

**March 07, 2011**

**THE LABOR OFFICE**

PHILIPPINE OVERSEAS LABOR OFFICE (POLO)

RE : **CONTIGENCY PLAN**

I, \_\_\_\_\_, wish to convey the following designated contingency plan related to the recruitment of Filipino workers who shall be employed on a renewable after two (2) years contract under the Principal **(Name of Company)**. This plan covers the remedial measure that should apply in the event of any contingency (i.e Natural calamity, man-made disaster/War).

In the course of any impending contingency, we shall strive our best repatriate the employee to their point of origin the soonest time possible via safe course travel.

If repatriate measure is not possible as prompted by the prevailing circumstances that may occur. I shall provide continuous support to the employee (food, medical, clothing's and safe shelter) and constant communication with the update of their living condition.

I shall provide a personal accident insurance to the reputable insurance company in the (COMPANY LOCATION) in favour of the employee that will cover benefits for their beneficiaries during their employment.

AND BY VIRTUE OF THIS LETTER, we pledge to give the employee a reasonable and justified treatment for their well-being in accordance with job contract.

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Name and Signature of Authorized Signatory

**Note: Please re-type on your company letterhead, have it signed and stamped.**