



**PHILIPPINE OVERSEAS LABOR OFFICE**  
Rome, Italy

Ticket No. \_\_\_\_\_  
OR No. \_\_\_\_\_  
Date: \_\_\_\_\_

**CHECKLIST FOR VERIFICATION**  
**(Accreditation of FOREIGN RECRUITMENT AGENCY)**

<input type="checkbox"/>	<b>Recruitment Agreement/Service Agreement</b> Between Principal and Philippine Recruitment Agency (PRA)
<input type="checkbox"/>	<b>Special Power of Attorney</b> Authorizing PRA to act for and behalf of the Employer
<input type="checkbox"/>	<b>Job Order/Manpower Request</b> <b>Directed to PRA</b> indicating number of positions required and salary per position
<input type="checkbox"/>	<b>Job Order/Manpower Request</b> <b>By Direct Employer/s to FRA</b> indicating number of positions required and salary per position
<input type="checkbox"/>	<b>Signed Master Employment Contract</b> Signed by Employer/Authorized Signatory on all pages
<input type="checkbox"/>	Valid PRA License <input type="checkbox"/> IDs of PRA Representative <input type="checkbox"/> PRA Signatory Card
<input type="checkbox"/>	<b>Business License or Commercial Registration of FRA</b> If not in English, a notarized English Translation must be provided
<input type="checkbox"/>	<b>License to Operate as an Employment Agency</b> From Host Country
<input type="checkbox"/>	<b>Joint Affidavit of Undertaking</b>
<input type="checkbox"/>	<b>IDs of Authorized Signatory of FRA</b>
<input type="checkbox"/>	<b>List of names and addresses of clients and their Service Contracts</b> For Staffing/Outsourcing companies acting as Employer of workers

<b>PRINCIPAL:</b>	
<b>FRA:</b>	
<b>PRA:</b>	
<input type="checkbox"/>	Payment
<input type="checkbox"/>	Interview
<input type="checkbox"/>	Ocular Inspection

**REMARKS**

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