



Checklist of Requirements for Initial Accreditation with the Department of Migrant Workers (DMW)

Important: Documents must be apostilled and verified by the Migrant Workers Office (MWO) at the Philippine Embassy or Consulate.

Required Documents:

- ☐ *Manpower Request
- ☐ *Recruitment Agreement
- ☐ *Standard Employment Contract (signed by the employer on every page)
- ☐ *Special Power of Attorney (for principals in Cook Islands)
- ☐ *Affidavit of Undertaking
- ☐ *Contingency Plan
- ☐ Valid Business or Commercial License of the Principal/Employer
- ☐ Valid ID of the Authorized Company Representative
- ☐ Visa/Work permit or Letter of Visa Guarantee if permit is not yet available

*Standard templates for selected forms and documents will be provided by Rise Manpower Services.

Accreditation Process with Rise Manpower Services

1. Initial Coordination

- Provide complete company information required to initiate accreditation
- Upon receipt of complete details, Rise Manpower Services will prepare the necessary accreditation documents
- Discuss timeline and country-specific requirements

2. Document Preparation and Signing

- Review and complete all required documents, including:
 - i. Manpower Request
 - ii. Recruitment Agreement
 - iii. Standard Employment Contract
- Ensure all documents are signed by the company's authorized representative

3. Apostille of Documents

- Have all completed documents apostilled in your country



4. MWO Verification

- Submit apostilled documents to the Migrant Workers Office (MWO) at the Philippine Embassy/Consulate for verification
- Rise Manpower Services will assist in tracking and coordination

5. Submission to DMW

- Forward verified documents to Rise Manpower Services via courier
- Rise will facilitate submission to the Department of Migrant Workers (DMW)

6. Evaluation and Approval

- DMW will evaluate the application and Rise will provide updates on progress
- Additional documents may be requested if needed

7. Issuance of Accreditation Certificate

- Upon approval, a copy of the Certificate of Accreditation may be requested through Rise Manpower Services

ACCREDITATION PROCESS FLOWCHART

with the Department of Migrant Workers (DMW)

