



PHILIPPINE OVERSEAS LABOR OFFICE
Rome, Italy

Ticket No. _____

OR No. _____

Date: _____

CHECKLIST FOR VERIFICATION
(Accreditation of EMPLOYERS – Direct Hire HSW with PRA)

<input type="checkbox"/> Recruitment Agreement Between Employer and Philippine Recruitment Agency (PRA)	
<input type="checkbox"/> Special Power of Attorney Authorizing PRA to act for and behalf of the Employer	
<input type="checkbox"/> Job Order/Manpower Request Directed to PRA indicating number of positions required and salary per position	
<input type="checkbox"/> Signed Employment Contract (Template found on www.polorome.com/requirements) Must be above and beyond minimum labor standards, signed on all pages	
<input type="checkbox"/> Work Permit Single Entry Permit or Nulla Osta	
<input type="checkbox"/> Worker's Passport	<input type="checkbox"/> Valid PRA License
<input type="checkbox"/> Employer Information Sheet Template found on www.polorome.com/requirements	<input type="checkbox"/> IDs of PRA Representative
<input type="checkbox"/> Proof of Financial Capability	<input type="checkbox"/> PRA Signatory Card
<input type="checkbox"/> Undertaking Template found on www.polorome.com/requirements	<input type="checkbox"/> Contingency Plan
<input type="checkbox"/> IDs of Employer	
<input type="checkbox"/> Certification from Local Police That employer or any of immediate family members has no criminal record and has not been implicated in any case of violence/abuse	

EMPLOYER:	
WORKER:	
PRA:	
<input type="checkbox"/> Payment	
<input type="checkbox"/> Interview	
<input type="checkbox"/> Ocular Inspection	

REMARKS
