

HOW TO HIRE A FILIPINO WORKER

1. An Employer desiring to hire workers for household/technical/professional skills from the Philippines would need to submit the following documents to the Philippine Overseas Labor Office (POLO) for review and/or approval:
 - Original Employment Contract ([see Philippine Standard Employment Contract](#))
 - Must reflect the minimum employment terms under the Swiss and Philippine laws. If employer uses its own contract, repatriation (par. 12) and termination (par. 14) clauses of Philippine contract must be included.
 - Must be in English and duly signed on all pages by the employer/sponsor (preferably in blue ink)
 - Copy of Commercial registration/business license of employer (if industry/establishment)
 - Copy of Passport of employer/authorized representative (data page) who is the signatory to the contract
 - Copy of National/Residence ID/Legitimation Card of employer/authorized representative (if available)
 - Copy of Passport of Employee
 - Copy of Visa (if available) or Visa approval of Employee
 - Self-addressed and stamped envelope, if application is sent by mail
2. OPTIONAL: The employer may wish to send by email scanned copies of the requested documents at labor.pmg@gmail.com for initial evaluation. The POLO would notify the employer if the documents are complete and in order.
3. The employer shall submit the documents in person or by regular/registered mail to the following address:

**Office of the Labor Attaché
Philippine Mission to the United Nations
47 Avenue Blanc, 1202 Geneva
Tel: (4122) 7161930**

4. The **Verification fee** is **CHF 10.00**. Payment must be made in cash and an official receipt will be issued.
5. Verification of document(s) by the POLO takes at least 1-2 days from the receipt of documents, if complete and in order.
6. After verification, contracts covered by the Cantons of Geneva and Vaud should be authenticated by the Consular Office in Geneva, the rest of the cantons will be covered by the Philippine Embassy in Bern; **Authentication fee** is **CHF25.00**.