

**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.: _____
Represented in the country by: _____
Foreign Placement Agency: **SKILLS AND RESOURCES CONSULTANCY**
Address: **400 Balestier Road #01-42 Balestier Plaza Singapore 329802**
Contact Nos: **63363351**

and the

B. Household Service Worker: _____
Philippine Address: _____
Civil Status: _____ Contact Nos.: _____
Passport No: _____ Date & Place of Issue: _____
Represented in the country by: _____
Philippine Recruitment Agency: **NIR Placement Center Inc**
Address: **34B Columbia Street Cubao Quezon City Philippines**
Contact Nos: **+632 8921 05688**

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, 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 dispensed with 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.

Employer

Household Service Worker

Philippine Recruitment Agency

Foreign Placement Agency

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

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 (1) month in advance. Without such notice, the worker shall shoulder her return transportation/repatriation.

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: unlawfully deduction from the salary of the Household Service Worker 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.

Employer

Household Service Worker

Philippine Recruitment Agency

Foreign Placement Agency

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

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) thru SKILLS AND RESOURCES CONSULTANCY

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



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



Please fill-out this form legibly.

OFW INFORMATION SHEET

Date: _____

FOR OWWA USE ONLY:

LAST PAYMENT OF OWWA CONTRIBUTION

OR Number: _____

OR Date: _____

Validity: _____

Verified by: _____

PERSONAL DATA

Last Name	First Name	Name Ext. (e.g. Jr., III)	Middle Name
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Philippine Address: _____			
House No.	Lot No. Block No. Phase No.	Street	Subdivision

Barangay	Municipality/City	Province	Zipcode
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Contact No.: **+65** _____ E-mail Address: _____ Passport No.: _____

Birthdate: ____/____/____ Sex: _____ Religion: _____ Civil Status: _____

Highest Educational Attainment: _____ Course: _____

CONTRACT PARTICULARS

Name of ~~Company~~/Employer: _____

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

Signature of Worker