

# VERIFICATION OF RECRUITMENT/EMPLOYMENT DOCUMENTS

## PROCESS FLOW

Client

The principal must communicate with Philippine Overseas Labor Office (POLO)-London via polo\_london13@yahoo.co.uk and telephone number +44-207-451-1833 or +44-207-839-8078 to be guided on the requirements.

Start



1. Secure the appropriate checklist of requirements from POLO-London (polo\_london13@yahoo.co.uk) or download it from the Philippine Embassy website at londonpe.dfa.gov.ph (Labor & Welfare)



2. Prepare the documents (signed, notarised/certified by a solicitor and then legalised/apostilled) and submit to POLO London (along with a self-addressed UK/internationally-stamped envelop) VIA POST only

NOTE: Make sure to provide your contact details (contact person, e-mail address and telephone number).



3. Pay thru our Sterling bank account with Barclays Bank PLC once POLO confirmed that the documents have been processed.  
*Account Name: Philippine Overseas Labour Office*  
*Sort Code and Account No: 20-32-06 / 50110248*  
*Reference Code: (to be provided by POLO London once documents are processed and approved for payment)*



4. POLO London will issue the official receipt once payment for the transaction has been confirmed.

NOTE: Official Receipt will be sent via post thru the provided self-addressed stamped envelop along with the verified employment documents



5. POLO London will post/return the employment documents using the provided self-addressed UK/internationally-stamped envelop

END

Process Cycle Time: (72 hrs)\*

*Processing of documents takes up to three working days upon receipt of the POLO. In case of a need for any clarification for purposes of evaluation and/or submission by the Employer of correct/lacking requirements, processing may take beyond the usual three working days.*