



Republic of the Philippines
PUBLIC EMPLOYMENT SERVICE OFFICE
Provincial Capitol Building
5600 Kalibo, Aklan
Tel. No. (036) 262-4587/Telefax No. (036) 268-3202
E-mail: peso@aklan.gov.ph

LIST OF REQUIREMENTS FOR SPECIAL RECRUITMENT AUTHORITY (SRA) TO BE CONDUCTED IN AKLAN

1. Letter of Intent addressed to the Governor:

GOV. CARLITO S. MARQUEZ
Provincial Governor
Province of Aklan

ATTENTION TO: MS. VIVIAN RUIZ-SOLANO
Provincial PESO Manager
Public Employment Service Office

BEFORE APPROVAL OF SRA:

2. Company Profile
3. Agency License issued by the POEA
4. Affidavit of Undertaking issued by the POEA
5. Valid Job Orders accredited by the POEA and verified by the Labor Attache' of the country from which the Job Order emanates
6. Appointment Letter approved by the POEA for the authorized representative of the agency
7. Acknowledgment Form
8. Terminal Report
9. Deployment Report
10. Flyers/Posters, Radio/TV Commercials Must be Proofread by the undersigned Before Approval, and Distribution, Posting or Advertising

Approved:

Sgd. **MS. VIVIAN RUIZ-SOLANO**
Provincial PESO Manager

Noted:

Sgd. **GOV. CARLITO S. MARQUEZ**
Provincial Governor