



# PHILIPPINE OVERSEAS LABOR OFFICE OFFICE OF THE LABOUR ATTACHÉ

EMBASSY OF THE PHILIPPINES  
Tokyo, Japan

TO : ALL JAPANESE COMPANIES INTENDING TO HIRE  
HIGHLY-SKILLED/PROFESSIONAL WORKERS

## ADVISORY

### APPLICATION FOR DIRECT HIRE EXEMPTION FOR HIGHLY-SKILLED/PROFESSIONAL OFWs

**Effective immediately**, the following shall be observed when applying for **DIRECT HIRE EXEMPTION FOR HIGHLY-SKILLED/PROFESSIONAL OVERSEAS FILIPINO WORKERS**:

**STEP 1:** Employer shall submit the documentary requirements to POLO Tokyo as listed at the website. (<https://polotokyo.dole.gov.ph/direct-hire-skilled-professionals/>)

**STEP 2:** After POLO Tokyo's verification, employer shall apply for Certificate of Eligibility (COE) at the Japanese immigration office.

**STEP 3:** Employee to apply for Japanese visa at the Japanese Embassy in Manila, Philippines.

**STEP 4:** Employee to submit complete documentary requirements to POEA for Direct Hire Exemption.

**STEP 5:** Employee to present Overseas Employment Certificate (OEC) from POEA and valid working visa to airport officials to legally exit the Philippines.

Attached is the infographic for guidance of all concerned.

  
**MARIE ROSE C. ESCALADA**  
Labor Attaché 

10 August 2018

5-15-5 Roppongi, Minato-ku, Tokyo 106-8537 Tels. (03) 6441-0428/0478/0959  
Fax (03) 6441-3436 Email: polotokyo@gmail.com  
Website: [www.polotokyo.dole.gov.ph](http://www.polotokyo.dole.gov.ph)

# PROCESS ON DIRECT HIRING FOR HIGHLY SKILLED / PROFESSIONALS



NOTE: POLO TRANSACTION (EVALUATION, INTERVIEW AND VERIFICATION)  
SHALL BE DONE FIRST BEFORE APPLYING FOR A CERTIFICATE OF ELIGIBILITY  
AT THE JAPANESE IMMIGRATION OFFICE



**STEP 1: SUBMIT DOCUMENTARY  
REQUIREMENTS TO POLO**

*(<https://polotokyo.dole.gov.ph/direct-hire-skilled-professionals/>)*



**STEP 2: APPLY FOR CERTIFICATE OF  
ELIGIBILITY AT THE JAPANESE  
IMMIGRATION OFFICE**



**STEP 3: APPLY FOR JAPANESE  
VISA AT THE JAPANESE EMBASSY  
IN THE PHILIPPINES**



**STEP 4: SUBMIT  
COMPLETE  
REQUIREMENTS TO POEA**



**STEP 5: PRESENT  
OEC AND VISA TO  
EXIT PH**

SOURCE: <http://polotokyo.dole.gov.ph/direct-hire-skilled-professionals/>

CREATED BY: POLO Tokyo, August 2018