



Department of Migrant Workers
Ang Tahanan ng OFW

Processes for Recruiting Overseas Filipino Workers from the Philippines

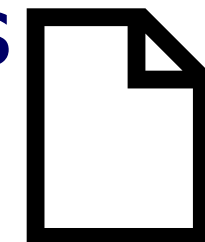
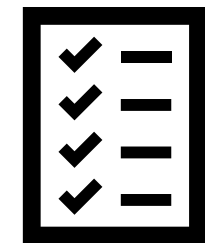
Prepared by the

*Department of Migrant Workers
05 September 2023*



Legislated Regulatory Framework for the Protection of overseas Filipino workers (OFWs)

- Licensing of recruitment agencies
- Accreditation of legitimate foreign employers
- Documentation of workers
- Development and implementation of employment standards
- Adjudication of employment and recruitment-related cases
- Prevention of illegal recruitment and trafficking in persons
- Process improvement and innovations
- Bilateral/ multilateral agreements



Actors in the Recruitment Process

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Government



Employer/ Principal/Foreign
Placement Agency



Philippine-based Licensed
Recruitment/ Manning Agency
(PRA/LMA)

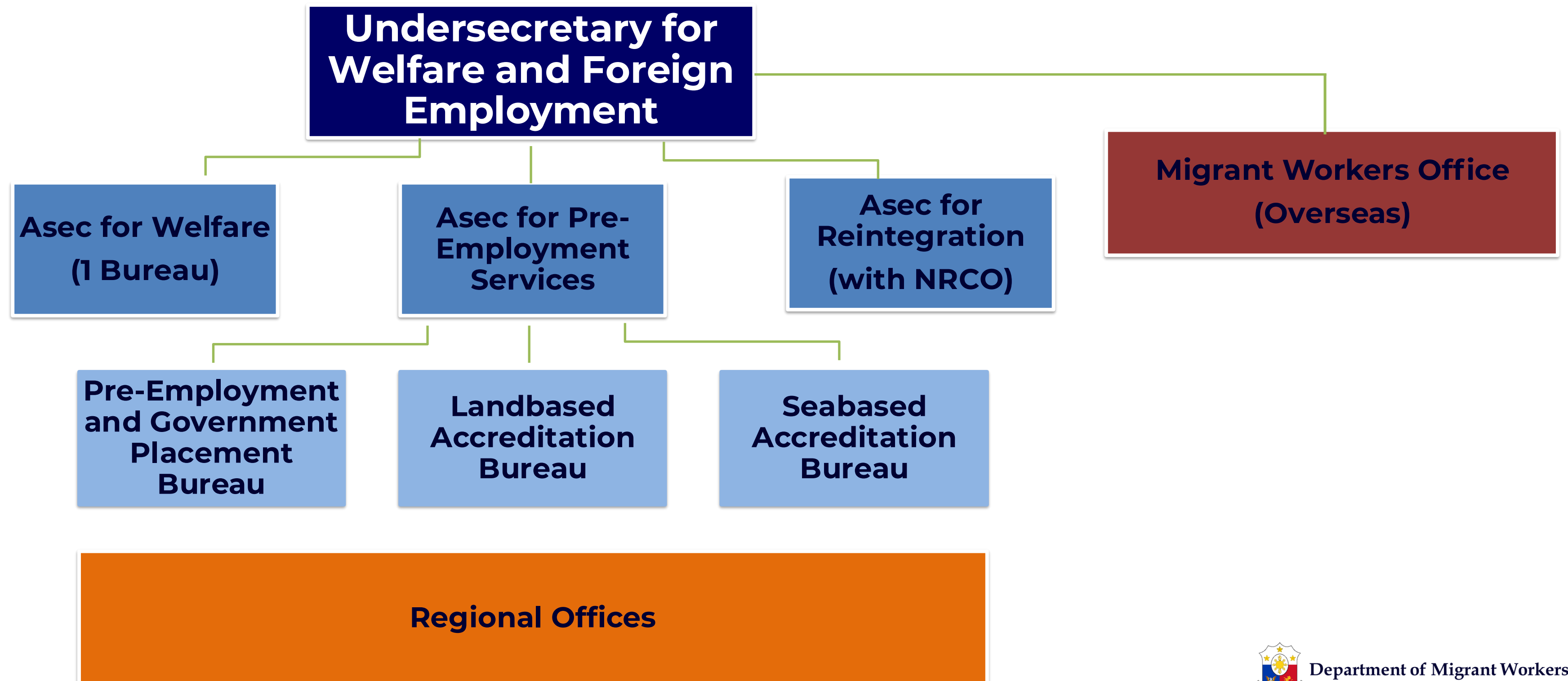


Overseas Filipino Worker
(OFWs)/ Seafarer



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The Foreign Employment and Welfare Services Cluster



