



UG 24 & 25 Cityland Pioneer Condominium
128 Pioneer Street, Highway Hills, Mandaluyong City, 1550 Philippines
Telephone (632) 638.1981-82 Fax (632)6381984

HUMAN RESOURCE RECRUITMENT PROPOSAL

1st Northern International Placement, Inc. (NIPI) is a POEA-licensed recruitment agency committed to the pursuit of being the preferred option for professional and skilled manpower supply and management services. Since 2005, NIPI has maintained its exemplary and ethical standards of practice. Through the years, NIPI has maintained its reputation as the unparalleled provider of superior customer service, with a steadfast attention to the uniqueness of each and every client and candidate, and an unmatched dedication to establishing the best match between job seeker and employer. Included herein is a brief description of the overseas recruitment procedures as well as a flowchart of the steps necessary to process workers for overseas employment.

Preparation of Requirements for Philippine Embassy Processing

Prior to the submission of an application to the Philippine Embassy in the country of employment for the request to hire foreign labor, several steps must be taken in which NIPI will coordinate with the client.

- Assisting the client identify the appropriate job title for the workers needed (*prevailing wage implications*)
- Assisting the client verify job descriptions and job requirements
- Identifying the appropriate prevailing wage for the category
- Assisting the client in preparing documents for verification and authentication at the Philippine Embassy
 - Manpower Request from client
 - Special Power of Attorney (template available)
 - Recruitment Agreement (template available)
 - Business License of both NIPI and client
 - Master Employment Contract signed by the client on all pages (a standard copy can be requested from the Philippine Embassy in the country of employment)
 - Contingency Plan (for Middle East countries and as may be applicable)

Philippine Government Processing – Philippine Overseas Employment Administration (POEA)

NIPI will process POEA required documents for accreditation of client to NIPI. Documents must be attested by the Philippine Embassy in the country of employment.

- Manpower Request from client
- Special Power of Attorney
- Recruitment Agreement
- Business License of both NIPI and client

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Human Resource Vetting up to Departure

NIPI has several agreements with leading job employment sites in which experienced and knowledgeable labor can be sourced. In fact, our partners are the most visited employment sites with applicant-search capabilities which helps us reduce labor search to only those applicants who have extensive and relevant experience that matches our clients' specific requirements. Our Recruitment Team will conduct the following steps on behalf of our client to secure only the top tier level of suitable applicants:

- Sourcing and Advertising for the position in order to create a database pool of qualified applicants
- Pre-screening and verification of employment experience
- Initial interview process conducted by experienced recruitment consultants
- Categorization of applicants by rating and submission of final pool of applicants to client for final interview
- Arrangement and scheduling of personal and web-based interviews between client and final pool of applicants
- Completion of all documents of selected applicants (passport, NBI clearance, relevant exams or certificates)
- Arrangement of medical and training certificates
- Processing of visas
- Arrangement of Pre-departure Orientation Seminar before departure
- For some clients, ticketing arrangement to country of employment

Recruitment Process Tracking

For US clients, NIPI offers an exclusive recruitment tracking system managed by its partner Law Firm in the US. Clients as well as recruits can log into the database system which tracks the processing system of the recruits. The database system lists each recruit by name and the current step of the recruitment process that particular recruit is in. Updates are provided to the clients and recruits in a timely manner including all necessary documents on file and are still missing. The system keeps track of all necessary requirements needed for the completion of all processing steps. This is a vital tool, based on real time information, which allows the clients to accurately plan projects around the estimated arrival of their recruits.

For Middle East clients, NIPI employs a more personal approach in tracking the processing steps of recruits. Our recruitment consultants communicate with each recruit on a regular basis to assist them with the completion of requirements. Each recruit is monitored through personal messages and calls via phone and different social media platforms.

