

## STANDARD EMPLOYMENT CONTRACT

### (PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION – POEA)

This employment contract ! executed and entered in to by and between

- A. Employer  
Address \_\_\_\_\_
- B. **Represented in the Philippines by**  
Name of agency Company : **GBMLT Manpower Services, Inc.**  
Address: **1537 M.H. Del Pilar St. Ermita Manila Philippines**
- C. Employee \_\_\_\_\_  
Civil Status \_\_\_\_\_ Passport No. \_\_\_\_\_  
Date and Place of issue \_\_\_\_\_  
Address \_\_\_\_\_

Voluntary binding themselves to the following terms and conditions.

1. Site of employment :
2. Contract Duration **2 YEARS** commencing from Employee's Departure from his point of origin to the site of employment.
3. Employee's Position \_\_\_\_\_ as per approved job order.
4. Basic Salary \_\_\_\_\_ as per approved job order.
5. Regular working hours: maximum 8 hours per day, six days per week.
6. Over time pay.
  - a. For work. Over regular working hours 150 %
  - b. For work on designated rest days and holidays 200 %
7. Leave with fully pay (A)
  - a. Vacation Leave - Fifteen Day
  - b. Sick Leave - Fifteen Day
8. Free transportation to the site 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 unable to continue to work due to work connected or work aggregated injury or illness.
  - d. Force majeure and
  - e. In such other cases when contract of employment is terminated through no fault if the employee.
9. Free food or compensatoy allowance of **SR** \_\_\_\_\_ Free suitable housing.
10. Free emergency medical and dental services and facilities including medicines.

11. Workmen compensation benefits for service connected illness or injuries or death in accordance with the pertinent laws of **KSA**.
12. In the event of death of 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 case the repatriation of remain is not possible, the same way be disposed of upon prior approval of the employee's next of kin and or by the Philippine Embassy consulate nearest the jobsite.
13. The employee shall assist the employee in remitting a percentage of his salary through the proper banking channel or other means authorized by
14. Termination: Neither party may unilaterally cancel the contract except for legal, just and valid clause(s):
  - (a) Termination by Employer – the Employer may terminate this Contract on grounds of closure or cessation of operation of the establishment/undertaking or due to retrenchment to prevent losses, by serving a written notice to the employee at least one (1) month before the intended date thereof of payment of separation/termination pay equivalent to one (1) month salary. The employer shall bear the repatriation expenses of the employee. The employer may also terminate the contract on the following just causes: serious misconduct willful disobedience of Employer's lawful orders, habitual neglect of duties, absenteeism, insubordination, revealing secrets of establishments, engaging in trade union activities, when Employee violate customs, traditions and laws of **KSA** and/or terms of this agreement. The Employee shall shoulder the repatriation expenses,
  - (b) Termination by the Employee – the Employee may terminate this contract by serving (1) month in advance written notice to the Employer. If no notice served, the employee shall shoulder all; expenses relative to his repatriation back to his point of origin. The employee may also terminate this Contract without serving any notice to the employer for any of the following just causes: serious insult by
  - (c) The employer or his representative: commission of a crime/offence 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 the Philippines.
  - (d) 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 repetitive 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 (host country) or in the Philippines if permissible by host country laws at the option of the complaining party.

16. The employee shall observed Employer's country and abide by the pertinent laws of the host country and respect its customs and tradition.

17. The liability of the principal/employer and the recruitment placement agency on any and all claims under this Rule shall be joint and solidary.

18. Applicable Law: Other terms and conditions not stated herein shall be governed by the Laws of Saudi Arabia or the Laws of Philippines which is not beneficial to the worker.

IN WITNESS WHEREOF, we hereby sign this contract this \_\_\_\_\_ day of \_\_\_\_\_ Manila, Philippines.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Employer**

**JOSEPHINE L. KADIR**  
**President**  
**GBMLT Manpower Services, Inc.**

---

**Doc. No.** \_\_\_\_\_

**Service No.** \_\_\_\_\_

**Series of** \_\_\_\_\_

**O.R. No.** \_\_\_\_\_

## **APPENDUM TO THE EMPLOYMENT CONTRACT**

The following provision shall form part of the employment contract entered into between \_\_\_\_\_ Principal/Employer and \_\_\_\_\_ (worker).

To wit:

The employer shall pay the worker's agama (residence/work permit) exit/re-entry Visa fees and such other fees defined in Article 3 of the Royal Decree No. M 8 dated 25/07/1415.

\_\_\_\_\_  
**First Party**

\_\_\_\_\_  
**Second Party**

**JOSEPHINE L. KADIR  
PRESIDENT  
GBMLT MANPOWER SERVICES, INC.**