



**EMBASSY OF THE PHILIPPINES IN ANKARA/PASUGUAN NG PILIPINAS SA ANKARA/
FİLİPİNLER CUMHURİYETİ BÜYÜKELÇİLİĞİ
AND THE PHILIPPINE OVERSEAS LABOR OFFICE**

Requirements, Procedures and Fees for the AUTHENTICATION and VERIFICATION of EMPLOYMENT CONTRACTS

Step 1- PHILIPPINE EMBASSY SENDS THE REQUIRED FORMS FOR THE EMPLOYERS TO ACCOMPLISH

The Philippine Embassy sends requirements to the Employers in accordance with the following categories:

Category 1: Workers classified under Balik Manggagawa program (professionals/skilled workers or household service workers who are in Turkey with valid and previous work permits and returning to the same employer; if the worker is in the Philippines, with valid and previous work permits and returning to the same employer);

Category 2: Domestic Workers classified under POEA's MC5 (domestic workers directly hired by individual employers; with valid work permit with first-time employers; and required to be processed by Philippine Recruitment Agencies); and

Category 3: Domestic workers classified under POEA MC8 (workers hired by diplomats, international organizations, and high ranking government officials with the rank of at least a Deputy Minister).

Please see attached documentary requirements for every category.

Step 2 - PHILIPPINE OVERSEAS LABOR OFFICE (POLO) LEBANON REVIEWS THE SCANNED COPIES OF DOCUMENTS SENT BY EMPLOYERS

The Employer sends scanned copies of accomplished documents for review of POLO Lebanon via pololebanon@yahoo.com or pe.turkeylabor@yahoo.com, copy furnished the Philippine Embassy at philemb.consular@gmail.com. POLO Lebanon sends an email, copy furnished the Embassy, if the documents are complete for authentication in Turkey.

Step 3 - AUTHENTICATION IN TURKEY

Important! The Standard Employment Contract with Employer's Undertaking and Contingency Plan (document nos. 1-3) must be notarized by a local Turkish notary; stamped with an apostille in the Governor's office where the site of employment is located; and signed by an authentication officer of Consular Affairs Office of the Turkish Ministry of Foreign Affairs.

Step 4 - THE PHILIPPINE EMBASSY'S AUTHENTICATION

The Philippine Embassy authenticates the signature of the Consular Officer of the Turkish Foreign Ministry and attaches all documents with a red ribbon and seal of the Embassy. The Employer pays an **authentication fee of USD25** to the Philippine Embassy in Ankara, Turkey and receives the authenticated documents, either personally or arranges courier service to pick up the document from the Philippine Embassy. Processing is within one day/1 günlük işlem).

Step 5 - PHILIPPINE OVERSEAS LABOR OFFICE (POLO)-LEBANON'S VERIFICATION OF DOCUMENTS

The Employer has two (2) options:

1. If the Labor Attache is onsite in Turkey, submit the original set of documents and one set of photocopies of the documents during her work schedule in the Philippine Embassy in Ankara or during the consular missions in Istanbul;
2. If the Labor Attache is not in her scheduled visit to Turkey, the Employer sends the original set of documents and one set of photocopies of the documents to the Philippine Overseas Labor Office (POLO), W Building, Rue Mar Gerles Street, Hadath, Baabda, Lebanon, telephone/fax no. +961-595-3523; hotline: +961 7117 8241.

The Employer will arrange for the delivery of the documents via courier from Turkey to Lebanon and, after POLO's verification, arrange for a global airway bill that will return the documents from POLO Lebanon to the employer in Turkey .

Payment of Fees to the Philippine Overseas Labor Office (POLO). The Employer pays the amount of:

- 10USD for workers classified under Category 1 Balik Manggagawa program;
- 40USD for workers classified under Category 2 POEA MC5; and
- 40USD for workers classified under Category 3 POEA MC8.

Important! / Önemli!

- Please prepare two (2) sets of documents (one set of originals and one set of photocopies). Incomplete documents sent via courier or local mail and documents that have not been translated to the English language shall not be processed. Kindly be available for personal interview if requested by the Embassy Officer or POLO.

Note /Not

- The Embassy does not deal with Turkish intermediaries or agents. Intermediaries merely facilitate the job match between prospective employers and employees and can only charge fees from the Employers, never from the Employees. Turkish intermediaries also have a limited role and liability vis-a-vis the workers. Absolute liability rests with the Employers.
- The Embassy partners with the International Organization of Migration, the Ministry of Labour and Social Security, and the Ministry of Interior (Directorate General for Migration Management) of the Government of the Republic of Turkey in the fight against human trafficking. Employers found using traffickers in recruiting Filipino citizens shall be dealt with according to law. The Embassy reserves the right to accept or reject applications for authentication and verification of Employment Contracts. Requirements, procedures and fees may change without prior notice. The Consular Officer may refuse to sign any document if it is inimical to the interest of the Republic of the Philippines.

