



PHILIPPINE OVERSEAS LABOR OFFICE

Rome, Italy

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

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

PRINCIPAL:	
PRA:	
<input type="checkbox"/> Payment	OR NO. : _____
<input type="checkbox"/> Interview	Date : _____
<input type="checkbox"/> Ocular Inspection First time employers with requests of more than 10 employees	Date : _____

REMARKS

Date Verified: _____