

VERIFICATION OF RECRUITMENT DOCUMENTS AND REGISTRATION OF EMPLOYMENT CONTRACT

Philippine Overseas Labor Office (POLO) – London, UK

DEFINITIONS

1. **Accreditation**- refers to the grant of authority by the Philippine Overseas Employment Administration (POEA) to a foreign principal/employer, including Foreign Placement Agency (FPA), to recruit and hire Filipino workers through a licensed Philippine Recruitment Agency (PRA) for overseas employment.
2. **Addendum to the Employment Contract**- if the Master Employment Contract submitted by foreign principal/employer for verification by the POLO lacks provisions required in the POEA standard employment contract, this document will be required by the POLO.
3. **Authentication**- refers to the attestation by the Philippine Consular Office or competent authority of the genuineness of the signature appearing on the document, for the purpose of identifying a specific document and giving credence to the official act of the notary public or certifying officers thereon for use, if and when required, as an instrument of evidence in a foreign country such as the Philippines.
4. **DOLE**- refers to the Department of Labor and Employment of the government of the Republic of the Philippines which is the national government agency mandated to formulate policies, implement programs and serve as the policy-coordinating arm of the Executive Branch of the Philippine government in the field of labor and employment.
5. **Domestic Worker**- refers to any person engaged in domestic work (work performed in or for a household) within an employment relationship. It is also known as Household Service Worker (HSW) in the Philippines.
6. **Employer** - refers to a person, partnership, or corporation that directly signs an employment contract, and employs, and pays salaries and benefits of workers, as well as repatriates hired Overseas Filipino Workers.
7. **Foreign Placement Agency** or **FPA** -refers to any single proprietor, partnership or corporation duly licensed or permitted in the host country to engage in the recruitment of foreign workers for placement with their clients.
8. **Visa Guarantee Letter**- refers to the letter from the employer stating that it has sufficient Certificates of Sponsorship to cover the number of Job Order (if from UK), or a license from the Republic of Ireland Immigration to hire overseas workers (if from Ireland). This should be printed in the company letterhead and signed by the authorized representative of the employer.
9. **Letter of Undertaking** – refers to the undertaking/assurance by the employer that it will monitor the employment situation of workers to be recruited from the Philippines and that it will submit report on significant incidents relative to the employment of such workers to the POLO and POEA. This should be printed in the company letterhead and signed by the authorized representative of the employer.
10. **Letter from Sea-based employer**- refers to the letter from the employer assuring that Filipinos that will be hired will not be engaged as fishers within UK territorial waters or any other maritime territories where foreign fishers from outside of the European Union (EU) or European Economic Area (EEA) are prohibited to engage in fishing. This should be printed in the company letterhead and signed by the authorized representative of the employer.

11. **LB-** pertains to land-based workers.
12. **Master Employment Contract** - refers to the model employment agreement submitted by the principal/employer, which contains the terms and conditions of employment that will be applied to the worker to be hired by such principal/employer.
13. **Philippine Recruitment Agency** or **PRA** or **Licensed Recruitment Agency**- refers to any person, partnership or corporation duly authorized by the POEA to engage in the recruitment and placement of workers for overseas employment.
14. **POEA**- refers to the Philippine Overseas Administration. The POEA promulgates the rules on recruitment and hiring of land-based and sea-based workers from the Philippines and has the power and authority to accredit foreign principals seeking to recruit workers. The POEA also has the power to suspend, prohibit and or penalize accredited agencies committing violation of its rules.
15. **POLO**- refers to the Philippine Overseas Labor Office. The POLO serves as the overseas operating arm of DOLE for the implementation of Philippine labor policies and programs for the protection of the rights and promotion of the welfare and interests of Filipinos working abroad.
16. **Recruitment Agreement**- refers to an agreement by and between the principal and the licensed recruitment agency defining their rights and obligations on the recruitment and employment of workers
17. **Registration**- refers to the act of entering in the official records of the Administration the names of overseas job seekers and contracted workers.
18. **SB-** pertains to sea-based workers
19. **Service Agreement** between the Direct Employer and the FPA –refers to the agreement between the employer and the FPA. This will be required by the POLO and POEA to establish the relationship between the employer and the FPA.
20. **Standard Employment Contract** — refers to the POEA-prescribed contract containing the minimum terms and conditions of employment acceptable to the Philippine government for the recruitment of Filipino workers.
21. **Verification**- refers to the act performed by a Philippine Overseas Labor Officer, or any other officer designated by the Secretary of Labor and Employment in the Philippine Embassy or Consulate, in reviewing and verifying the recruitment documents of foreign principals, including the employment contracts of Filipino nationals, with the view to establish the existence of the employing person, company or project, its capability to hire workers at the acceptable rates, and at desirable working conditions in conformity with the minimum standards prescribed by the POEA and taking into consideration the labor laws and legislations of the host government.

NOTARIZATION AND LEGALIZATION REQUIREMENT

- **Notarization** may be done by any registered Solicitor or Notary Public in UK or Ireland /jobsite
- **Legalisation** is done by the UK Foreign Commonwealth Office to confirm that the signature of the public official (Notary Public) on the document is genuine. If the document is issued in Ireland, the legalisation/**Apostille** will be done by the Department of Foreign Affairs (of Ireland). The Apostille is a certificate issued by the Department of Foreign Affairs verifying the genuineness of the signature of a Notary Public and the capacity in which he/she has acted on the document.