

**STANDARD EMPLOYMENT CONTRACT
For Filipino Household Service Workers**

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

A. Employer: _____
Address: _____
Civil Status _____ Contact Nos: _____
Passport No./IC 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 (SGDS _____)
4. Work Hours: The household service worker shall be provided with continuous rest of at least 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 the host country
11. In the event of death of the household service worker during the term 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 prior approval of the household service worker's next of kin or by the Philippine Embassy.

Employer

Household Service Worker

12. The employer shall assist the household service worker in remitting a percentage of his/her salary through proper banking channels.
13. Termination:
- a. Termination by 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 his/her work; gross habitual neglect by the household service worker of her duties; violation of the laws of the most country. The household worker shall shoulder the repatriation expenses.
 - b. Termination by 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/his return transportation. 2) Termination for a just cause: the 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 household: when the employer violates the terms and conditions of this contract; when the employer commits any of the following acts — deliberate nonpayment of salary, physical molestation and physical assault. The Employer shall pay for the repatriation expenses.
 - c. Termination due to illness. Either party may terminate the contract on the grounds of illness, disease or injury suffered by the worker, where the latter's continued employment is prohibited by law or is prejudicial to his/her health as well as to the health of the employer and his 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 the appropriate Labor authorities of the host country 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 immediate household. The employer shall in no case require the 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 or 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 Helper's passport with or without his/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 POEA.
17. In the event of war, civil disturbance or major natural calamity, the employer shall repatriate the 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 the host country, any applicable provisions on labor and employment of the host country are hereby incorporated as part of this contract.

In witness thereof, we hereby sign this contract this _____ day of _____ 20____ at Singapore.

Employer

Household Service Worker

**UNDERTAKING OF EMPLOYER FOR THE EMPLOYMENT OF A HOUSEHOLD
SERVICE WORKER (HSW)**

I, _____, with residence and postal address at
(Name of Employer)

_____ in connection with the
(Address of Employer)

employment 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 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) being conducted by the Philippine Embassy for newly-arrived workers;

4. That the HSW shall be permitted to communicate with the embassy when needed and have custody of her passport/travel documents at all times.

5. That I shall provide the HSW with separate sleeping quarters and given a rest period of at least eight (8) continuous hours daily;

6. That the HSW shall be given a weekly rest day as provided in the employment contract and as required under MOM regulations;

7. That the HSW shall be made to work in my residence only and shall be treated humanely by me and other persons staying at my house;

8. That the HSW shall be allowed to freely communicate with her family in the Philippines at reasonable time of the day or night;

9. That I shall not make the HSW extend her contract or transfer to another employer without informing the embassy and shall present the person of the HSW to the 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 my 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 explain to the members of my household the foregoing undertaking and ensure that the undertakings are observed by them; and

13. That I shall assist the HSW in availing of benefits provided under the laws of SINGAPORE.

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

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

THIS FORM IS NOT FOR SALE



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF LABOR AND EMPLOYMENT
OVERSEAS WORKERS WELFARE ADMINISTRATION



Please fill-out this form legibly.

OFW INFORMATION SHEET

FOR OWWA USE ONLY:

LAST PAYMENT OF OWWA CONTRIBUTION

OR Number: _____

OR Date: _____

Validity: _____

Verified by: _____

Date: _____

PERSONAL DATA

Last Name _____ First Name _____ Name Ext. (e.g.Jr.,III) _____ Middle Name _____

Philippine Address: _____
House No. Lot No. Block No. Phase No. Street Subdivision

Barangay _____ Municipality/City _____ Province _____ Zip Code _____

Contact No.: _____ E-mail/Facebook: _____ Passport No.: _____

Birthdate: ___/___/___ Sex: _____ Religion: _____ Civil Status: _____
MM DD YYYY

Highest Educational Attainment: _____ Course _____

CONTRACT PARTICULARS

Company Name: _____ Registration Cert. No. _____

Employer Name: _____ National ID No. _____

Address: _____

Tel No.: _____ Jobsite/Country: _____

Position: _____ Monthly Salary/Currency: _____ Contract Duration: _____

Name of Agency (if applicable): _____

LEGAL BENEFICIARIES/QUALIFIED DEPENDENTS

Name	Relationship	Date of Birth	Address	Contact No. /E-mail Address
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I hereby certify that the above information is true and correct.

Signature of Worker