**VERIFICATION SHEET**

VARIOUS SKILLS CATEGORY

|  |  |
| --- | --- |
| **NAME OF COMPANY** |  |
| **NAME OF AGENCY** |  |
| **DATE REVIEWED** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| New Principal |  | New PRA Accre - \_\_\_\_\_ |  |
| Additional Job Order |  | Renewal of Accreditation |  |

Owner Appeared:

Company Representative:

Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHECKLIST OF REQUIREMENTS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **STAMP with COMPANY LOGO/SEAL AND SIGN IN ALL PAGES** |  | 1. Request Letter with appropriate authorization letter for company worker |  |
| **Must Be Chambered** | 1. Job Order/Manpower Request   *Provide job description when required* |  |
| 1. Recruitment Agreement |  |
| 1. Master Employment Contract |  |
| **Translated to English** | 1. Valid Commercial Registration |  |
| 1. Valid Commercial Activity License |  |
| 1. Proof of Visa/Enjaz/QIWA |  |
| 1. Copy of Employer’s ID/Passport |  |
| 1. Motor Vehicle Insurance   *(for companies hiring driver categories)* |  |
| 1. Location Map *(Google-generated)* and Saudi National Address of the Worksite |  |
|  | 1. Affidavit of Undertaking to monitor OFWs |  |
|  | 1. **Colored** Picture of Worksite and Accommodation of Filipino Workers |  |

**NOTE:** ONLY **OWNER, HR MANAGER**, or **COMPANY REPRESENTATIVE/ GOVERNMENT RELATIONS OFFICER** SHALL BE ALLOWED TO APPEAR/TRANSACT with MWO-ERO FOR JOB ORDER SUBMISSION OF COMPANIES/ESTABLISHMENTS**.**

-----------------------------------------------------------------------------------------------------------------------------------------------------------

**CLIENT INFORMATION:**

|  |  |  |
| --- | --- | --- |
| **Received On:** | **Returned to Client On:** | **Processed On:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| NAME: |  |
| EMAIL ADDRESS: |  |
| MOBILE NUMBER: |  |

For inquiries, please email us at [poloero2021suport@gmail.com](about:blank).