

(YOUR COMPANY LETTERHEAD)

TO : PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION
Manila, Philippines

RE : CONTINGENCY PLAN

We, _____ (YOUR Company) _____, wish to convey the following designated contingency plan related to the recruitment of Filipino Worker who shall be employed under my sponsorship. This plan covers remedial measure that should apply in the event of any contingency (i.e. Natural Calamity, Manmade Disaster/War).

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

If repatriation measure is not possible as prompted by prevailing circumstances that may occur, I shall provide continuous support to the employee (Food, Medical, Clothing and Safe Shelter) and constant communication with the update of her living condition.

I shall provide a personal accident insurance to the reputable Insurance Company in _____, in favor of the employee that will cover the benefits for her beneficiaries during her employment.

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

(Signature)
Name & Designation

(YOUR COMPANY STAMP)