



ADVISORY NO. 12
Series of 2026

TO : ALL CONCERNED

SUBJECT : Clarification on the Accreditation by Migrant Workers Offices (MWOs) and Attestation at the Central Office (CO)

The Department hereby reiterates that Migrant Workers Offices (MWOs) shall process applications for accreditation of existing or prospective employers/principals with jobsites located in countries under their primary or concurrent jurisdiction. For reference, please see the attached list of foreign service posts and their respective jurisdictions, as designated under Department of Foreign Affairs (DFA) Department Order No. 2025-015; and the MWO directory at www.dmw.gov.ph.

Pursuant to Section 103, Rule I, Part III of the 2023 DMW Land-based Rules and Regulations, and in observance of Ease of Doing Business (EODB), the following guidelines shall apply:

1. Accreditation Process through MWOs

All accreditation documents must be verified by the concerned MWO. Upon complete verification, the MWO shall issue the corresponding Accreditation Certificate, in accordance with Section 104 of the 2023 DMW Rules and Regulations Governing the Recruitment and Employment of Landbased Workers.

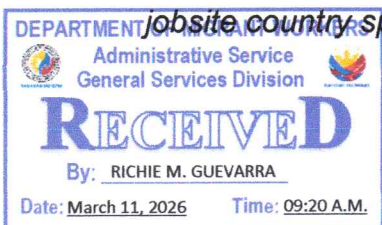
2. Processing in the Absence of an MWO

In the absence of an MWO in the jobsite country, the required documents must be either:

- Apostilled by the appropriate authority, or
- If not apostilled, authenticated by the Philippine Embassy or Consulate with jurisdiction over the jobsite country.

In either case, the apostilled or authenticated documents shall be forwarded to the Department's Landbased Accreditation Bureau (LAB) at the Central Office for the issuance of the Accreditation Certificate.

Note: If the documents are already apostilled, further acknowledgment by the Philippine Embassy or Consulate shall no longer be required, unless the laws of the jobsite country specifically require additional legalization or authentication.



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3. Accreditation through Attestation at the Central Office (CO)

If an MWO or a Philippine Embassy or Consulate exists in the jobsite country, or exercises concurrent or oversight jurisdiction over such country, the Central Office (CO), through the Land-Based Accreditation Bureau (LAB), may process the attestation and issue the corresponding Accreditation Certificate in exceptional circumstances, provided that both the employer/principal and the licensed recruitment agency are physically present in the Philippines and no application for accreditation has been initiated with any MWO.

For purposes of this Advisory, *exceptional circumstances* may include situations where the employer/principal and the licensed recruitment agency are both physically present in the Philippines, urgent recruitment timelines necessitate immediate processing, or logistical constraints prevent the timely processing of the application by the concerned MWO.

In such cases, the concerned MWO shall be duly informed and properly coordinated with regarding the application processed at the CO.

However, if an application has already been initiated with the MWO having jurisdiction over the jobsite country, the processing and issuance of the Accreditation Certificate shall be handled exclusively by such MWO. In such instances, the CO shall defer to the jurisdiction of the concerned MWO to avoid duplication of processing.

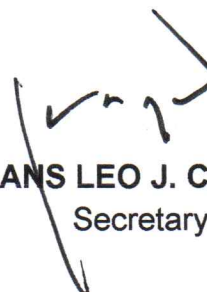
4. Countries with No MWO or Embassy/Consulate Presence

In countries where neither an MWO nor a Philippine Embassy or Consulate is present, the employer/principal may submit accreditation documents directly to the Department for attestation and issuance of the corresponding Accreditation Certificate, subject to the guarantees under Section 4 of RA 8042, as amended by Republic Act No. 10022.

For attestation purposes, the required documents must be submitted at least fourteen (14) working days prior to the scheduled attestation to allow for pre-evaluation and virtual screening. The physical presence of both parties during the attestation shall be required.

Applicable attestation fees shall be collected, subject to the approval of the Secretary and in accordance with the guidelines issued by the Department of Finance and other relevant oversight government agencies.

This Advisory is issued for the guidance and compliance of all concerned.


HANS LEO J. CACDAC
Secretary

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