



Checklist of Requirements for Initial Accreditation in the Department of Migrant Workers

Documents must be apostilled and verified by the Migrant Workers Office located in the Philippine Embassy or Consulate

Required Documents:

- Valid Business or Commercial License of the Principal/Employer
- ID of the Authorized Company Representative
- Manpower Request
- Recruitment Agreement
- Standard Employment Contract (signed by the employer on every page)
- Contingency Plan
- Letter of Visa Guarantee
- Special Power of Attorney (for principals in Cook Islands)

Steps for Accreditation with Rise Manpower Services:

1. Coordinate with Rise Manpower Services

- Provide all necessary information to Rise to start the accreditation process.
- Discuss the timeline and any additional requirements specific to your country.

2. Prepare and Sign the Documents

- Complete the Manpower Request, Recruitment Agreement, and Standard Employment Contract, etc.
- Ensure all documents are signed by the company's authorized representative.

3. Have the Documents Apostilled

- Submit the completed documents for apostille certification in your country.

4. Send Documents for Verification

- Forward the apostilled documents to the Migrant Workers Office (MWO) at the Philippine Embassy or Consulate for verification.
- Rise can assist in tracking and coordinating the verification process.

5. Submit Documents to DMW

- Once verified, send the documents to Rise Manpower Services.
- Rise will facilitate the accreditation in the Department of Migrant Workers.

6. Wait for Evaluation and Approval

- The DMW will review the application. Rise will keep you updated on the progress.
- Provide any additional documents if requested.

7. Request a Copy of the Accreditation Certificate

- Upon approval, a copy of the Certificate of Accreditation can be requested through Rise.

