Embassy of the Republic of the Philippines

MIGRANT WORKERS OFFICE

Tokyo, Japan

**CHECKLIST OF REQUIREMENTS FOR VERIFICATION OF EMPLOYMENT CONTRACT REQUESTING FOR EXEMPTION FROM THE**

**BAN ON DIRECT HIRE**

**(PROFESSIONAL/SKILLED WORKERS)**

**EMPLOYMENT DETAILS**

1. Application Form – (use the prescribe template) (<https://polotokyo.dole.gov.ph/direct-hire-skilled-professionals/>)
2. Original Standard Employment Contract (use the prescribe template)
3. List of Duties & Responsibilities of the worker and List of Criteria/Qualifications Required for the position (use the prescribe template)

4 Salary Breakdown (use the prescribe template)

1. OFW Mandatory Insurance policy or certificate
2. Copy of valid visa or Certificate of Eligibility (COE)

**EMPLOYEE DETAILS**

6 Copy of passport valid of the worker for at least six (6) months from the date of intended departure

7 Detailed curriculum vitae/resume of the employee with signature

8 Professional Regulation Commission (PRC) license or TESDA National Certificate, if any

9 Certified true copy of college diploma and Transcript of Records issued by the University/College

10 Employment certificates issued to the employee from his/her previous employers

11 Notarized statements on how the worker secured his/her employment

**COMPANY DETAILS**

12 Company Registration (Tokibo Tohoun) for **corporation**.

 Business Permit and Tax certificate for **sole proprietor**

 Original must be submitted (Japanese) with English translation bearing the name, signature and/or inkan of the translator

13 Copy of passport/any valid government-issued ID of the Employer English translation bearing the name, signature and/or inkan of the translator