



Embassy of the Philippines
PHILIPPINE OVERSEAS LABOR OFFICE
Doha, Qatar

**REQUIREMENTS FOR AGENCY (FPA) TO AGENCY (PRA) HIRING OF
HOUSEHOLD SERVICE WORKERS (HSWs)**

Instructions:

- Submit 1 set original and 1 set photocopy
- Use letter head or company logo

I. FOR NEW JOB ORDER

1. JOB ORDER/MANPOWER REQUEST (**Stamped by the Qatar Chamber of Commerce and the Ministry of Foreign Affairs.**)
Indicate the salary requirement of QAR 1,460.00 per month and other benefits due to the HSW. Please refer to the Salary Scale for other type of household workers.
2. SPECIAL POWER OF ATTORNEY (SPA) (**Stamped by the Qatar Chamber of Commerce and the Ministry of Foreign Affairs.**)
3. MODEL EMPLOYMENT CONTRACT (*Each page shall bear the Agency's stamp/seal and signed by the company's authorized representative based on it computer card.*)
4. LABOUR LICENSE OF THE FOREIGN PLACEMENT AGENCY (**Translated in English**)
5. CERTIFICATE OF GUARANTEE AND UNDERTAKING in hiring and deployment of HSWs
6. RECRUITMENT AGREEMENT
7. CONTINGENCY PLAN
8. COMMERCIAL REGISTRATION OF COMPANY (**Stamped by the Qatar Chamber of Commerce and the Ministry of Foreign Affairs and Translated in English**)
9. IMMIGRATION/COMPUTER CARD OF THE COMPANY (**Translated in English**)

II. FOR ADDITIONAL JOB ORDER

1. NEW JOB ORDER/MANPOWER REQUEST
2. COPY OF LAST APPROVED JOB ORDER
3. LIST OF ARRIVALS OF HSWs