

Requirements for Contract Verification of
SKILLED WORKERS
(Name Hire)

Direction: Please submit the following requirements according to the list. Make sure that each documents is properly and completely accomplished.

Please provide the following:

1. **REQUEST LETTER** from the company / employer, addressed to the Labor Attaché requesting to direct hire skilled worker(s) from the Philippines
2. **INFORMATION SHEET** (*1 Copy - Sample Format Provided*)
3. **PASSPORT** of the Employee (*1 Copy*)
4. **APPROVED VISA** of the employee or approved quota from the HK Immigration (*1 Copy*)
5. **CERTIFIED EXTRACT OF INFORMATION ON THE REGISTER (IRBR37)** from Business Registration Office (*1 Copy*)
6. **BUSINESS REGISTRATION** of the Company (*3 Copies*)
7. **HONG KONG ID** of the Employer / Signatory in the Employment Contract (*3 Copies*)
8. **EMPLOYMENT CONTRACT**, unsigned by the employer and the employee (*pls. use the Standard Employment Contract attached*)

INFORMATION SHEET

Skilled Workers
(Name Hire)

Hong Kong Company

Name of the Company/ Agency	
Address	
Telephone Numbers	
Fax Number	
Email-Address	
Nature of Business	
Name of Authorized Representative	
Position	
Contact Number/s	

Employee's Details

Name	
Address in the Philippines	
Telephone Numbers	
Email-Address	
Job Title/ Position	
Highest Educational Attainment	
Course	
Passport Number	
Contact Person in case of Emergency and Contact Number	

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 employer 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