

The Philippine Department of Migrant Workers (DMW) enforces a strict policy mandating that no foreign hiring company (principal or employer) can legally recruit or deploy Filipino workers without securing official accreditation.

1. Mandatory Proof of Legitimate Existence

To initiate accreditation, a foreign employer must submit valid, official business license or commercial registration documents issued by the appropriate government authority in their home country.

These documents must include:

- English Translation: If the original business registration document is in a foreign language, an officially certified English translation is strictly required.
- Company Profiles & History: For a new principal/employer to qualify for accreditation, they must generally provide proof of active operations for a specific period (often at least one year) to confirm that they are an established, stable business entity.

2. Dual-Layer Verification and Authentication

The Philippine Department of Migrant Workers requires proof of authenticity through two layers:

Migrant Workers Office (MWO) Verification

- Documents must first be submitted to and verified by the relevant Migrant Workers Office (MWO) (formerly POLO) that holds jurisdiction over the country where the jobsite is located. The MWO checks the documents to ensure the employer is real and legally compliant.

Authentication / Consularization

- Vital documents, such as the Special Power of Attorney (SPA) and Recruitment Agreements linking the foreign employer to a licensed Philippine partner, must be consularized or authenticated by the Philippine Embassy or competent consular office in that host country

3. Non-Transferability and Local Partnership Rules

Tied to a Licensed Partner:

- Foreign companies cannot recruit independently. They must partner with a DMW-licensed Philippine Recruitment Agency (PRA)

The Single-Agency Link

- The business registration and accreditation are strictly tied to the designated Philippine agency partner. If a foreign company switches its partner agency in the Philippines, the accreditation does not transfer automatically; a separate process must be initiated.

4. Updating Business Registration Changes

The DMW maintains strict oversight throughout the entire validity period of the accreditation (which generally lasts up to 4 years for land-based employers). If a foreign company undergoes any changes in its business particulars—such as a change in the legal business name, change of authorized corporate signatories, or major updates to the commercial registration—the employer is strictly required to append the updated Business License/Company Registration to their partner agency to update their records with the DMW. Failure to provide updated registration details can lead to the suspension or cancellation of hiring privileges.