

## CONTRACT VERIFICATION REQUIREMENTS FOR HOUSEHOLD SERVICE WORKERS (HSW)

If you already have a verified contract, please email a copy of it to [mwosg2023@gmail.com](mailto:mwosg2023@gmail.com) to update your OEC details.

Once your employment details/ contract has been updated, you may now generate an OEC automatically from your ERegistration account.

However, if you don't have a verified contract yet, kindly book an appointment and submit all the documents at the Philippine Embassy located at *Level 16, (Lobby B) #12A, 13-14, Devonshire Wing, TripleOne Somerset Building, Singapore 238164.*

To book an appointment for Contract Verification under Labour Services, kindly visit the website below: [Embassy of the Philippines](#)

### REQUIREMENTS:

1. Standard Employment Contract ( please click [here](#) to download the form )
  2. Undertaking of Employer ( please click [here](#) to download the form )
  3. Photocopy of Worker's Passport and IC
  4. Photocopy of Employer's IC
  5. CASH PAYMENT : \$17
- 

For the processing of contracts and OEC, we also require workers to have an account at the ERegistration portal. Once the contract has been verified, you may generate your OEC automatically in your account.

### STEPS TO CREATE AN ACCOUNT

1. <https://onlineservices.dmw.gov.ph/OnlineServices>
2. On the "e-Registration" panel, click "Let's Go!"
3. Then click "Register".
4. On "Terms of Use and Privacy Statement" click "Accept the terms of Use".
5. Kindly read the "PAALALA" section before filling out your registration.
6. Fill out the registration form. Then submit by clicking "Register".
7. Please use the temporary password that *was stated in the Account Creation Result* at the bottom.
8. Repeat steps 1 and 2. Then on Login, enter your registered email address.
9. Click "Next". Enter your Temporary Password and Click "Login".
10. You will be asked to enter a new password. Enter and confirm your new password.
11. Go to My PROFILE, and update your IDENTIFICATION (Passport and Working Visa). Click SUBMIT when you are done.

12. Afterwards, go back to DASHBOARD.
13. Once your contract has been verified, go to **BALIK MANGGAGAWA** and click the red button to **PRINT** your OEC.

If you are returning to the same employer and you have acquired an OEC before under their employment, kindly follow the steps below to secure an OEC exemption.

**Steps to acquire OEC EXEMPTION Online (Same Employer):**

1. Login to your E-registration account. (<https://onlineservices.dmw.gov.ph/OnlineServices>)  
Click LETS GO then LOGIN.
2. Update passport details and beneficiaries under “My Profile”. Do not forget to set the **BENEFICIARY** to **"YES"** before filling out the fields. Click update/Save when you're done.
3. Go to "My links" and click "Balik Manggagawa"
4. You will also be asked for a flight schedule. (Input your flight coming back to Singapore.)  
Click, next.
5. You will be asked if you are returning to the same Employer, Position, and Jobsite.
6. Click **"YES"** to get an OEC EXEMPTION. (For SAME EMPLOYER)
7. Hit the **"PRINT OEC"** button to download it. Take a screenshot of it or you may also print it out.

**STANDARD EMPLOYMENT CONTRACT  
FOR FILIPINO HOUSEHOLD SERVICE WORKERS**

This employment contract is executed and entered into by and between:

A. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Civil Status: \_\_\_\_\_ Contact Nos.: \_\_\_\_\_  
Passport/ID No.: \_\_\_\_\_ Date & Place of Issue: \_\_\_\_\_

and the

B. Household Service Worker: \_\_\_\_\_  
Philippine Address: \_\_\_\_\_  
Civil Status: \_\_\_\_\_ Contact Nos.: \_\_\_\_\_  
Passport No.: \_\_\_\_\_ Date & Place of Issue: \_\_\_\_\_

Voluntarily binding themselves to the following terms and conditions:

