



DEPARTMENT OF LABOR AND EMPLOYMENT
PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION

STANDARD EMPLOYMENT CONTRACT
FOR VARIOUS SKILLS

NOT FOR SALE

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

A. Employer: _____

Address: _____

P.O. Box No.: _____ Tel. No.: _____ Fax No.: _____

B. Represented in: _____

Name of Agent/Company: _____

Address: _____

C. Employee: _____

Civil Status: _____ Passport No.: _____

Date and Place of Issue: _____

Philippine Address: _____

Voluntarily binding themselves to the following terms and conditions:

1. Site of Employment: _____

2. Contract Duration: _____ commencing from
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 _____ hours / day, _____ days / 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 place of origin in the Philippines:
 - 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 or illness;
 - d. force 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 and accident insurance in accordance with host government and/or Philippine government laws without 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 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 Employee's next of kin and or by the Philippines 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 Malaysia and/or terms of this Agreement. The Employee shall shoulder his/her repatriation expenses.
 - b. Termination by the Employee: The Employee may terminate this Contract without serving any notice to the employer for any of the following jus 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 and violation of the terms and conditions of the employment contract by the employer or his representative. Employer shall pay the repatriation expenses back to Philippines.
 - b.1. The Employee may terminate this Contract without just cause by serving one (1) month in advance written 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, diseases or injury suffered 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 Company policies, rules and regulations. In case the employee contests the decision of the Employer, the matter shall be settled amicably with the participation of the Labor Attache or any authorized representative of the Philippine Embassy/Consulate nearest the site of employment. In case the amicable settlement fails, the matter shall be submitted to the competent or appropriate government body in the host country or in the Philippines if permissible by host country laws at the option of the complaining party.

16. Passport Custody: The Employee shall have custody over his/her passport during the entire duration of this contract.

17. The Employee shall observe Employer's company rules and abide by the pertinent laws of the host country and respect its customs and traditions.

18. Applicable Law: Other terms and conditions of employment which are consistent with the above provisions shall be governed by the pertinent laws of the Malaysia and Philippines.

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

(Employee Name and Signature)

(Employer Name and Signature)

Philippine Representative
(Licensed Recruitment Agency)

Witness

Witness

(MALAYSIAN NOTARY PUBLIC)

Note: This contract shall be verified by the Philippine Overseas Labor Office (POLO) and authenticated by the Philippine Embassy (Consular) before submission to POEA.