

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

## [DIRECT EMPLOYER]

**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:**

- 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. **Evaluation Period:** five (5) to seven (07) working days. **INCOMPLETE** application will be returned. 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 interview and/or site visit.
  - i. *The interview will be between the Company President (or company Authorized Representative) and the Labor Attaché*
  - ii. *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.*
- 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.

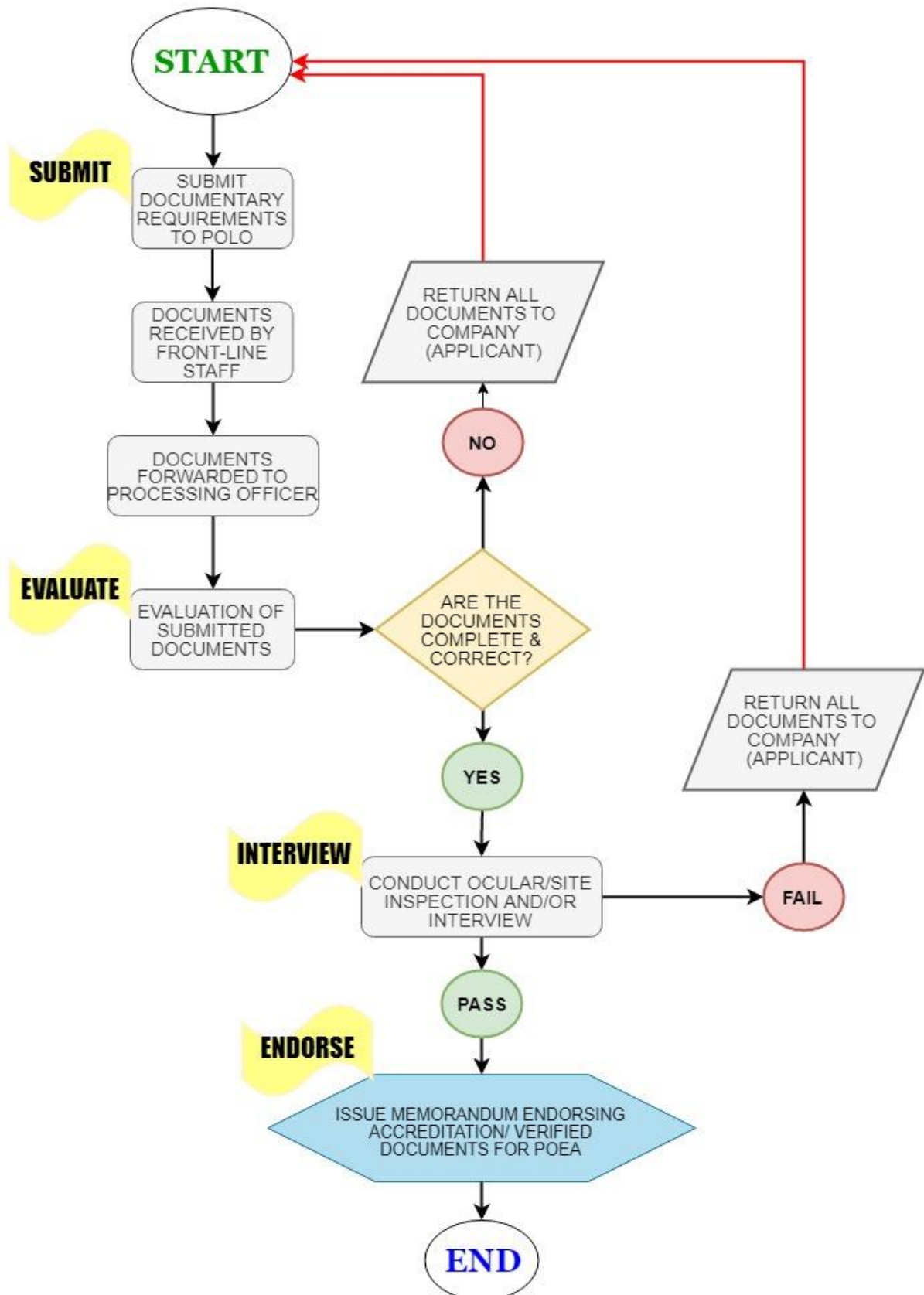
**Step 6.** The Philippine Recruitment Agency (PRA) can now start recruiting and/or processing the employment documents of the worker.

### **Important Reminders:**

1. **POLO DOES NOT COLLECT FEES FOR THE VERIFICATION PROCESS.**
2. All documents found to be incomplete shall be returned to the Employer/Principal for compliance. Upon resubmission of corrected/revised document, it will be considered as a new application and shall line up again.
3. POLO Tokyo **does not recognize third-party entities (brokers, immigration lawyers, or anyone not directly connected with the company)** when inquiring, submitting and follow-up of necessary documents.
4. Use A4 size paper only. Do not staple the documents, you may only use paper clip.
5. The documents should be arranged/organized in accordance with the checklist
6. ALL details must be ENCODED/TYPED-WRITTEN
7. Embassy authentication (red ribbon) is **not required**



# VERIFICATION PROCESS



<b>DOCUMENTARY REQUIREMENTS</b> <b>[Direct Employer]</b>		STATUS
<b>1 POLO Application Form</b>	✓ Use <a href="#">POLO-SKILLED-Application Form 02</a>	
<b>2 Manpower Request</b>	✓ Signed by the Company Representative ✓ Addressed to PRA; Basic Salary should be in YEN	
<b>3 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, <b>make sure</b> 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 Salary Scheme</b>	✓ Indicating the Basic Monthly Salary; Approximate Deductions; Take Home/Net Pay and Other Benefits as may be applicable (use <a href="#">POLO-SKILLED-Form01-2019v1</a> )	
<b>5 List of Duties &amp; Responsibilities of the worker</b>	✓ DUTIES - Actual work assignment/duties of the worker ✓ CRITERIA – Such as academic requirement, skills/expertise needed, number of work experience needed, age requirement, etc. (Use the <a href="#">POLO-SKILLED-Form 02-2019v1</a> )	
<b>6 List of Criteria/Qualifications Required for the position</b>		
<b>7 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 Company Registration (Tokibo Tohoun)</b>	✓ ORIGINAL must be submitted (Japanese) ✓ English Translations must bear the name, signature and/or inkan of the translator. ✓ If hired by a <u>Sole Proprietorship Enterprises</u> , submit the copy of Business permit with English translation and; Most recent tax declaration with English translation.	
<b>9 Company Brochure/Pamphlets/Flyers</b>		
<b>10 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 Passport Copy (or any valid government-issued ID) of the Employer/Company Representative</b>	✓ Must be colored copy ✓ 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	
<b>12 Passport Copy (or any valid government-issued ID) of the Official Representative of the PRA</b>	✓ Must be colored copy	
<b>13 Copy of the valid POEA license of the PRA</b>	✓ Must be colored copy	