



**PHILIPPINE OVERSEAS LABOR OFFICE**  
Rome, Italy

Ticket No. \_\_\_\_\_

OR No. \_\_\_\_\_

Date: \_\_\_\_\_

**CHECKLIST FOR VERIFICATION**  
**(Accreditation of EMPLOYERS - Regular)**

**Documents to be verified**

- Recruitment Agreement/Service Agreement  
Between Principal and Philippine Recruitment Agency (PRA)
- Special Power of Attorney  
Authorizing PRA to act for and behalf of the Employer
- Job Order/Manpower Request  
Directed to PRA indicating number of positions required and salary per position
- Signed Master Employment Contract  
Signed by Employer/Authorized Signatory on all pages

**Supporting Documents**

- Business License or Commercial Registration  
If not in English, a notarized English Translation must be provided
- Employer Profile  
Business Activities, Number of years in operation, Labor force volume
- Undertaking (template found on [www.polorome.com/requirements](http://www.polorome.com/requirements))
- IDs of Employer/Authorized Signatory  
If Authorized Signatory, submit Authority by Company/Board
- Proof of Financial Capacity
- Valid PRA License
- IDs of PRA Representative
- PRA Signatory Card
- Contingency Plan

**EMPLOYER/COMPANY:**

**PRA:**

- Payment
- Interview
- Ocular Inspection

**REMARKS**

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