



Embassy of the Republic of the Philippines
MIGRANT WORKERS OFFICE

Doha, State of Qatar



ADVISORY No. 4
Series of 2026

**REITERATION OF POLICIES ON SIGNATURES AND AUTHORIZED
REPRESENTATIVES IN THE SUBMISSION OF ACCREDITATION DOCUMENTS**

Further to MWO Qatar Advisory No. 25 dated 23 November 2025, reiterating the policy on wet-ink and electronic signatures for accreditation documents, it has been observed that there have been several instances where the purported digital/ electronic signatures of the Philippine Recruitment Agency's (PRA's) authorized signatory appear to be scanned images merely affixed to multiple documents. Notably, the timestamps reflected in these documents are identical despite involving different documents and signed for different principals/ employers.

These circumstances raise serious concerns regarding the authenticity and integrity of the signed documents and cast doubt on whether the documents were digitally executed by the PRA representative himself.

In view of the foregoing, all digitally signed documents must now be accompanied by a valid audit trail certificate attesting to the authenticity of the digital signature (*sample attached*).

Furthermore, pursuant to MWO Qatar Advisory No. 27 dated 09 December 2025, regarding the authorized representative permitted to submit accreditation documents in accordance to Department of Migrant Workers (DMW) Administrative Order No. 04, series of 2025 which provides that only authorized employees of the company seeking accreditation are allowed to submit accreditation or job order documents, we reiterate that the authorized employee must present the following:

- Valid QID to ascertain, verify, and legally establish their employment affiliation with the company they claim to represent; and
- An authorization letter issued by the company authorizing the individual to submit and collect accreditation documents on behalf of the company.

For the information and guidance of all concerned.


ATTY. EDUARD C. FERRER
Labor Attaché

19 February 2026.



Audit trail certificate



Issued on 2022-05-11 10:42

Document information

Document name	Employee Leave Request_John Doe	Country	Singapore
Document ID	997c9c614498427792ce94ee27d1dac3	Time zone	(GMT+08:00) Asia/Singapore
Document status	Completed (11 May 2022 10:42 AM)	File name	937e09f7bfca4510b9bf7176271bfe87.pdf
Document no.		File size	69,237 bytes
Pages	1	Timestamp	11 May 2022 10:42 AM
Company name	FORCS Global 8f56f78aada047e281e8cc106afe7cc5	Hash	26e4a99e5f448f0868b7b6093f5b76da

Signature information

John Doe		Natalie Wilson	
Signed on	11 May 2022 10:39 AM	Signed on	11 May 2022 10:42 AM
Verification		Verification	Confirm password, Email verification
Accessed from	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/101.0.4951.54 Safari/537.36	Accessed from	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/101.0.4951.54 Safari/537.36
IP	218.36.12.25	IP	218.36.12.25
Signature		Signature	

History

11 May 2022 10:39 AM WEB (218.36.12.25)	John Doe (insights@eformsign-team.com) reviewed and signed the document, and then sent it to Natalie Wilson (eformsign@forcs.com)
11 May 2022 10:42 AM WEB (218.36.12.25)	Natalie Wilson (eformsign@forcs.com) reviewed and signed the document and then submitted it.
11 May 2022 10:42 AM	The document was completed.  Timestamped

