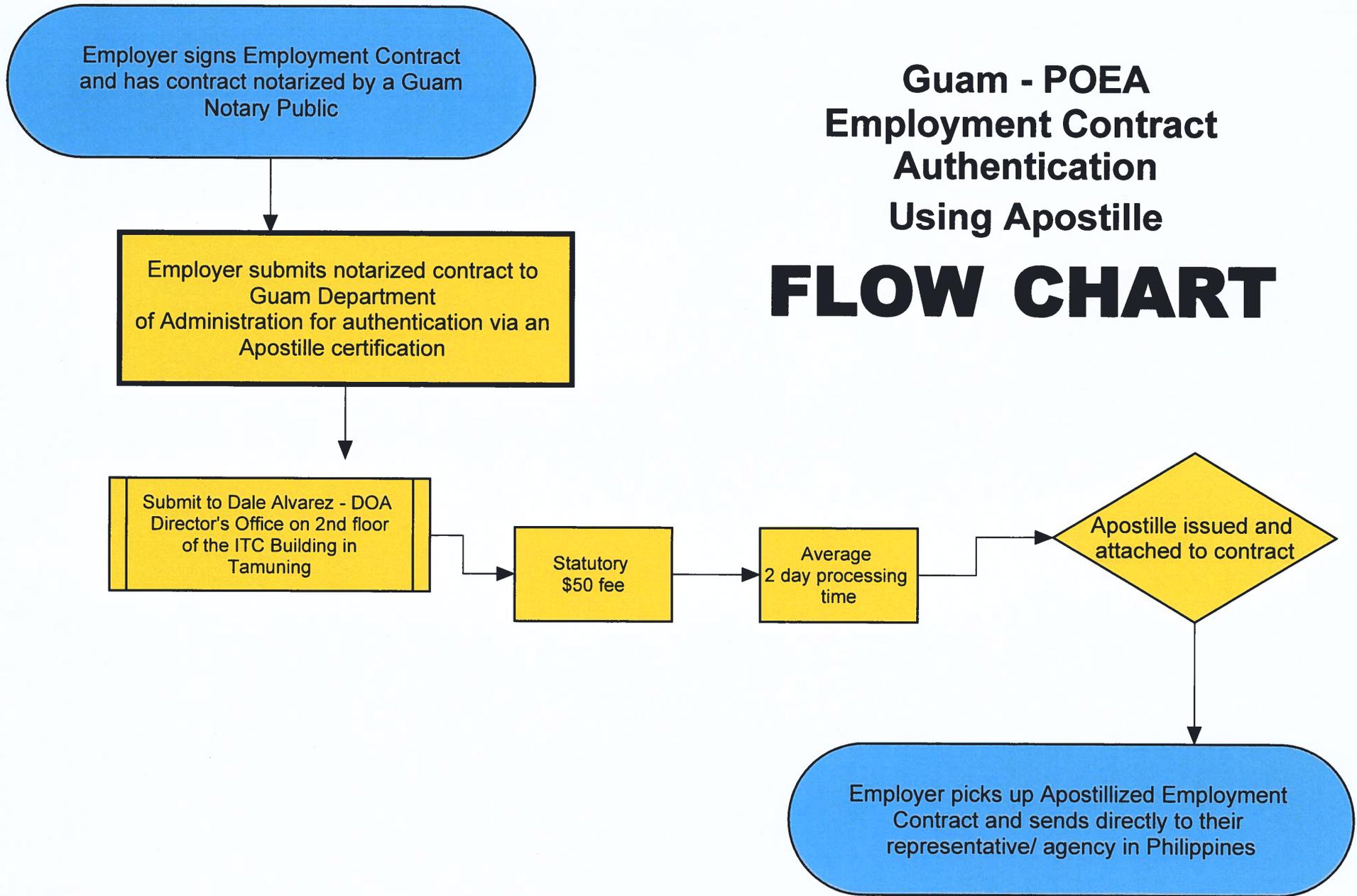


# Guam - POEA Employment Contract Authentication Using Apostille **FLOW CHART**



**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. Pangelinan, Acting Director, Department of Administration

8. N° \_\_\_\_\_

9. Seal/stamp:

10. Signature



Edith C. Pangelinan



**Philippine  
Overseas  
Employment  
Administration**

Republic of the Philippines  
Department of Labor and Employment  
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501  
Website: [www.poea.gov.ph](http://www.poea.gov.ph) E-mail: [info@poea.gov.ph](mailto:info@poea.gov.ph)  
Hotlines: 722-1144, 722-1155



9 September 2019

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

Dear Director Dell'Isola:

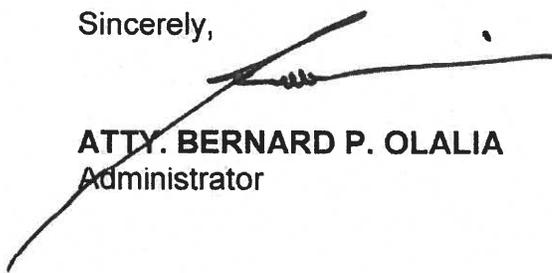
It is my honor to have met you and former Governor Carl Gutierrez during your visit to the Philippines.

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