1. Site of Employment: Singapore
2. Contract Duration: Two (2) years commencing from the Household Service Worker's departure from the point of origin to the site of employment.
3. Basic Monthly Salary: \_\_\_\_\_ Singapore Dollars (SG\$ \_\_\_\_\_)
4. Work Hours: The Household Service Worker shall be provided with continuous rest of at least eight (8) hours per day.
5. Rest Day: At least one (1) rest day per week.
6. Free transportation to the site of employment and back to the point of origin upon expiration of contract or when contract of employment is terminated through no fault of the Household Service Worker and/or due to force majeure. In case of contract renewal, free round-trip economy class air ticket shall be provided by the Employer.
7. The Employer shall furnish the Household Service Worker, free of charge, separate, suitable and sanitary living quarters as well as adequate food or food allowance.
8. Free emergency medical and dental services for the Household Service Worker including facilities and medicine.
9. Vacation leave with full pay of not less than 15 calendar days for every year of service to be availed of upon completion of the contract.
10. The Employer shall provide the Household Service Worker with personal life accident, medical and repatriation insurance with a reputable insurance company in Singapore.
11. In the event of death of the Household Service Worker during the term of this contract, 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 prior approval of the Household Service Worker's next of kin or by the Philippine Embassy.
12. The Employer shall assist the Household Service Worker in remitting a percentage of her salary through proper banking channels.
13. Termination:
  - a. Termination by the Employer: The employer may terminate the Household Service Worker's contract of employment for any of the following just causes: serious misconduct or willful disobedience by the Household Service Worker of the lawful orders of the Employer or immediate household members in connection with her work; gross habitual neglect by the

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Household Service Worker

Household Service Worker of her duties; and violation of the laws of Singapore.

b. Termination by the Household Service Worker:

1. Termination without just cause: The Household Service Worker may terminate the contract without just cause by serving a written notice on the Employer at least one month in advance. Without such notice, the worker shall shoulder her return transportation.
2. Termination for a just cause: The Household Service Worker may also terminate the contract without serving any notice on the employer for any of the following just causes: when the worker is maltreated by the Employer or any member of his/her household: when the Employer violates the terms and conditions of this contract; when the Employer commits any of the following acts: deliberate non- payment of salary, physical molestation and physical assault. The Employer shall pay for the repatriation expenses.
3. Termination due to illness: Either party may terminate the contract on the grounds of illness, disease or injury suffered by the Household Service Worker, where the worker's continued employment is prohibited by law or is prejudicial to her health as well as to the health of the Employer and his/her household. The repatriation expenses shall be shouldered by the Employer.

14. Settlement of Disputes: In case of dispute between the Household Service Worker and the Employer, the matter must be referred by either party to the Philippine Embassy who shall endeavor to settle the issue amicably to the best interest of both parties, as appropriate. If the dispute remains unresolved, the Embassy official shall refer the matter to appropriate labor authorities of Singapore for adjudication without prejudice to whatever legal action the aggrieved party may take against the other.

15. Special Provisions:

- a. The Employer shall treat the Household Service Worker in a just and humane manner. In no case shall physical violence be used upon the Household Service Worker.
- b. The Household Service Worker shall work solely for the Employer and his/her immediate household. The Employer shall in no case require the Household Service Worker to work in another residence or be assigned in any commercial, industrial or agricultural enterprise.
- c. The Employer shall not deduct any amount from the regular salary of the Household Service Worker other than compulsory contributions prescribed by law. Such legal deductions must be issued a corresponding receipt.
- d. The Employer shall pay for the Household Service Worker's work/residence permit and exit/re-entry visa.
- e. It shall be unlawful for the Employer to hold or withhold the Household Service Worker's passport with or without her consent.
- f. The work/residence permit of the Household Service Worker shall remain in her possession.

16. No provisions of this contract shall be altered, amended or substituted without the written approval of the Philippine Embassy or the Philippine Overseas Employment Administration (POEA).

17. In the event of war, civil disturbance or major natural calamity, the Employer shall repatriate the Household Service Worker at no cost to the worker.

18. Other terms and conditions of employment shall be governed by the pertinent laws of the Philippines or Singapore. Any applicable provisions on labor and employment of Singapore are hereby incorporated as part of this contract.