Registration of Workers

1



eRegistration



- Creation of worker's individual account;
- Uploading of credentials;
- Accessing online Pre-Employment Orientation Seminar (PEOS)
- Issuance of PEOS Certificate;
- Issuance of a unique eRegistration Number (ERN)



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Verification of Documents of Foreign Principals

2



Employer/ Principal/Foreign Placement Agency hiring Filipino workers/seafarers



Special Power of Attorney (SPA); Master Employment Contract (MEC); Manpower Request (MR); and Commercial Registration (CR)



Submitted to the Embassy/ Consulate for Authentication Or the Migrant Workers Office overseas (*formerly called POLO*) for Verification



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Accreditation of Foreign Principals in Partnership with Private Recruitment Agencies in the Philippines

3

Philippine Embassy/Mission/ MWO



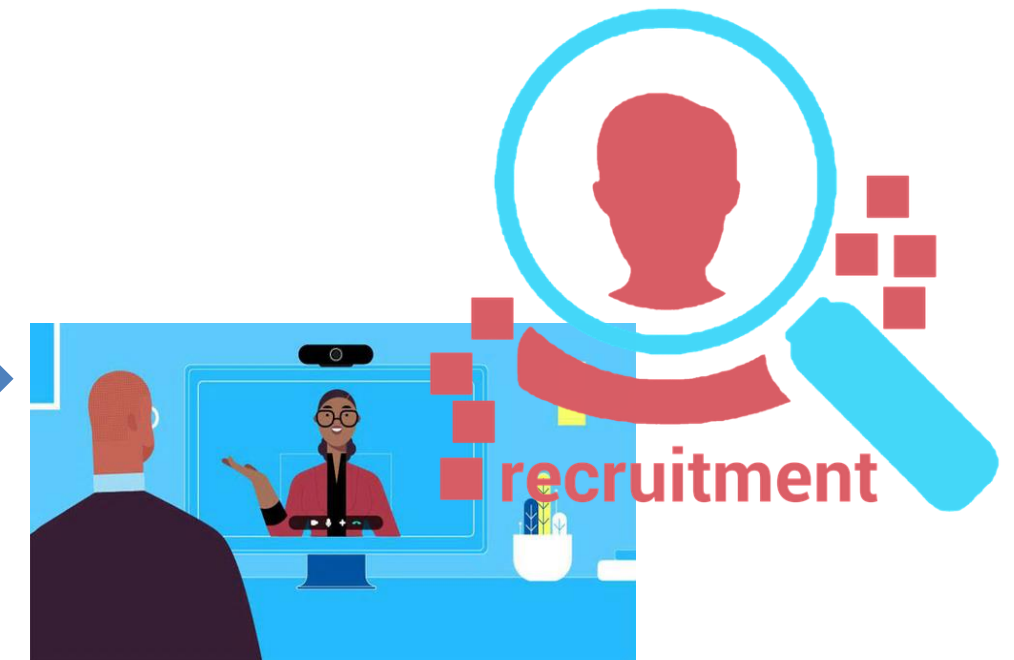
After Verification of Documents, the MWO or DMW accredits the foreign principal/ employer



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Accreditation Certificate is issued to PRA



PRA does recruitment/selection of Filipino workers for the principal/employer



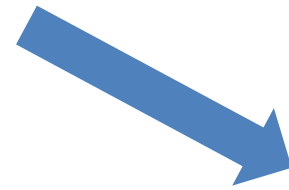
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Selection of Workers

4



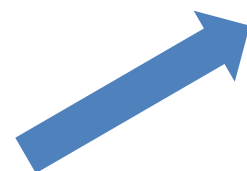
Employer/ Principal/Foreign
Placement Agency hiring Filipino
workers/seafarers



Personal or online
interview (via video call)
by the employer or by the
PRA/LMA



Philippine Recruitment/ Manning
Agency
(PRA/LMA)



Qualified Applicant
is Selected and Employer
Applies for Visa of Worker/Seafarer



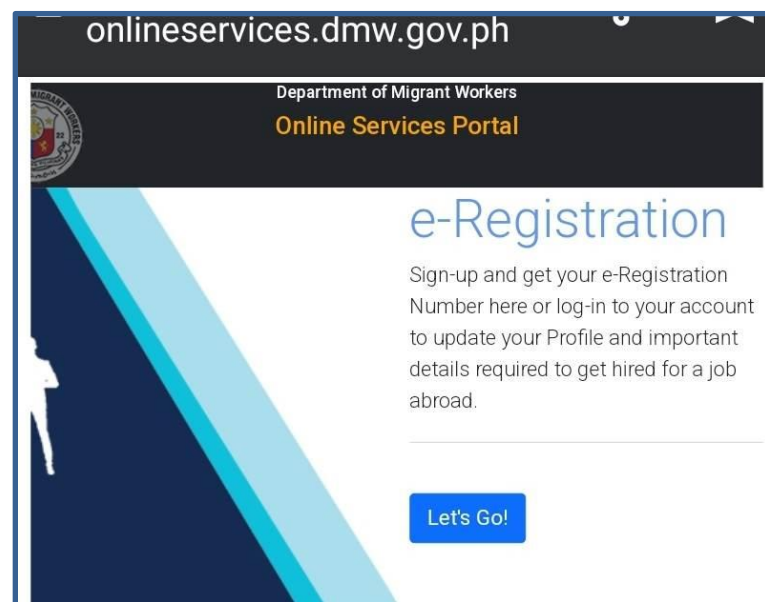
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Worker Documentation at DMW

