



Republic of the Philippines  
**Department of Migrant Workers**

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**BAGONG PILIPINAS**

**ADVISORY NO. 35**  
Series of 2024

**EXTENSION OF THE ATTESTATION AND PROVISIONAL ACCREDITATION OF EXISTING OR PROSPECTIVE LANDBASED PRINCIPALS / EMPLOYERS IN JOBSITES UNDER THE JURISDICTION OF MWO-BUDAPEST, HUNGARY**

The public is hereby informed that the Accreditation Support Desk (ASD) of the Land-based Accreditation Bureau continues to accept applications for attestation and grant of provisional accreditation to existing or prospective employers or principals with jobsites in Hungary, Bosnia and Herzegovina, Bulgaria, Republic of Montenegro, Romania, Republic of Serbia and Republic of Moldova (collectively referred to as "Cluster A," in Memorandum Circular No. 3, Series of 2024) until such time that MWO-Budapest is fully operational, subject to the following guidelines:

**I. Formal and documentary requirements**

Licensed Recruitment Agencies (LRAs) are required to submit their letter- request for Attestation and Provisional Initial Accreditation, Provisional Additional Job Order or Provisional Renewal of Accreditation of their partner principals or employers at the ASD-LAB. The said letter addressed to LAB Director IV, along with two (2) sets of original copies of the following documentary requirements should be contained in purple/ violet colored folder.:

**I.A. Initial Provisional Accreditation**

1. Recruitment Agreement or Special Power of Attorney;
2. Job Order or Manpower Request indicating the positions, number of positions required and net salary per position;
3. Master Employment Contract signed on all pages by the principal or his/her authorized representative;
4. Valid commercial registration and business license of the principal issued and authenticated by the Chamber of Commerce or relevant government office; and
5. Contingency Plan, as may be applicable

***Additional Requirements***

**For Foreign Placement Agencies**

1. Business license or valid commercial registration of the direct employer;
2. Master Employment Contract from the employer, signed jointly in all pages by the FPA and the actual employer or authorized representative;
3. Manpower Request from the employer;

DEPARTMENT OF MIGRANT WORKERS

Administrative Service  
General Services Division

**RECEIVED**

By: RICHIE M. GUEVARRA

Date: November 14, 2024 Time: 11:10 A.M.

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4. Service Agreement between FPA and the client/employer;
5. Video footages /images of the establishment; and
6. Undertaking by the FPA/Employers to monitor the employment of Overseas Filipino Workers and to submit a report of significant incidents relative thereto.

#### **For Staffing Company**

1. List of names and address of the clients;
2. Manpower Request from the clients; and
3. Service Agreement between the company and its clients.

### **I.B. Additional Provisional Job Orders**

The Job Order or Manpower Request indicating the positions, number of positions required, the currency and net salary offer per position.

#### **For Foreign Placement Agencies**

1. Manpower Request indicating the positions, number of positions required and net salary per position;
2. For those with new direct employers:
  - 2.1. Service Agreement between the FPA and the DE;
  - 2.2. Master Employment Contract signed on all pages by the direct employer or his/her authorized representative; and
  - 2.3. Business license or valid commercial registration of the direct employer.

#### **For Staffing Company**

1. Manpower Request indicating the positions, number of positions required and net salary per position;
2. For those with new clients:
  - 2.1. Service Agreement between the Staffing Company and the Client: and
  - 2.2. List of names and address of the clients.

### **I.C. Renewal of Accreditation**

1. Letter requests from the principal and partner licensed recruitment agency for its renewal.
2. Reconfirmed Recruitment Agreement (RA) indicating its new validity under the same terms and conditions.
3. New set of documents or previously approved documents for Initial Registration

If there are changes particularly in their arrangement or category, an updated RA must be submitted. In case of changes in the business particulars of the principal/employer i.e. change in business name, authorized signatory/representative, documentary proof of the same must also be appended to the letter request, along with an updated Business License/Company Registration.

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## II. Process

1. Once the documents are in order, the LRAs will have to coordinate with the Office of the Director for Land-based Accreditation Bureau for the scheduling of hybrid or virtual screening interview with the authorized representatives of both the foreign employer and the recruitment agency for purposes of provisional accreditation.
2. Issuance of Provisional Accreditation Certificate by the Assistant Secretary and provisional registration thereof in the DMW Land-based Accreditation Database.
3. The Certificate of Provisional Accreditation as well as the job orders approved until such time that MWO-Budapest is fully operational will be valid for a period of six (6) months only without extension unless sooner revoked for serious ground provided under the DMW Rules and Regulations; or duly endorsed for upgrading by the concerned MWO.
4. Transmittal of the list and Provisional Accreditation documents to the MWO or Labor Office in Budapest for monitoring.

## III. Other Conditions

1. Provisionally accredited employers will also be allowed a **maximum of fifty (50) Job orders during the provisional period.**
2. No initial provisional accreditation of principals/employers hiring domestic workers and cancellation/transfer of said accreditation will be allowed. Such requests should be addressed to the MWO-Budapest once it is fully operational.
3. For Foreign Placement Agencies (FPA)/Staffing Company, new clients will only be allowed to have a maximum of fifty (50) job orders each. Direct employers/clients with existing record prior to MC No. 03, series of 2024, are not covered by the maximum of fifty (50) job orders, but the validity remains at six (6) months for both cases.

The requirements, processes and conditions outlined in the Advisory are retroactive to September 15, 2024 and will remain in force until further notice.

  
**HANS LEO J. CACDAC**  
Secretary

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