



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
REGION VI

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Checklist of Requirements for Issuance of Authority to Recruit

NEW/ RENEWAL

- Letter request by the agency;
- Certification under oath by the agency or an agreement between the agency and the representative or a special power of attorney stipulating details of the proposed recruitment activities;
- NBI clearance and bio-data of the representative with one recent passport size picture;
- Certificate of no pending recruitment case; and
- Certificate of attendance to pre-application seminar.