

COMPANY LETTERHEAD

JOB ORDER/MANPOWER REQUEST

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

Sir/Mam:

Please be informed that our Company is in need of the following workers to work in the United Arab Emirates and we would like your agency to handle the recruitment for us:

JOB TITLE/CATEGORY	GENDER	NUMBER REQUIRED	BASIC SALARY (DHS)
1.			
2.			
3.			
TOTAL			

TERMS AND CONDITIONS:

- Free airline ticket from the Philippines to the site of employment and return after completion of contract.
- Two years contract.
- Accommodation: _____
- Food: _____
- Transportation: _____
- Visa and medical fees, labour card and all other fees, if any will be paid for by the sponsor/ company.
- (FOR DRIVERS ONLY)**
 - ✓ *The employer shall secure the driver with accident insurance and the vehicle assigned to him/her or will be driven by him/her during the entire duration of the contract shall be covered by a comprehensive vehicle insurance.*
 - ✓ *The employer shall assist the driver in applying for his driver's license and will not charge him of expenses incurred in securing the same.*
 - ✓ *Meantime that the driver is securing his license, his/her salaries and allowances shall continuously be given to him from the time of his arrival at the jobsite.*
 - ✓ *The employer will pay for the repatriation cost if in case the driver fails the driver's test.*
- Other terms and conditions shall be governed by the pertinent laws of the Philippines and the United Arab Emirates.



Very truly yours,

Print Name/Signature