



SINGAPORE

PHILIPPINE OVERSEAS LABOUR OFFICE

**CONTRACT VERIFICATION AND AUTHENTICATION  
COMPLIANCE LETTER/ADDENDUM TO OFFER OF EMPLOYMENT/CONTRACT**

Please confirm compliance and inclusion of additional terms and conditions of the employment contract/offer letter marked X below as a requirement of the Philippine Overseas Employment Authority (POEA), for the processing of the travel documents of the following worker by signing in the space provided below.

**Name of Worker:** \_\_\_\_\_

- \_\_\_\_\_ 1. Site of Employment \_\_\_\_\_.
- \_\_\_\_\_ 2. Contract Duration \_\_\_\_\_.
- \_\_\_\_\_ 3. Upgrading of basic salary to \_\_\_\_\_.
- \_\_\_\_\_ 4. Regular number of work hours/days is equivalent to 8 hours/day and 6 days per week.
- \_\_\_\_\_ 5. Overtime pay of \_\_\_\_\_% of the basic pay in excess of 8 hours work.
- \_\_\_\_\_ 6. Free transportation cost to worksite and return to the point of hire.
- \_\_\_\_\_ 7. Free food and accommodation or offsetting benefits
- \_\_\_\_\_ 7. Vacation leave \_\_\_\_\_.
- \_\_\_\_\_ 9. Sick Leave \_\_\_\_\_.
- \_\_\_\_\_ 10. Free medical and dental services.
- \_\_\_\_\_ 11. In the event of death of the employee during the terms of this Contract, his/her remains and personal belongings shall be repatriated to the Philippines at the expense of the employer. In case the repatriation of remains is not possible, the same may be disposed of upon approval of the employee's next of kin and/or by the nearest Philippine Embassy or Consulate at employer's expense.
- \_\_\_\_\_ 12. Just/valid/authorized causes of termination of the contract:
  - a. Termination by employer: The employer may terminate this Contract on the following just causes: serious misconduct, willful disobedience of employer's lawful orders, habitual neglect of duties, absenteeism, insubordination, revealing secrets of establishment, when employee violates customs, traditions and laws of host country and/or terms of this agreement. The employee shall shoulder the repatriation expenses;
  - b. Termination by employee: The employee may terminate this Contract without serving any notice to the employer for any of the following just causes: serious insult by the employer or his representative, inhuman and unbearable treatment accorded the employee by the employer or his representative, commission of a crime/offense by the employer or his representative. The employer shall pay the repatriation expenses back to Philippines;
  - c. Termination due to Illness: Either party may terminate the contract on the ground of illness, disease or injury by employee. The employer shall shoulder the cost of repatriation.
- \_\_\_\_\_ 13. Manner of settlement of disputes:  
All claims and complaints relative to the employment contract of the employee shall be settled in accordance with the company policies, rules and regulations. In case the employee contests the decision of the employer, the matter shall be settled amicably with the participation of the Labor Attache or any authorized representative of the nearest Philippine Embassy/Consulate or appropriate government body in host country or in the Philippines if permissible by host country laws at the option of the complaining party.
- \_\_\_\_\_ 14. Others:
  - \_\_\_\_\_ a. No amount shall be deducted from the salary of worker other than the authorized deduction/s prescribed by law. No liquidated damages, return travel fund, etc.
  - \_\_\_\_\_ b. Worker shall not be re-assigned to another establishment/s.
  - \_\_\_\_\_ c. Item number \_\_\_\_ of the contract is hereby deleted. (Any provision that is detrimental/disadvantageous to the worker is hereby deleted).

I hereby confirm the above marked xxx provisions to be part of the employment contract of \_\_\_\_\_  
Company seal

Signature of Employer: \_\_\_\_\_  
Printed Name of Employer: \_\_\_\_\_  
Official Designation: \_\_\_\_\_

Note: This Form is non-transferrable and issued for the sole purpose of above-stated worker only. Unauthorized replication of this Form shall be dealt with accordingly.