In witness thereof, we hereby sign this contract this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at Singapore.

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Employer

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Household Service Worker

**UNDERTAKING OF EMPLOYER FOR THE EMPLOYMENT  
OF HOUSEHOLD SERVICE WORKER**

I, \_\_\_\_\_, with residence and postal address at  
(Name of Employer)  
\_\_\_\_\_ in connection with the employment  
(Address of the Employer)  
of Filipino Household Service Worker (HSW), do hereby undertake the following:

1. That I will shoulder all expenses to be incurred in hiring \_\_\_\_\_  
Name of HSW  
including recruitment agency fees, if applicable;
2. That I shall not allow the deduction of any amount from the monthly salary/wages of the above-named HSW as placement fee or refund of expenses and agency fees;
3. That upon the arrival of the HSW, I will allow/permit her to attend the Post-Arrival Orientation Seminar (PAOS) of the Philippine Embassy for newly-arrived workers;
4. That I shall ensure that the HSW shall have custody of her passport, work permit and other travel documents at all times;
5. That I shall provide the HSW with separate sleeping quarters, and give her a rest period of at least eight (8) continuous hours daily;
6. That I shall give the HSW with a weekly rest day as provided for in her employment contract and as required under the regulations of the Ministry of Manpower of Singapore;
7. That I shall make the HSW work in my residence only, and that she will be treated humanely by me and other persons staying in my house;
8. That I shall allow the HSW to communicate freely with her family/relatives at reasonable time of the day or night; and with the Philippine Embassy when necessary;
9. That I shall not make the HSW extend her contract or transfer to another employer without informing the Philippine Embassy, and that I shall present the person of the HSW to the Philippine Embassy when so required;
10. That I shall first notify the Philippine Embassy and/or the Singapore Employment Agency of my intention to cancel the work permit of the HSW;
11. That I shall notify the Philippine Embassy and/or the Singapore Employment Agency of any significant developments about the condition and employment of the HSW, including her repatriation;
12. That I shall assist the HSW in the availing of benefits provided under the laws of Singapore; and
13. That I shall explain to the members of my household the foregoing undertaking and ensure that the same is observed by them.

It is my understanding that if any or all of the above undertakings are violated or not complied with, I will be blacklisted and banned from hiring household service workers from the Philippines.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employer

## CONTRACT VERIFICATION REQUIREMENTS FOR PROFESSIONAL/ SKILLED WORKERS

If you already have a verified contract, please email a copy of it to [mwosg2023@gmail.com](mailto:mwosg2023@gmail.com) to update your OEC details. Once your employment details/ contract has been updated, you may now generate an OEC automatically from your ERegistration account.

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### REQUIREMENTS:

1. Signed Company Employment Contract ( If the company did not issue a contract, you may use the standard contract for various skills by clicking [here](#))
2. Photocopy of worker's passport and IC
3. Certificate of Employment / Payslip/ Company ID
4. Compliance Letter ( please click [here](#) to download the letter)
5. CASH PAYMENT : \$17

*The POEA Compliance Letter is a requirement whenever the mandatory provisions under items 11, 12 and 13 are not included in the employment contract. By marking "X" before the number and signing the same, the employer agreed to include these provisions to the employment contract. This document will form part of the employment contract as an addendum.*

*If the employer does not want to sign, we may require the worker to execute a waiver during the submission/ processing instead.*

NOTE: For first time OFWs who have not acquired an OEC before and have no record with POEA yet, MWO-Singapore will only verify your employment contract and your OEC will be acquired in the nearest POEA/ DMW office in the Philippines.

For the processing of contracts and OEC, we also require workers to have an account at the ERegistration portal. Once the contract has been verified, you may generate your OEC automatically in your account.