5.1 Online Processing System for Skilled Workers

Recruitment agency

- accesses available job order in the system;
- uploads contract into the system; and
- processes the worker documentation



Job applicant

- creates eRegistration account with the DMW;
- undergoes pre-employment orientations;
- uploads credentials

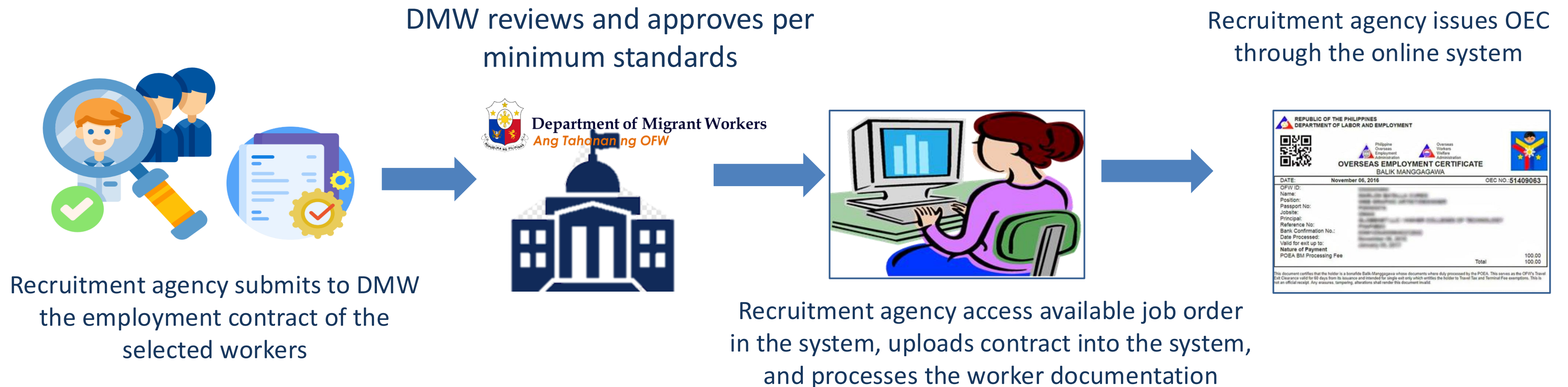
Recruitment agency issues OEC through the online system



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Worker Documentation at DMW

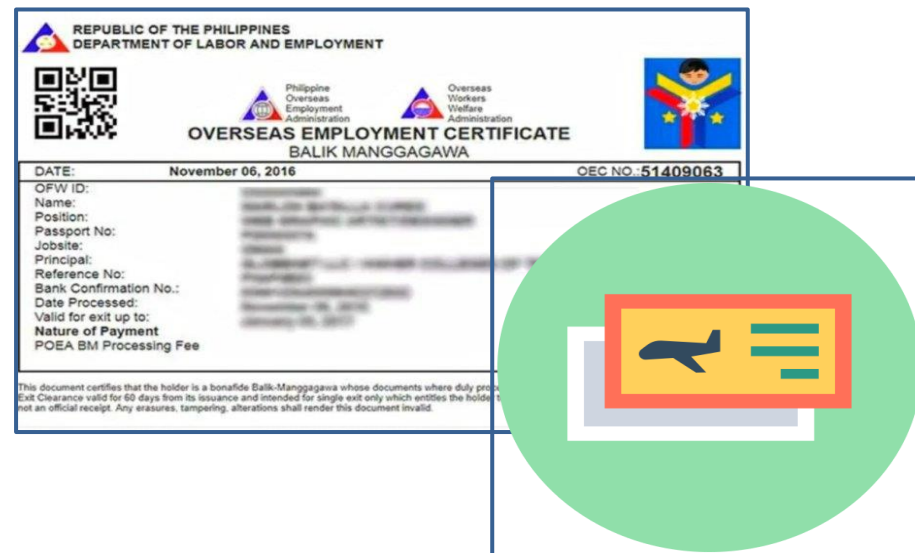
5.2 Reviewed Contracts + Online Processing System for Vulnerable Workers



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Deployment/ Exit of Workers

6



OFW Pass/ OEC /E-receipt presented by the worker/seafarer to the Bureau of Immigration at the airport before departure



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Post-Deployment (Monitoring of Workers Onsite)

7 Deployed Filipino workers/ seafarer are monitored by the Philippine Embassy/Mission, MWO/OWWA and PRA/LMA





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