



Republic of the Philippines

# Department of Migrant Workers

Blas F. Ople Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1550

Website: [www.dmw.gov.ph](http://www.dmw.gov.ph) | Email: [feedback@dmw.gov.ph](mailto:feedback@dmw.gov.ph) | Hotlines: 8722-1144, 8722-1159, 8724-3665, 8722-1163



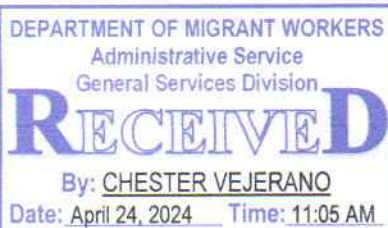
BAGONG PILIPINAS

## ADVISORY NO. 10 Series of 2024

### Interim Guidelines in the Documentation of OFWs under Canada's Immigration Programs/Systems

Supplemental to DMW Advisory No. 09, Series of 2024 (Documentation of Filipinos as OFWs under Canada's Immigration Programs and Systems), this Interim Guidelines is being issued to ensure the proper verification of documents and the processing of overseas Filipino workers (OFWs) bound for Canada.

1. **Objectives.** This Guidelines is likewise being issued for the following reasons:
  - a. Address the policy gaps in facilitating the deployment of OFWs to Canada to prevent illegal recruitment and trafficking in persons by unscrupulous persons, agents, or entities masquerading as training centers, visa consultancy, and other related services;
  - b. Provide a protective deployment mechanism or framework for OFWs;
  - c. Provide a monitoring and reporting mechanism to promote and protect the welfare and interests of OFWs, particularly those in the vulnerable sector;
  - d. Ensure a no-placement fee policy for low-skilled OFWs and compliance with the DMW rules on placement fees for skilled and professional OFWs;
  - e. Prohibit the intervention of agents or entities not licensed by the DMW in the deployment of OFWs;
  - f. Streamline the deployment process under ease of doing business; and
  - g. Provide social protection to OFWs.
  
2. **Coverage.** All affected Canada bound workers under the following programs: Atlantic Immigration Pilot (AIP), International Mobility Program such as Bridging Open Work Permit (exemption Code A75); Post Graduate Work Permit Program (PGWP, exemption code C43); Home Child Care Provider Pilot (HCCP) and Home Support Worker Pilot (HSWP) Programs under Administrative Code C90;



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By: DMW General Services Division on April 24, 2024



Open Work Permit for Vulnerable Workers (exemption code A72); and Religious work (exemption code C50) whose work visa/work permit was issued prior to the issuance of Advisory No. 09, Series of 2024 on 12 April 2024 and those whose work visa/work permit was issued after the issuance of the said Advisory on or before 31 May 2024.

3. *Process.* Subject to applicable provisions of the DMW Rules and Regulations governing the recruitment of landbased overseas workers, the aforementioned Canada-bound workers are advised to coordinate with the DMW Canada Focal Unit upon completion of the following:
  - 3.1 Create an E-registration account at [onlineservices.dmw.gov.ph](https://onlineservices.dmw.gov.ph) in order to secure their E-registration number (ERN); and
  - 3.2 Submit the copies of the following documents to the Canada Focal Unit (drop box) at the DMW Head Office, or email the following at: [canadafocal@dmw.gov.ph](mailto:canadafocal@dmw.gov.ph)
    - a. Copy of the e-registration
    - b. Work visa or work permit
    - c. Employment Contract or Employment Offer
    - d. Worker's Declaration/Undertaking stating that the submission of verified employment contract shall be complied with through email submission to the concerned DMW office within three (3) months upon their arrival in Canada.
    - e. A Sworn Statement by the worker providing explanation on how he/she was hired by his/her employer, including the expenses incurred in securing employment
    - f. Updated Resume/CV
    - g. Plane Ticket/Flight Booking
    - h. PDOS Certificate (conducted by OWWA)
    - i. CPDEP (for positions classified as domestic workers)
    - j. OWWA Membership Coverage
4. The Canada Focal Point Unit shall endorse the qualified OFWs to OWWA for the conduct of PDOS after evaluation of the documents submitted.
5. Special Exit Clearances (SEC) addressed to the Bureau of Immigration (BI) will be issued by the Department for qualified Canada bound workers.
6. The Canada Focal Unit shall provide the concerned MWO in Canada copies of the said SECs issued to these OFWs for monitoring.






Before the said window for interim special processing has expired, separate Guidelines shall be issued to cover the participants in the Home Child Care Provider Pilot (HCCPP) and Home Support Worker Pilot (HSWP). With respect to other positions or skills, starting June 01, 2024, they could either be processed through licensed recruitment agencies or direct hiring facility depending on the circumstance of recruitment and subject to existing rules and regulations of the Department. The list of recruitment agencies deploying OFWs to Canada can be searched or filtered by country through this link: <https://dmw.gov.ph/licensed-recruitment-agencies>.

Under DMW's existing rules and regulations, a "no placement fee policy" is being implemented for the processing of domestic workers regardless of destination. OFWs bound for Canada may wish to contact the Migrant Workers Protection Bureau at 8721-06-19 and at [airtipinfo@dmw.gov.ph](mailto:airtipinfo@dmw.gov.ph) for their concerns on documentary costs, as well as the illegal or exorbitant collection of fees being charged or collected by either licensed recruitment agencies or unregistered intermediaries or consultancy firms:

For the information and guidance of all concerned.

  
**HANS LEO J. CACDAC**  
Undersecretary and Officer-in-Charge

\_\_\_\_ April 2024

