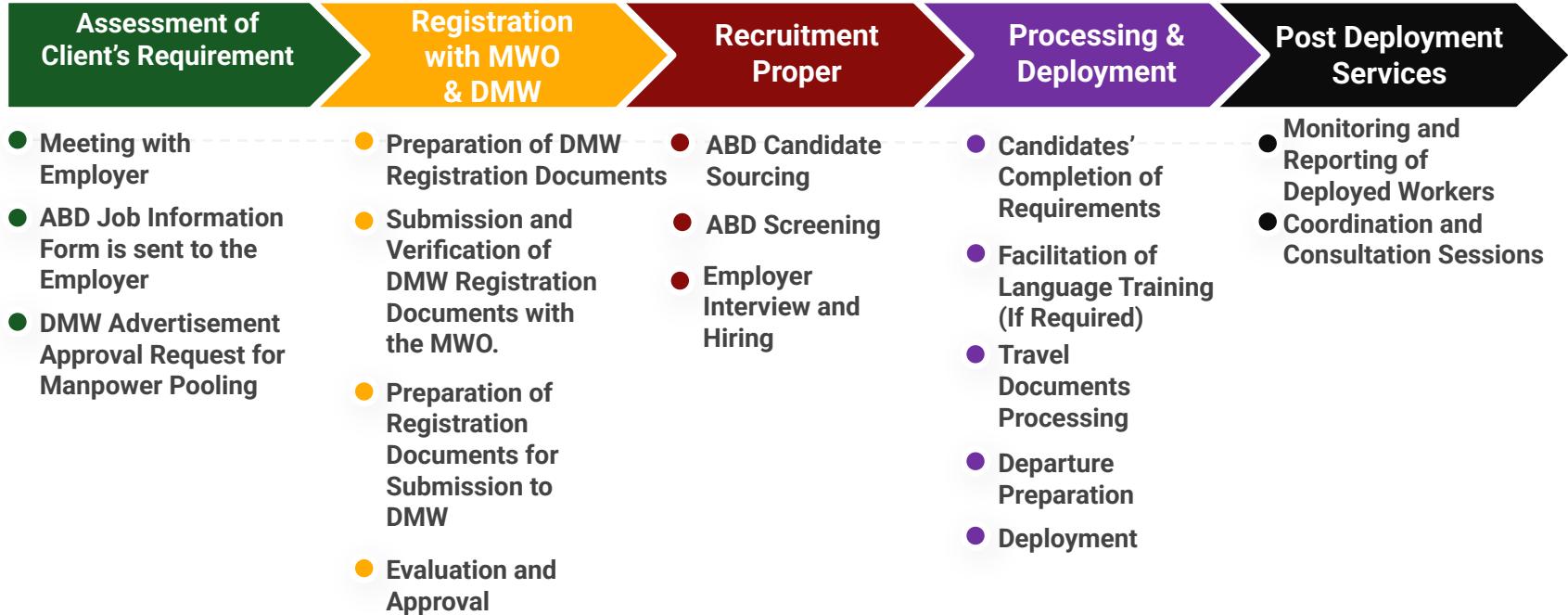




# Recruitment Process Flow



# Assessment of Client's Manpower Requirement

- Before the start of any project, ABD Overseas Manpower assesses the Employer's manpower requirements.
  1. ABD sets a meeting with the Employer to discuss the requirements of the project.
  2. **ABD Job Information Form is sent to the Employer**  
Information on Manpower Requirements, Quantity, Terms of Employment, Job Description, Hiring Criteria, and Target Deployment Schedule must be provided by the Employer to ABD.
  3. **Advertisement Request for Manpower Pooling**  
Once Recruitment Targets are set and confirmed by the Employer and ABD, ABD will request the Department of Migrant Workers' Permission to Advertise the Employer's Requirements in advance for ABD to get a head start in Advertising the Manpower Requirements of the Employer.
    - \* *Advanced Advertising is allowed if approved by the Department of Migrant Workers.*
    - \* *Recruitment Activities(Interviews, Hiring, Processing Etc.) are not allowed until the Department of Migrant Workers Accreditation of the Employer is Approved.*

# Registration with the Migrant Workers Office and the Department of Migrant Workers

## Philippine Government Offices involved in the process:



**DMW = Department of Migrant Workers**

(New Department in Charge of Overseas Employment Regulation)



**MWO = Migrant Workers Office (In Country of Employment)**

(Formerly Philippine Overseas Labor Office)

