

HIRING SKILLED WORKERS THROUGH A PHILIPPINE RECRUITMENT AGENCY (PRA) [DISPATCH COMPANY]

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
** 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.

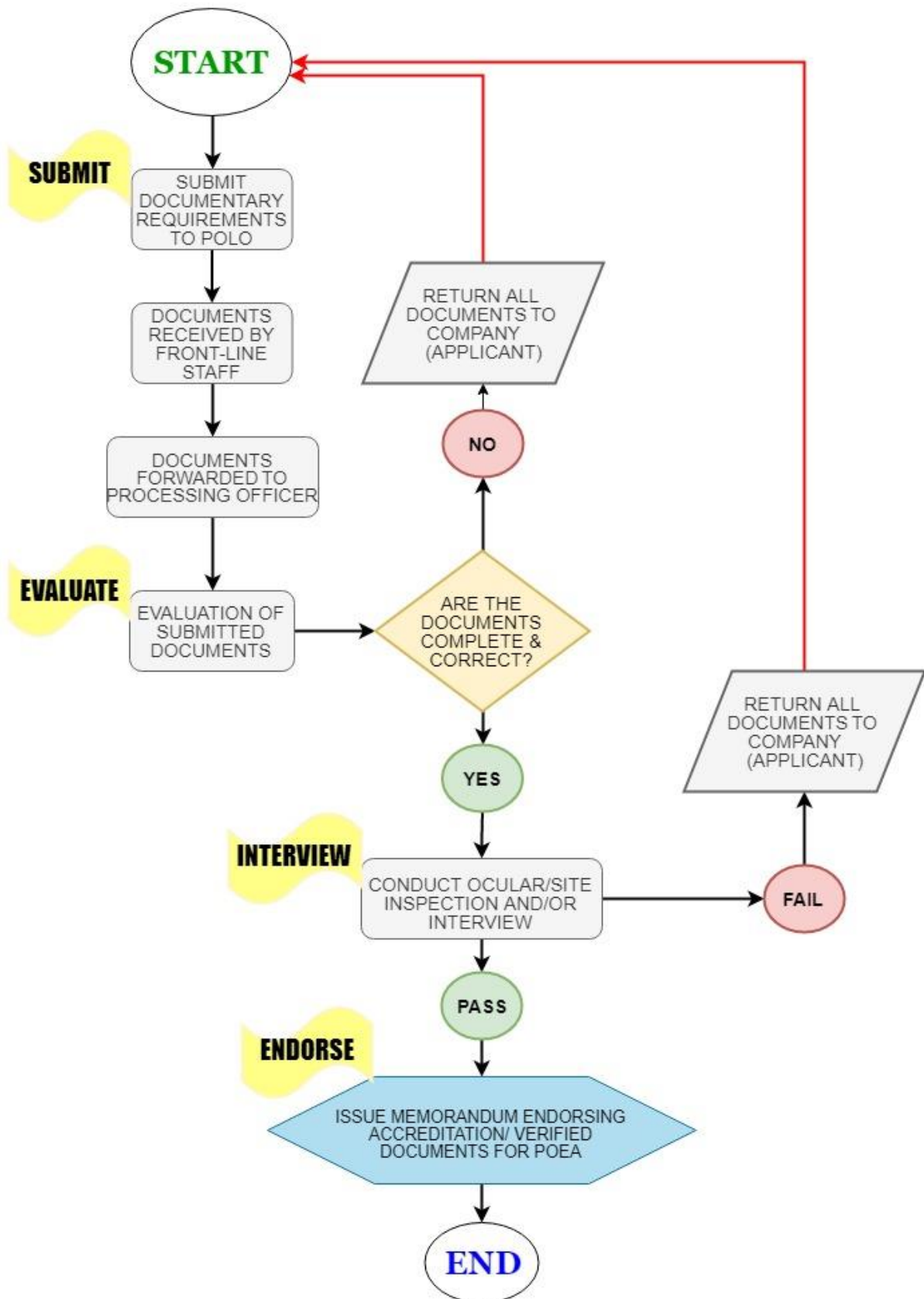
Step 6. The Philippine Recruitment Agency (PRA) can now start recruiting and/or processing the employment documents of the worker.

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



DOCUMENTARY REQUIREMENTS

[DISPATCH COMPANY]

1	POLO Application Form	✓ Use POLO-SKILLED-Application Form 04
2	Manpower Request	<ul style="list-style-type: none"> ✓ Signed by the Company Representative ✓ Addressed to PRA; Basic Salary should be in YEN
3	Master Employment Contract	<ul style="list-style-type: none"> ✓ 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 POLO-SKILLED-PRADispatch-2019v1) 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.
4	Salary Scheme	✓ Indicating the Basic Monthly Salary; Approximate Deductions; Take Home/Net Pay and Other Benefits as may be applicable (use POLO-SKILLED-Form01-2019v1)
5	List of Duties & Responsibilities of the worker	<ul style="list-style-type: none"> ✓ 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 POLO-SKILLED-Form 02-2019v1)
6	List of Criteria/Qualifications Required for the position	
7	Recruitment Agreement	<ul style="list-style-type: none"> ✓ 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 (http://poea.gov.ph/agency/files/recr_agreement.pdf)
8	Company Registration (Tokibo Tohoun)	<ul style="list-style-type: none"> ✓ ORIGINAL must be submitted (Japanese) WITH 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.
9	Copy of Dispatch License	✓ Copy of the Japanese license WITH English Translations (must bear the name, signature and/or inkan of the translator)
10	Company Brochure/Pamphlets/Flyers	
11	Company Profile	✓ Use the POLO-SKILLED-Form 03-2019v1 (if details in the guide are already included in the company brochure then there's no need to make company profile)
12	Passport Copy (or any valid government-issued ID) of the Employer/Company Representative	<ul style="list-style-type: none"> ✓ 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
13	Passport Copy (or any valid government-issued ID) of the Official Representative of the PRA	✓ Must be colored copy
14	Copy of the valid POEA license of the PRA	✓ Must be colored copy
15	List of Names and Addresses of clients	✓ Use POLO-SKILLED-PRADispatch-Form02-2019v1
16	Manpower Request from the client	✓ Addressed to the Dispatch Company, should bear original signature
17	Notarized Basic Dispatch Agreement between company and its clients hiring Filipino workers	<ul style="list-style-type: none"> ✓ With original signatures ✓ Should be notarized in JAPAN ✓ If in Japanese, provide English translation (with name&hanko of translator)

