



القنصلية العامة الفلبينية  
Consulate General of the Philippines  
**Philippine Overseas Labor Office (POLO)-Jeddah**  
مكتب العمالة الفلبينية في الخار

Date: November 6, 2022

**ADVISORY: ALL SAUDI RECRUITMENT AGENCIES IN JEDDAH  
AND WESTERN REGION**

APPLICATION FOR **WHITELISTING** (as per POEA MC. 18, S 2022)

**WHITELISTING**- refers to the mechanism that determines the entities that will be allowed to participate in the recruitment and deployment of Filipino domestic workers and workers with vulnerable skill set to the KSA. The process shall be guided by the following criteria:

- Compliance with recruitment laws, rules and regulations;
- Practice of fair and ethical recruitment and business standards;
- Provisions of responsive welfare and allied services for OFWs;
- Provisions of superior terms and conditions of work; and
- Employment of gender-responsive staff, structure, and policies

For SRAs who intends to be assessed for their inclusion in the Whitelist shall submit to **POLO-JEDDAH and the WESTERN REGION** the following documents:

- Letter of Intent;
- Clearance from the POEA Adjudication Office;
- Clearance from the POEA Welfare and Employment Office; and
- Undertaking (**must be chambered**) by the sole proprietor, the managing partner, or the President of the Corporation (*pls see content of the Undertaking in POEA MC. No. 18, s.2022*)

Filing Procedures:

- SRAs in Jeddah, KSA and the Western Regions shall submit to POLO-Jeddah Verification Unit all their application for Whitelisting;
- Application period shall be on the **first two(2) weeks of every quarter**. POLO-Jeddah will start accepting applications' for whitelisting from **13 November to 24 November 2022**, and on **1-12 January 2023, 2-13 April 2023, 2-13 July 2023 and 1-12 October 2023**.
- POLO-Jeddah will evaluate the applications as to the completeness and authenticity of documentary submission. If incomplete application shall be returned without prejudices to its re-filing.
- Upon finding that the documentary requirements submitted are incomplete or needs further compliance, the application shall be returned to the applicant without prejudice to its re-filing; and.
- POLO-Jeddah shall endorse the list of applicants (those with completed documentary requirements) to the Department of Migrant Workers (DMW) for final approval and inclusions in the whitelist.

**Note:** Once SRA has been included in the Whitelist, they can now proceed in submitting the accreditation documents and job orders.

For your information.

Thank you very much.



**ROEL B. MARTIN**  
Labor Attaché



# Checklist of Requirements for Saudi Recruitment Agencies

(in compliance with POEA Memorandum Circular No. 16 and 18, series of 2022)

## Accreditation Requirements:

### New Accreditation/Renewal of Accreditation

1. Letter Request addressed to the Labor Attaché
2. Job Order (**Attested from Chamber of Commerce**)
3. Recruitment Agreement or Special Powers of Attorney (RA/SPA), and copy of valid ID of authorized signatories to the RA/SPA (**Attested from Chamber of Commerce**)
4. Master Employment Contract (**Attested from Chamber of Commerce**)
5. Valid Business Registration /Commercial Registration (translated to English)
6. Valid Private Recruitment License Office Permit (translated in English)
7. Affidavit of Undertaking to monitor the employment of OFWs and to submit a report of significant incidents concerning the OFWs
8. Undertaking that the SRA will comply with the Hiring of Filipino Welfare Desk Officers and Counsellors (WEDO), for those who do not have WEDO.  
For initial accreditation, a three-month grace period is given for SRAs to hire their WEDO. Hiring of WEDO must be prescribe to the guidelines set forth under POEA Memorandum Circular No. 19, series of 2022
9. POLO's Clearance Certificate
10. Colored Pictures of Accommodation
11. Other Requirements as may be deemed necessary by POLO

### Second PRA Accreditation

Requirements in addition to the listed for new/renewal

1. POLO's Clearance Certificate
2. Deployment Report from POEA ICT (at least JOO domestic workers were newly-hired)
3. Affidavit of Undertaking for Dual Accreditation

### SRAs with Valid Accreditation

1. Letter Request addressed to the Labor Attaché
2. Job Order
3. POLO's Clearance Certificate

### Third PRA Accreditation

1. Requirements in addition to the listed for new/renewal of accreditation
2. POLO's Clearance Certificate
3. Deployment Report from POEA ICT (at least 200 domestic workers were newly-hired)
4. Affidavit of Undertaking for Multiple Accreditation
5. Certificate of 0 Pending Case from POEA Adjudication Office
6. Hiring of 2nd Filipino Welfare Desk Officers and Counsellors (WEDO)

**Note:** The third accreditation will only be considered after one year from the second accreditation