Embassy of the Philippines

Kazim Ozalp Mahallesi, Kumkapi Sokak no. 36, Gazi Osman Pasa, Cankaya 06700 Ankara, Turkey

Telephone nos. (+90) (312) 4423824 / 4423827 local 112, 114 and 115; Consular Direct Line: (+90) (312) 4423826

Email: ankara.pe@dfa.gov.ph, philemb.consular@gmail.com; Website: www.ankarape.dfa.gov.ph

Annex A: Documentary Requirements for the AUTHENTICATION and VERIFICATION of EMPLOYMENT CONTRACTS

Category 1: Workers classified under Balik Manggagawa program (professionals/skilled workers or household service workers who are in Turkey with valid and previous work permits and returning to the same employer; if the worker is in the Philippines, with valid and previous work permits and returning to the same employer);

Category 2: Domestic Workers classified under POEA's MC5 (domestic workers directly hired by individual employers; with valid work permit with first-time employers; and required to be processed by Philippine Recruitment Agencies); and

Category 3: Domestic workers classified under POEA MC8 (workers hired by diplomats, international organizations, and high ranking government officials with the rank of at least a Deputy Minister).

General Documentary Requirements

Submit documents nos. 1 to 3 for authentication by the Ministry of Foreign Affairs¹

1. Standard Employment Contract stating the employee's MINIMUM NET ENTRY LEVEL MONTHLY SALARY of at least US\$800 or 5000TL; the Philippine Recruitment Agency (for MC5 workers only) and the employee's site of employment. All pages of the employment contract must be signed by both the employer and the Filipino employee;
2. Affidavit of undertaking of the employer;
3. Contingency plan signed by the employer;
4. Copy of Worker's passport valid for at least 6 months; *and*
5. Copy of Employer's valid passport with at least 6 month's validity and/or other valid government-issued IDs with photograph and signature of Employer.

Category 1: Additional Requirements for Balik Manggagawa workers (For Professionals/Skilled workers and domestic workers):

6. Balik Manggagawa Information Sheet;
7. Copy of workers previous and valid/existing work permits; and
8. Certificate of employment with salary;

Category 2: Additional Requirements for Household Service Workers classified under POEA's MC5:

9. Valid work permit with first-time employee;
10. Original copy of the formal recruitment arrangement between the Individual Direct Employer and the designated Philippine Recruitment Agency (PRA) to deploy a domestic worker to be signed by both the employer and the PRA² representative;
11. Employer's profile with complete address and contact information and name and number of persons in the household;
12. Proof of financial capacity to employ and pay wages (if employer is a company employee, certification of salary or net take home pay; if employer is a company, company registration);
13. Certificate from Police that the employer or any of the immediate family members have no criminal record and has not been implicated in any case of abuse (English language); and
14. Copy of PRA's valid license.

Category 3: Domestic workers classified under POEA MC8 (workers hired by diplomats, international organizations, and high ranking government officials at least at the level of a Deputy Minister).

Phase 1:

15. Valid work permit;
16. Proof of mandatory personal life and accident insurance from a POEA-accredited insurance company;
17. TESDA National Certificate (NC II) for Domestic Workers/ Worker's Certificate of attendance to the required TESDA Pre-Departure Orientation Seminar and language accreditation/briefing;
18. Notarized statement on how the worker secured his/her employment with the Employer, with a copy of the employer's passport/ID and contact details;

Note: POLO Lebanon will attach an endorsement letter to POEA upon submission of General Requirements and POEA MC8 Phase 1 documents and send the whole set to the worker. The worker will then be requested to accomplish or secure Phase 2 documents to be submitted to POEA.

Phase 2:

19. Valid Medical Certificate from POEA of DOH-accredited medical clinic authorized to conduct medical exams for OFWs;
20. Pre-Employment Orientation Seminar Certificate (PEOS) by accredited POEA agency;
21. Pre-Departure Orientation Seminar Certificate issued by OWWA;
22. Comprehensive Pre-Departure Education Program (CPDEP) Certificate issued by OWWA; and
23. POEA Clearance.

¹ Please contact the Ministry of Foreign Affairs - www.mfa.gov.tr - for the requirements for authentication. The Ministry of Foreign Affairs of Turkey is located at Dr. Sadık Ahmet Cad. No:8 Balgat / ANKARA - TURKEY. 06100. Phone: +90 312 248 73 27

² *Updated List of POEA Licensed/Accredited Recruitment Agencies in the Philippine can be found at www.poea.gov.ph/cgi-bin/aglist.asp / POAE tarafından tanınan lisanslı acentaları ilgili adresten bulabilirsiniz.