site visit.

i. *The interview will be conducted in English. The employer may bring a translator/interpreter if necessary. The interpreter should be a staff of the company or from a translation office. The interpreter should bring his/her business card and authorization letter signed by the Company President. We strictly do not allow third-parties such as consultants, brokers, immigration lawyers or other individuals who are not directly connected with the company.*

ii. *The interview will be between the Company President and the Labor Attaché. If the company President is not available, he/she may send company representative who should bring authorization letter signed by the president. The company representative should be of a senior level position and have legal representation (authorized to decide/sign on behalf of the company).*

iii. *The interview will discuss the business operations and the employment terms among others.*

d. **ENDORSEMENT** - If everything goes smoothly after the interview, POLO will verify the documents and issue an Endorsement/Memorandum. POLO releases Verified Documents to the Japanese EMPLOYER/COMPANY

**Step 3.** Japanese EMPLOYER/COMPANY sends ORIGINAL Verified Documents to its partner Philippine Recruitment Agency (PRA).

**Step 4.** The Philippine Recruitment Agency (PRA) submits ORIGINAL Verified Documents to POEA for final approval.

**Step 5.** POEA evaluates the original Verified Documents, if everything is in order, POEA will approve then issue accreditation/license to Japanese Employer/Company.

**Step 6.** The Philippine Recruitment Agency (PRA) can now start recruiting and/or processing the employment documents of the worker.

- \* The documents should be arranged/organized in the following order
- \* Use A4 size paper only, ALL details must be ENCODED/TYPED-WRITTEN
- \* Embassy authentication (red ribbon) is **not required**

<b>DOCUMENTARY REQUIREMENTS</b> [Direct Employer]		<b>REMARKS</b> (Put check here if complied)
<b>1</b>	<b>Accomplished POLO Application Form</b>	✓ Use <a href="#">POLO-SKILLED-Application Form 02</a>
<b>2</b>	<b>Manpower Request</b>	✓ Signed by the Company Representative ✓ Addressed to PRA
<b>3</b>	<b>Master Employment Contract</b>	✓ With original signatures of Company Representative and PRA Representative on ALL pages ✓ Details of the worker/employee is not yet required, leave it blank ✓ Contains all POEA mandatory provisions (use <a href="#">POLO-SKILLED-PRADirect-2019v1</a> ) If the company has a standard contract, make sure to incorporate all POEA mandatory provisions. ✓ If the contract is not signed by the Company President/CEO. Submit Authorization Letter (SPA) signed by the Company President giving signing authority to the person who signed the contract.
<b>4</b>	<b>Salary Scheme</b>	✓ Indicating the Basic Monthly Salary; Approximate Deductions; Take Home/Net Pay and Other Benefits as may be applicable (Use the <a href="#">POLO-SKILLED-Form 01-2019v1</a> )
<b>5</b>	<b>List of Duties &amp; Responsibilities of the worker</b>	✓ Actual work assignment/duties of the worker (Use the <a href="#">POLO-SKILLED-Form 02-2019v1</a> )
<b>6</b>	<b>List of Criteria/Qualifications Required for the position</b>	✓ For example, academic requirement, skills/expertise needed, number of work experience needed, age requirement, etc. (Use the <a href="#">POLO-SKILLED-Form 02-2019v1</a> )
<b>7</b>	<b>Recruitment Agreement</b>	✓ With original signatures of Company Representative and PRA Representative on ALL pages ✓ Should be notarized in JAPAN ✓ Should contain all minimum provisions required by POEA ( <a href="http://poea.gov.ph/agency/files/recr_agreement.pdf">http://poea.gov.ph/agency/files/recr_agreement.pdf</a> )
<b>8</b>	<b>Company Registration (Tokibo Tohoun)</b> - If hired by a <u>Sole Proprietorship Enterprises</u> , submit the: a) Business permit with English translation and; b) Most recent tax declaration with English translation.	✓ ORIGINAL must be submitted (Japanese) ✓ English Translations must bear the name, signature and/or inkan of the translator.
<b>9</b>	<b>Company Brochure/Pamphlets/Flyers</b>	
<b>10</b>	<b>Company Profile</b>	✓ Use the <a href="#">POLO-SKILLED-Form 03-2019v1</a> (if details in the guide are already included in the company brochure then there's no need to make company profile)
<b>11</b>	<b>Passport Copy (or any valid government-issued ID) of the Employer/Company Representative</b> - If the contract is not signed by the Company President, provide passport copy of both the Company President and the Person who signed the contract	✓ Must be colored copy
<b>12</b>	<b>Passport Copy (or any valid government-issued ID) of the Official Representative of the PRA</b>	✓ Must be colored copy
<b>13</b>	<b>Copy of the valid POEA license of the PRA</b>	✓ Must be colored copy