Employer signs Employment Contract and has contract notarized by a Guam Notary Public

Employer submits notarized contract to Guam Department of Administration for authentication via an Apostille certification

Submit to Dale Alvarez - DOA Director's Office on 2nd floor of the ITC Building in Tamuning

Statutory $50 fee

Average 2 day processing time

Apostille issued and attached to contract

Employer picks up Apostillized Employment Contract and sends directly to their representative/ agency in Philippines

Compiled by:
Guam Dept. of Labor
Rev. 9-11-19
SAMPLE OF AN APOSTILLE

APOSTILLE
(Convention de La Haye du 5 octobre 1961)

1. Country: Guam, U.S.A.

This public document

2. has been signed by JANE DOE

3. acting in the capacity of NOTARY PUBLIC

4. bears the seal stamp of NOTARY PUBLIC IN AND FOR GUAM, USE

CONTRACT OF EMPLOYMENT

Name: MARY JANE DOE
File Number: 10-2019
Dated: 9-3-19

LAST ITEM

5. at Tamuning, GU

6. the 5th day of September 2019

7. by Edith C. Pangellinan, Acting Director, Department of Administration

8. N

9. Seal stamp:

10. Signature

_______________________________
Edith C. Pangellinan
9 September 2019

HON. DAVID M. DELL’ISOLA
Director
Department of Labor
P.O. Box 9970 Tamuning,
Guam 96931

Dear Director Dell’Isola:

It is my honor to have met you and former Governor Carl Gutierrez during your visit to the Philippines.

I understand that Guam employers opt to have their employment documents “apostillized” instead of going to the Philippine Consulate for authentication. I suppose that having employment documents apostillized is simpler and more convenient than having them authenticated by the Philippine Consulate. Rest assured that since the Philippines is a signatory to the Apostille Convention, the POEA is bound to honor apostillized employment documents.

I appreciate Guam’s resolve to hire more Filipino workers through the POEA. I am confident that with our continuous engagement, we could come up with a mutually acceptable solution to your request for exemption from a provision in the POEA standard employment contract applicable to H1 and H2 workers.

Thank you.

Sincerely,

ATTY. BERNARD P. OLALIA
Administrator