

**CHECKLIST FOR VERIFICATION
(Principal / Employer)**

<input type="checkbox"/> Recruitment Agreement Between Principal and Philippine Recruitment Agency (PRA)
<input type="checkbox"/> Special Power of Attorney
<input type="checkbox"/> Job Order Directed to PRA indicating number of positions required and salary per position
<input type="checkbox"/> Master Employment Contract signed on all pages by the Employer
<input type="checkbox"/> Valid POEA License of Philippine Recruitment Agency(PRA)
<input type="checkbox"/> Valid identification of PRA representative of Principal/Employer
<input type="checkbox"/> Business License or Commercial Registration If not in English, a notarized English Translation must be provided
<input type="checkbox"/> Valid identification of Employer/Authorized Signatory If Authorized Signatory, submit Authority by Company/Board
<input type="checkbox"/> Employer Profile Business Activities, Number of years in operation, Labor force volume
<input type="checkbox"/> Undertaking
<input type="checkbox"/> Contingency Plan

<input type="checkbox"/> Payment	OR NO. : _____
<input type="checkbox"/> Interview	Date : _____
<input type="checkbox"/> Ocular Inspection First time employers with requests of more than 10 employees	Date : _____

REMARKS
