



PHILIPPINE OVERSEAS LABOR OFFICE
Rome, Italy

Ticket No. _____

OR No. _____

Date: _____

CHECKLIST FOR VERIFICATION
(Verification of EXEMPTED EMPLOYERS – Direct Hire HSW)

- Letter Request for Ban on Direct Hire Exemption addressed to POEA Administrator
- Signed Employment Contract (template found on www.polorome.com/requirements)
- Work Permit/ Entry Permit/ Note Verbale
- Worker's Passport
- Employer Information Sheet (template found on www.polorome.com/requirements)
- Undertaking (template found on www.polorome.com/requirements)
- IDs of Employer

EMPLOYER:

WORKER:

- Payment
- Interview

REMARKS
