

COMPANY'S LETTERHEAD

CONTRACT OF EMPLOYMENT

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

A. Employer : _____
Address : _____
Telephone Number: _____ Fax number: _____

B. Represented in the Philippines by:
Name of Agency/Company : **BUILDING BETTER LIVES MANPOWER SERVICES INT'L, INC.**
Address : **Mezzanine Floor, FILBEN Bldg. 779 J. P. Rizal St. Poblacion, Makati City 1210**

C. Employee : _____
Civil Status : _____ Passport No. _____
Date & Place of issue : _____
Address : _____

Voluntarily binding themselves to the following terms and conditions:

1. Site of employment : _____
2. Contract Duration : **Two (2) years** 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 eight hours per day, six days per week.
6. Overtime Pay :
 - a. For work over regular working hours : **According to _____ Labour Laws**
 - b. For work on designated rest days & holidays : **According to _____ Labour Laws**
7. Leave with Full Pay :
 - a. Vacation Leave : **According to _____ Labour Laws**
 - b. Sick Leave : **According to _____ Labour Laws**
8. Free transportation to the site of 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 is unable to continue 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 **QR _____**, free suitable housing.
10. Free emergency medical & dental services and facilities including medicines.
11. Workmen's compensation benefits for service - connected illness or injuries or death in accordance with the pertinent laws of _____.
12. In the event of death of the 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 remains is not possible, the same may 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 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 : Neither party may unilaterally cancel the contract except for legal, just and valid cause(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 or payment or separation/termination pay equivalent to one (1) month salary. The employer shall bear the repatriation expenses of the employee. The Employer may also 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, engaging in trade union activities, when Employee violates customs, traditions, and laws of _____, 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 one (1) month in advance written notice to the employer. If no notice is 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 the employer of 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 the **Philippines**.
- 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 the employment. In case the amicable settlement fails, the matter shall be submitted to the competent or appropriate government body in the _____ or in the **PHILIPPINES** if permissible by _____ laws at the option of the complaining party.
16. The employee shall observe Employer's company rules and abide by the pertinent laws of _____ and respect its customs and traditions.
17. Applicable Law : Other terms and conditions of employment favourable to Employee not covered herein shall be governed by the pertinent laws of _____ and the **PHILIPPINES** whichever is most beneficial to the worker.

In witness thereof, we hereby sign this contract this _____ day of _____, _____ at Makati City, Philippines.

COMPLETE EMPLOYER'S NAME
COMPANY NAME

Employer

Employee

BERNARD B. LOPEZ
President / Chairman of the Board
BUILDING BETTER LIVES MANPOWER SERVICES
INTERNATIONAL, INC.