## STEPS TO CREATE AN ACCOUNT

1. <https://onlineservices.dmw.gov.ph/OnlineServices>
2. On the “e-Registration” panel, click “Let’s Go!”
3. Then click “Register”.
4. On “Terms of Use and Privacy Statement” click “Accept the terms of Use”.
5. Kindly read the “PAALALA” section before filling out your registration.
6. Fill out the registration form. Then submit by clicking “Register”.
7. Please use the temporary password that *was stated in the Account Creation Result* at the bottom.
8. Repeat steps 1 and 2. Then on Login, enter your registered email address.
9. Click “Next”. Enter your Temporary Password and Click “Login”.
10. You will be asked to enter a new password. Enter and confirm your new password.
11. Go to My PROFILE, and update your IDENTIFICATION (Passport and Working Visa). Click SUBMIT when you are done. Afterwards, go back to DASHBOARD
12. **Once your contract has been verified, go to BALIK MANGGAGAWA and click the red button to PRINT your OEC.**

**If you are returning to the same employer and you have acquired an OEC before under your current company, kindly follow the steps below to secure an OEC exemption.**

### **Steps to acquire OEC EXEMPTION Online (Same Employer):**

1. Login to your E-registration account. (<https://onlineservices.dmw.gov.ph/OnlineServices>)  
Click LETS GO then LOGIN.
2. Update passport details and beneficiaries under “My Profile”. Do not forget to set the **BENEFICIARY** to **"YES"** before filling out the fields. Click update/Save when you're done.
3. Go to "My links" and click "Balik Manggagawa"
4. You will also be asked for a flight schedule. (Input your flight coming back to Singapore.)  
Click, next.
5. You will be asked if you are returning to the same Employer, Position, and Jobsite.
6. Click **"YES"** to get an OEC EXEMPTION. (For SAME EMPLOYER)
7. Hit the **"PRINT OEC"** button to download it. Take a screenshot of it or you may also print it out.

## EMPLOYMENT CONTRACT FOR VARIOUS SKILLS

This Employment contract is executed and entered into by and between:

- A. Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
P.O. Box No.: \_\_\_\_\_ Tel. No.: \_\_\_\_\_
- B. Represented in the Philippines by;  
Name of Agent/ Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
and \_\_\_\_\_
- C. Employee: \_\_\_\_\_  
Civil Status: \_\_\_\_\_ Passport No.: \_\_\_\_\_  
Date & Place of Issue: \_\_\_\_\_  
Address: \_\_\_\_\_

Voluntarily binding themselves to the following terms and conditions:

1. Site of Employment \_\_\_\_\_
2. Contract Duration \_\_\_\_\_ commencing from the employee's departure from the point of origin to the site of employment.
3. Employee's Position \_\_\_\_\_
4. Basic Monthly Salary \_\_\_\_\_
5. Regular Working Hours: Maximum of 8 hours per day, six days per week.
6. Overtime Pay:
  - a. For work over regular working hours: \_\_\_\_\_
  - b. For work on designated rest days & holidays: \_\_\_\_\_
7. Leave with Full Pay:
  - a. Vacation Leave: \_\_\_\_\_
  - b. Sick Leave: \_\_\_\_\_
8. Free transportation to the site of employment and in the following cases, free return transportation to the point of origin: a. expiration of the contract; b. termination of the contract by the employer without just cause; c. if the employee is unable to continue to work due to work connected or work aggravated injury of illness; d. force of majeure; and e. in such other cases when contract of employment is terminated through no fault of the employee.
9. Free food or compensatory allowance of US\$ \_\_\_\_\_, free suitable housing.
10. Free emergency medical and dental services and facilities including medicine.
11. Personal life accident insurance in accordance with host government and/ or Philippine government laws without cost to the worker. In addition, for areas declared by the Philippine government as war risk areas, a war risk area insurance of not less than P100,000 shall be provided by the employer at no cost to the worker.

