

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 for (name of employer) :

JOB CATEGORY	NUMBER REQUIRED	BASIC SALARY (USD & SGD)	ALLOWANCE (USD & SGD)
1.			
2.			
3.			
TOTAL			

TERMS AND CONDITIONS:

1. Free airline ticket from the Philippines to the site of employment and return after completion of contract.
2. Two years contract.
3. Accommodation: _____
4. Food: _____
5. Transportation: _____
6. In the event of death of the employee during the terms of this agreement, his/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/ Migrant Workers.

Very truly yours,



Print Name/Signature