



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
SINGAPORE

MIGRANT WORKERS OFFICE


**ADVISORY No. 01**  
**Series of 2024**

The Migrant Workers Office in Singapore hereby notifies all accredited Foreign Recruitment Agencies (FRAs) that effective 26 February 2024 submissions for New Deployment, the following documents will be required for contract verification:

1. Original copy of the employment contract, duly signed by both the employer and the representative of the FRA.
2. Original copy of the Employer and FRA's Undertaking.
3. Clear copy of the bio-data page of the worker's passport, including the signature page.
4. Clear copy of the employer's identification document.
5. Employee's copy of the In-Principle Approval (IPA) with an annotation stating "**CERTIFIED TRUE COPY OF THE MOM RECORD**" duly signed by the FRA's licensee/ key appointment holder/ director or any authorized representative.

Furthermore, the MWO will verify if the submitted copy of the IPA matches the details approved by the MOM. Any agency found to have submitted tampered documents will face a suspension of its documentary processing for a period of sixty (60) days. Additionally, the agency will be recommended for the cancellation of its accreditation and appropriate action shall be undertaken on the criminal aspect of the offense.

For strict compliance and guidance.

  
**ATTY. EDUARD C. FERRER**  
*Assistant Labor Attaché*  
*Officer-In-Charge*



23 FEB 2024