

Subnet Recruitment Training and Assessment Services Inc.

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POEA License: 021-LB-071212-PL

Hiring Filipino Personnel: — Why — How — Legalities

A 2 page document

Terms used in this document:

POEA = Philippines Overseas Employment Administration — A Philippine Government Agency in Manila

OFW = Overseas Filipino Worker

Why Hire Skilled Filipino Personnel?

You probably understand the benefits already but here are a few of the main reasons that our major clients hire Skilled Filipino Personnel - OFW from Subnet.

1. To give you a beneficial edge over your business competition especially in a tight financial market.
2. To easily source large or small quantity of highly skilled staff in a demanding labor market with local skills shortages.
3. To gain a long term, hard working, skilled and loyal workforce at extremely competitive pay scales.

How to Hire Skilled Filipino Personnel:

All OFW must have an Exit Clearance from The POEA before they can work abroad. Without this it is extremely likely that they will be turned back at Manila immigration and not be able to leave the Philippines or even arrive at your workplace at all. Subnet is a licensed POEA agency with POEA licence number 021-LB-071212-PL. Subnet obtain all OFW Exit Clearance and all other paperwork that is required by OFW that we may supply to clients.

Your Company and All other overseas companies wishing to hire Filipino workers must be accredited and registered by the POEA before any OFW will be allowed an exit clearance from the Philippines to travel to work for your company. Subnet being an accredited licensed POEA recruitment agency will streamline that accreditation for your company.

Only agencies holding a POEA license are legally allowed to recruit OFW for clients.

Accreditation of Your Company

If your company is not already accredited with the POEA then the first time you hire OFW will entail some initial accreditation paperwork and will take slightly longer than all hiring after accreditation.

For this reason if you are considering hiring OFW then you should let us get your company accredited with the POEA immediately with Subnet as your Agency.

To become Accredited and Hire OFW:

Please read the accreditation process and documentation list on the next page.

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Please download the accreditation forms from our web site or ask us to email them to you where we can also give you contact address in your country to start easy processing.

Accreditation Process: Hiring Filipino Personnel - OFW

Required Documentation List and Description

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Your Company and All other overseas companies wishing to hire Filipino workers must be accredited by the POEA before a worker will be allowed an exit clearance to travel overseas to work for your company.

The accreditation process requires certain documentation to be completed and filed with the POEA. We will prefill these docs for you to help streamline. There are 5 documents to be processed, the list and explanation follows.

1. **Recruitment Agreement:** This is an agreement between your company and Subnet stating terms to allow us to recruit OFW for you.
2. **Manpower Request (Job Order)** This is a request from your company to Subnet for specific personnel their job description etc. Must be on your letterhead.
3. **Special Power of Attorney:** This gives us legal permission to issue employment contracts between your company and the OFW' s you hire before they leave the Philippines.
4. **Master Employment Contract:** This is the master employment contract between your company and any OFW
5. **Your Company Registration.** This is a notarised true copy of your companies registration as a business in your country.

We will make all this easy for you.

You will have received from us just 1 accreditation form.

By completing that 1 form and returning to us we will fill in all the 5 Documents above and send them to you prefilled.

The documents can then be checked by your company. You will then have them authorised by the Philippines Embassy, Labour Attaché etc. in the country of your business and you wish OFW to work for you.

We will instruct you on where to deliver the docs within your country.

Our clients usually allow 2 days for this using DHL or courier. We will send you the address and contact to deal with in your country. After authorisation you may DHL the said documents to us and we will process your company accreditation with POEA Philippines.

After accreditation — 1 or 2 days we can start sourcing personnel immediately.

Wish to move ahead?

Please fill in the single form we sent you and return to us asap. **Subnet Recruitment Training and Assessment Services Inc.** Unit 7 ABC, Cyber One Building, Eastwood, QC1100, Manila, Philippines Tel: + 63 (0) 2-706-04-13

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