

POEA Overseas Employment Certificate Processing

PHASE 1 Requirements:

- Passport
- Visa
- Company Profile, Business license/commercial registration of the employer
- POLO verified contract
- POLO endorsement letter
- Notarized statement on how you secured the job + Notarized statement authenticity of documents - [Templates here](#)
- COE, Diploma, Transcript, CV (Must be together in one PDF)

PHASE 2 Requirements

- E-Registration Account (print registration form from your online account)
- Compliance Form (if necessary) - POEA will email you if this is required from you DHCclearances@poea.gov.ph
- Valid Medical Certificate from DOH-accredited medical clinic authorized to conduct medical exam for OFWs <https://www.poea.gov.ph/clinic/1.pdf>
- Proof of certificate of insurance coverage
- PEOS Certificate - <https://peos.poea.gov.ph> (You can get this while still on Phase 1 - no payment or docs needed)
- PDOS Certificate issued by OWWA - email owwa_poeasatoffice@yahoo.com to schedule an online online PDOS.
- POEA Clearance - Posted here <https://www.poea.gov.ph/dhclearance/directhires.html>

Sa day po ng appointment:

- Bring all original documents
- Bring 1 set photocopy of all documents
- Notarized direct hire declaration (plus photocopy)
- Payment is Php 6710 (exact amount needed)