

Employment Contracts

DOCUMENTARY REQUIREMENTS

1. Recruitment agreement between the principal (employer or placement agency) and the Philippine agency (*the list of licensed Philippine recruitment agencies can be seen at www.poea.gov.ph*);
2. Job order indicating the positions, the number of positions required and salary per position;
3. Copy of the principal's valid commercial registration or business license, including information on business activities, number of years in operation and volume/size of current labor force;
4. Master employment contract written in English and German language signed on all pages by the principal's authorized signatory;
5. Copy of National/Residence ID of the principal's authorized signatory; and
6. Letter providing the name of the principal's authorized signatory together with his/her specimen signature.

ADDITIONAL REQUIREMENTS if the principal is a placement agency representing the employer

7. Copy of valid commercial registration or business license of the employer;
8. Master employment contract written in English and German language, signed **jointly** on all pages by the authorized signatory of the agency **and** the employer;
9. Manpower request from the employer;
10. Service agreement between the agency and the employer;
11. Copy of National/Residence ID of the employer's authorized signatory; and
12. Letter providing the name of the employer's authorized signatory together with his/her specimen signature.

PROCEDURE

1. The principal shall send by email scanned copies of the above required documents to polo_gen_germany@dole.gov.ph for initial evaluation.
2. If the documents are found to be complete and in order, the Philippine Overseas Labor Office (POLO) will advise the principal to send the original/hard copy of said documents by mail/courier to the following address:

Philippine Overseas Labor Office
Philippine Mission to the United Nations
47 Avenue Blanc, 1202 Geneva
Tel: 004122 7161930
Attn: Jerome Gacula

3. The principal shall pay the following fees:

FOR INDIVIDUAL	FEES
POLO Verification Fee	CHF 10.00/document
<i>Recruitment agreement</i>	10.00
<i>Job order</i>	10.00
<i>Master employment contract</i>	10.00
Authentication fee (c/o PH Consulate Geneva)	25.00
TOTAL	CHF 55.00
FOR GROUP	
POLO Verification Fee	CHF 30.00/document
<i>Recruitment agreement</i>	30.00
<i>Job order</i>	30.00
<i>Master employment contract</i>	30.00
Authentication fee (c/o PH Consulate Geneva)	25.00
TOTAL	CHF 115.00

**Corresponding official receipts will be issued*

Payment shall be remitted/transferred to:

Universal Bank of Switzerland (UBS)

Acct. No.: **0279 00168084.02Y**

IBAN: **CH58 0027 9279 1680 8402 Y**

4. The principal shall attach the proof of deposit, including a self-addressed and stamped envelope for registered mail to the documents referred to in the preceding no. 2.

If you need additional information, you may call Jerome Gacula at tel. no. Tel: 004122 7161930.