



PHILIPPINE OVERSEAS LABOR OFFICE
Rome, Italy

Ticket No. _____

OR No. _____

Date: _____

CHECKLIST FOR VERIFICATION
(Accreditation of EXEMPTED EMPLOYERS – Direct Hire Skilled)

- Letter Request for Ban on Direct Hire Exemption addressed to POEA Administrator
- Signed Employment Contract
- Authority to Work/Work Permit in Host Country
- Worker's Passport
- Business License or Commercial Registration
If not in English, a notarized English Translation must be provided
- Employer Profile
Business Activities, Number of years in operation, Labor force volume
- Proof of Financial Capability
- Undertaking (template found on www.polorome.com/requirements)
- IDs of Authorized Signatory

EMPLOYER:

WORKER:

- Payment
- Interview
- Ocular Inspection

REMARKS