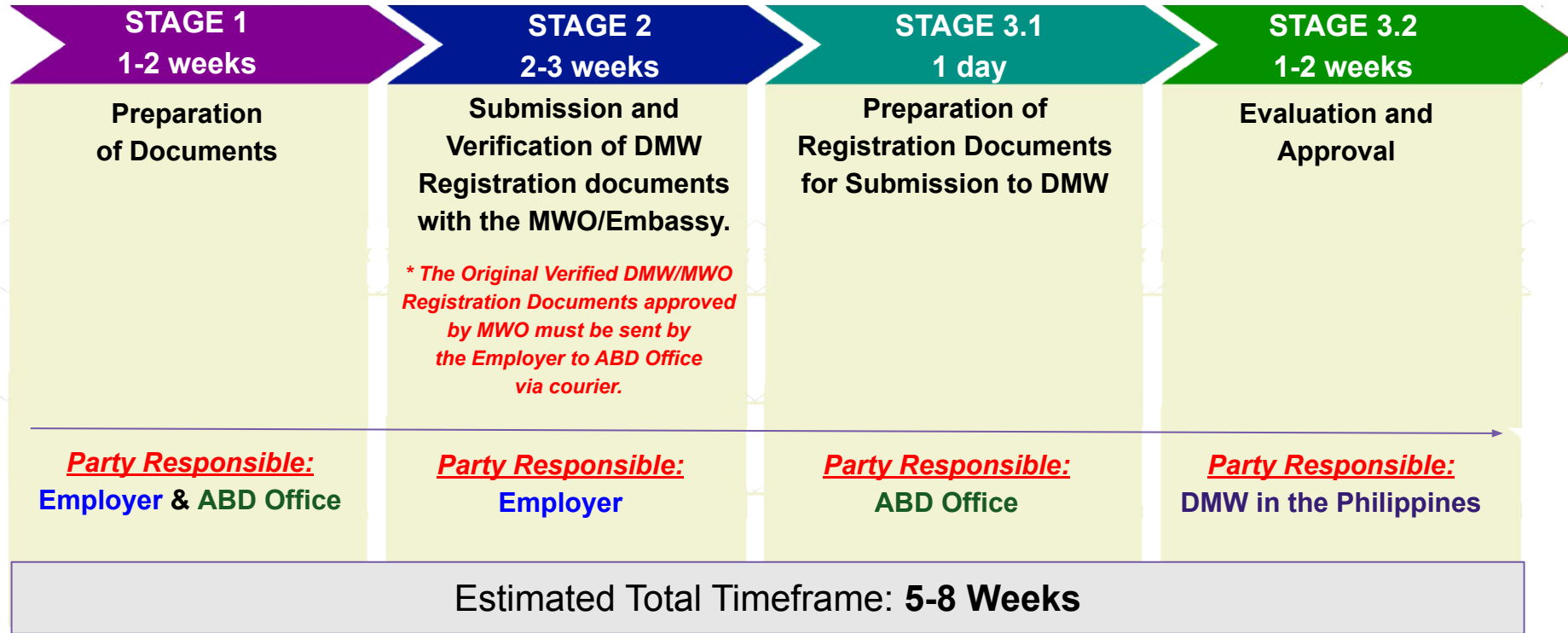
**ABD will provide the Employer with the Checklist of DMW and MWO Registration Requirements together with the drafts/samples of the required documents and instructions.**

**ABD will assist the Employer with MWO/DMW Notice of Deficiencies and provide recommendations on how to proceed with compliance items.**

**ABD will provide guidance and support on the DMW Registration Process from Document Preparation until the DMW Registration of the Employer is Approved.**

# Registration with Migrant Workers Office and the Department of Migrant Workers

## Process Timeline: Registration Process with MWO and DMW



*\* Once the company's DMW Registration has been approved, ABD and the Employer may start recruiting and hiring workers, and the ABD Office can start processing the Worker's Exit Requirements (Visa, OEC, PDOS, Etc.).*

# Recruitment Proper

- **ABD Candidate Sourcing (ABD)**

1. Advertising Job Openings on Social Media Platforms, Job Posting Sites, Newspapers and Other Traditional Media.
2. Partner Referrals / Word of Mouth Referrals of Happy Deployed Workers
3. Walk-in Applications
4. Special Recruitment Activities / Job Fairs (Private and Government)
5. Universities, Vocational & Technical Schools

- **ABD Screening (ABD)**

- Assessment of Candidates' Physical Attributes and Fitness (For Labor Intensive Work)
- Verification on Authenticity of Candidates' Application Documents
- ABD Interviews Candidates on Family, Background, Employment History, Skills and Reasons why worker is considering working overseas.
- Evaluation of Communication Skills
- Verification of Educational / Training Background and Employment History
- Screening of Candidates against the Employer's Hiring Criteria on the ABD Job Information Form

# Recruitment Proper

- **Employer Interview and Hiring (EMPLOYER & ABD)**

- ABD will provide list of workers that have passed the ABD Screening Process.
- Employers conducts the Final Interview/s with candidates.
- Facilitation of Company Internal Examinations (If Any)
- Final selection is made by the employer

# Processing & Deployment

- **Candidates' Completion of Requirements (Candidates with ABD Guidance)**
  - ABD provides the workers the list of processing requirements and guides the workers in their preparations for the application process with the DMW, Relevant Embassy and Other Relevant Government Offices.
- **Facilitation of Language Training (If Applicable / ABD)**
  - ABD monitors the Language Training of the Selected Workers and provide updates on the progress and results.
- **Travel Documents Processing (ABD)**
  - Once All Worker's Processing Requirements & Trainings are complete, ABD will process the OEC / OFW Exit Pass, DMW Contract, Visa (If Applicable) and Other Required Philippine Travel Documents.
- **Departure Preparation (ABD / EMPLOYER)**
  - ABD will coordinate the deployment details with the Employer.
  - ABD will provide the workers with the Required Travel Documents and provide final briefing to candidates.
- **Deployment (ABD / Candidates)**
  - ABD Liaison Officer will meet candidates at the airport, give final instructions if any and take photos of candidates. ABD will send the photo to the Employer.

# ABD Post Deployment Services

- **Monitoring and Reporting of Deployed Workers**

DMW OFW Welfare Monitoring System

- **Coordination and Consultation Sessions**

For both Worker and Employer in cases when the Philippine agency needs to help address or resolve work-related issues in the overseas jobsite.

**Recruitment  
at its finest**

