



**PHILIPPINE CONSULATE GENERAL
(LABOUR OFFICE)
VANCOUVER**

NAME HIRING SYSTEM

(For Overseas Filipino Workers bound to Alberta, British Columbia, Yukon, North West Territory & Saskatchewan)

A. DOCUMENTS (2 COPIES EACH)	
Valid Labor Market Impact Assessment (LMIA) with Annex & Annex B or Approval of Application to the Provincial Nominee Program / Certificate of Nomination	
Employment Contract	Duly signed and dated by the Employer in all pages. The worker may sign it in the Philippines when he/she submits the document to POEA
Addendum to the Employment Contract (downloadable form)	Duly signed and dated by the Employer in all pages. The worker may sign it in the Philippines when he/she submits the document to POEA - one (1) original and one (1) photocopy
Visa	Copy of the visa of the worker as stamped in the passport
ID of Employer	Photo copy of any government issued ID with picture and signature
Business License of Employer	Copy of business license (for worker other than a Live-in Caregiver)
Saskatchewan Immigrant Nominee Program – Confirmation Letter <i>(for Provincial Nominee)</i> Certificate of Registration issued by ECON <i>(for Saskatchewan employers)</i> Certified true copy of Business or Commercial Registration	
B. FILING	
Personal or Walk-in	Immediate verification. Incomplete documents will not be accepted.
	If filed by third party representative, authorization letter from employer
	Employer must submit the documents to Philippine Overseas Labour Office for verification, Suite 611 - 999 Canada Place, Vancouver. The verified documents will then be submitted to Philippine Consulate General for authentication, Suite 660 - 999 Canada Place, Vancouver.
	Can pay in cash, postal money order or bank draft
Mail	Include Canada Post pre-paid express post envelop
	First-come-first served
	Incomplete documents will be returned without verification using the pre-paid express post envelop
C. APPLICABLE FEES	
	Verification – CAD\$11.50
	Authentication – CAD\$33.75
	Thru Mail – we only accept postal money order or bank draft. Separate payments for the following: 1) Verification - Philippine Overseas Labor Office or POLO 2) Authentication - Philippine Consulate General
D. CONTACT INFORMATION	
	Philippine Overseas Labour Office (POLO) Suite 611 – World Trade Centre Complex 999 Canada Place, Vancouver, BC V6C 3E1 Telephone: 604-641-1234; Hotline : 604-767-3354 Email: polo.vancouver@yahoo.ca Website : vancouverpcg.org