

SAMPLE ONLY

(Company Letterhead)

JOB ORDER

_____ Date _____

_____) Name and Address of
_____) Philippine Recruitment Agency
_____)

Pursuant to the approved Recruitment Agreement/ Special Power of Attorney, your agency is hereby requested to recruit the following manpower requirements to work in Singapore:

JOB CATEGORY	NUMBER REQUIRED	BASIC SALARY (USD/SGD)
1. Domestic Worker	50	
TOTAL		

TERMS AND CONDITIONS:

1. Must be at least 24 years of age.
2. Two- year contract.
3. Work Hours: The Household Service Worker shall be provided with continuous rest of at least eight (8) hours per day.
4. Rest Day: At least one (1) rest day per week.
5. 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.
6. In the event of death of the Household Service Worker during the terms of this agreement, her 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.
7. Other terms and conditions as provided in the Philippine and Singapore labor laws for Foreign Domestic Workers.

Very truly yours,



Print Name/Signature