12. In the event of death of the employee during the terms of this agreement, his remains and personal belongings shall be repatriated to the Philippines at the expense of the employer. In the case the repatriation of remains is not possible, the same may be disposed of upon prior approval of the employee's next kin and/ or by the Philippine Embassy/ Consulate nearest the jobsite.
13. The employer shall assist the Employee in remitting a percentage of his salary through the proper Banking channel or other means authorized by law.
14. Termination:
- 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 \_\_\_\_\_ 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. Employer shall pay the repatriation expenses back to the Philippines.
  - b.1 The employee may terminate this Contract without just cause by serving one (1) month in advance notice to the employer. The employer upon whom no such notice was served may hold the employee liable for damages. In any case, the employee shall shoulder all expenses relative to his repatriation back to his point of origin.
  - c. Termination due to Illness: Either party may terminate the contract on the ground of illness, disease or injury by the employee. The employer shall shoulder the cost of repatriation.
15. 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 the case the employee contests the decision of the employer, the matter shall be settled amicably with the participation of the Labor Attaché or any authorized representative of the Philippine Embassy/ Consulate nearest competent or appropriate government body in host country or in the Philippines if permissible by host country laws at the option of the complaining party.
16. The employee shall observe employer's company rules and abide by the pertinent laws of the host country and respect its customs and traditions.
17. Applicable Law: Other terms and conditions of employment, which are consistent with the above provisions, shall be governed by the pertinent laws of the \_\_\_\_\_

In witness thereof, we hereby sign this contract this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_ at Manila, Philippines,

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Philippine Representative  
(Licensed Recruitment Agency)

\_\_\_\_\_  
Witness



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.

## **DIRECT HIRING OF PROFESSIONAL / SKILLED WORKER**

If the company is eligible under the Direct Hiring System and the prospective employee is yet to commence his/her employment with the company, the company's authorized representative must personally submit the following requirements to the Migrant Workers Office (MWO) in Singapore:

1. Duly executed Employment Contract (chopped, dated and signed by the parties);
2. POEA Compliance Letter;
3. Confirmation Letter;
4. Most recent ACRA of the Employer / Any proof that the employer is duly registered company in Singapore;
5. Philippine Passport of the Worker;
6. Pass/Permit of the Worker/IPA ;
7. Authorization executed by the signatory to the Employment Contract and Identification Document of the authorized representative of the Employer who will submit the documents to the POLO.
8. CASH PAYMENT : \$17

Once the complete documentary requirements are obtained, the authorized representative of the employer may submit the complete requirements to the Labor Office of the Philippine Embassy.

Only complete submissions will be received, evaluated and processed. The verified documents will be accompanied by an Endorsement Letter to the Department of Migrant Workers (DMW).

***NOTE: For direct hires, MWO-SG will only verify the contract and the OEC will be processed in the Philippines.***

**To book an appointment for Contract Verification - Direct Hiring under Labour Services, kindly visit the website below:**

[Embassy of the Philippines](#)



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.

## CONFIRMATION

I, \_\_\_\_\_, the duly  
*(Name of Employer/Human Resources Representative)*

authorized representative of \_\_\_\_\_,  
*(Name of Employer)*

licensed to conduct business in Singapore, hereby confirm that

\_\_\_\_\_  
*(Name of Employer)*

has NOT recruited and/or deployed more than five (5) Overseas Filipino Workers, AND that  
he/it has not been previously accredited with any Philippine Recruitment Agency (PRA).

I further attest to the truth and veracity of my declaration herein.

\_\_\_\_\_  
Signature over Printed Name /Date

## Call Us

MWO Hotline:	9113 6552
OWWA Hotline:	9023-5601
SSS Hotline:	9639-5453
Pag-IBIG Hotline:	9853-3147

## Contact Us

Email Address:

[mwo\\_singapore@dmw.gov.ph](mailto:mwo_singapore@dmw.gov.ph)  
[owwasingapore15@yahoo.com](mailto:owwasingapore15@yahoo.com)  
[singapore@sss.gov.ph](mailto:singapore@sss.gov.ph)  
[vo\\_singapore@pagibigfund.gov.ph](mailto:vo_singapore@pagibigfund.gov.ph)

## EMBASSY TEMPORARY LOCATION

**Level 16 (Lobby B), #12A, 13-14,  
Devonshire Wing, TripleOne Somerset Building  
Singapore 238164**