Recruitment Costs

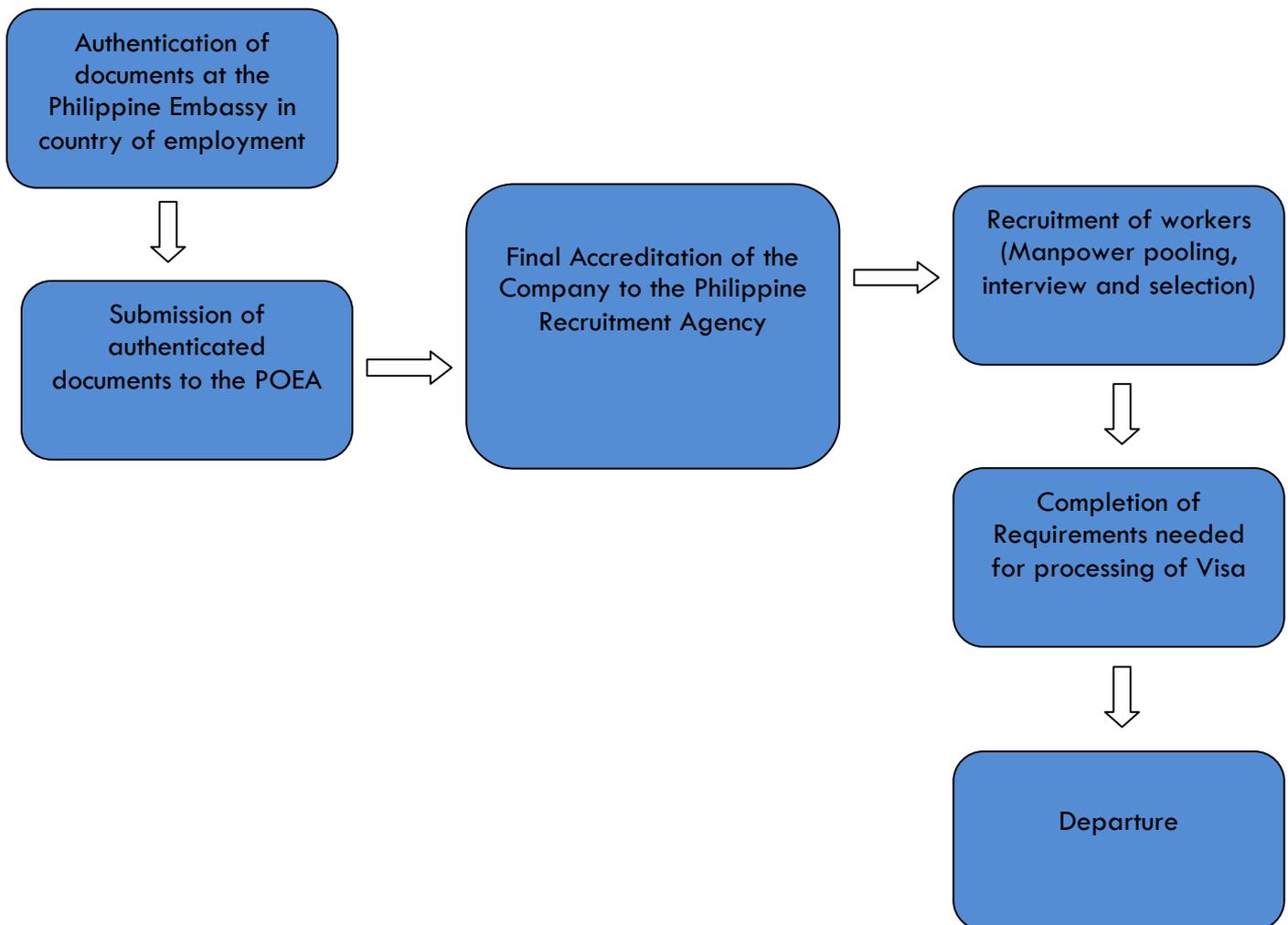
As indicated in the Recruitment Agreement

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FLOWCHART OF OVERSEAS FILIPINO WORKER (OFW) RECRUITMENT



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