

(Your company letterhead)

RECRUITMENT AGREEMENT

BETWEEN

This **RECRUITMENT AGREEMENT**, entered by and between **RPR INTERNATIONAL RECRUITMENT AGENCY, INC.**, a business entity duly registered and existing under the laws of the Republic of the Philippines, represented by its President, **Robelene M. Mangonon**, hereinafter referred to as AGENT, with office address at 98 Inocencio st., Sen. Gil Puyat Ave., Pasay City.

and
_____ (your company name) _____, with office address
at _____, a business entity registered and existing under the laws
of _____ represented by its President/Managing Director, _____,
hereinafter referred to as the PRINCIPAL, set forth the following purposes and
objectives:

GENERAL PROVISIONS:

1. That the PRINCIPAL makes known its interest in hiring, recruiting, and employing Filipino contract workers for its company through the AGENT and PRINCIPAL warrants that it is financially capable to assume the expenses and salaries of worker as stipulated in the Employment Contracts;
2. That the AGENT shall make available to the PRINCIPAL pre-screened applicants to fill in existing job vacancies as requisitioned and the PRINCIPAL and, if they so desire. Make selection of the contract workers in Manila;
3. That the PRINCIPAL shall utilize the facilities and services of the AGENT for the selections, recruiting, briefing/orientation, contracting, processing and documentation of the worker in order to deploy them for employment as requisitioned and contracted;

RESPONSIBILITIES OF THE AGENT:

1. That AGENT shall act on the PRINCIPAL'S behalf in the screening, recruitment, hiring, contracting, and processing of the duly approved workers' documents with the Philippine Overseas Workers Administration (POEA), department of Labor & Employment (DOLE), and such other public and private offices in order to deploy the workers as desired by the PRINCIPAL. This shall include the necessary physical examinations and such other necessary travel clearances needed for foreign employment;

2. The AGENT shall carry out any other works which may, from time to time, be required by the PRINCIPAL, provided that such are in consonance and/or in compliance with the duties of AGENT herein enumerated:
3. In the exercise and performance of all or any power duties herein enumerated the AGENT shall act in accordance with general policies promulgated by the PRINCIPAL from time to time, provided that such policies affecting the services of the AGENT shall be in conformity with the provisions of this Agreement;
4. The AGENT shall exercise due diligence to protect and promote the interest of the PRINCIPAL during the lifetime of this Agreement.

RESPONSIBILITIES OF THE PRINCIPAL:

1. The PRINCIPAL undertakes that in the performance of its duties in getting the workers employed by it will act strictly in accordance with the procedures established, introduced and implemented by the Philippine Overseas employment Administration (POEA), Department of Labor & Employment (DOLE);
2. The PRINCIPAL undertakes to exert all possible efforts to enhance the welfare and protect the rights of the Filipino contract workers in accordance with the laws of the job site and in accordance further with the best possible treatments already tended to other foreign workers working with it;
3. The PRINCIPAL shall assume full responsibility for the faithful compliance of the provisions of the provisions of the employment contract throughout its duration and it is hereby understood that dismissal of any Filipino contract workers can be done only with cause, and that such dismissal is the PRINCIPAL'S discretion so that any claims made by a dismissed worker shall be the responsibility of the PRINCIPAL except where such dismissal is the fault of the Filipino contract worker and such dismissal is without recourse;
4. The PRINCIPAL shall indemnify and hold harmless the AGENT against all any and claims or court actions filed by the Filipino contract workers or by a Third Party which may arise from the AGENT'S performance of its duties under this Agreement, unless such claims or court actions are or have been the results of the negligence of the AGENT;
5. The PRINCIPAL shall immediately inform the AGENT and the Philippine Overseas Employment Administration, Department of Labor & Employment, of the Filipino contract workers' termination for cause, death or serious accident;

FEES AND TERMS OF PAYMENT:

That the Employer/Foreign Principal shall pay to the Legal Representative the sum of **US\$**_____per selected worker as mobilization fee to cover recruitment, processing and per documentation costs. The Service fee is payable upon selection of workers.

TRAVEL ARRANGEMENT:

1. The PRINCIPAL shall be responsible for, and bear the expenses for securing entry visa/work permits of accepted/contracted Filipino workers;
2. The PRINCIPAL shall provide the contracted workers free airplane fare from point of hire to jobsite and free repatriation airplane fare from jobsite to point of hire in case of fulfillment of the terms of contract.

BOARD AND LODGING:

1. The PRINCIPAL shall provide the Filipino contract workers, free of charge, board and lodging at jobsite and/or free transportation to jobsite in case where the lodging of the workers is not within such jobsite.

EMPLOYMENT:

1. The Filipino contract workers shall take employment with the PRINCIPAL under the approved Master Employment Contract herein attached with salaries in conformity with the job order and wage scales likewise herewith attached which are both duly approved by the Philippine Overseas employment Administration, Department of Labor & Employment;
2. In case of renewal of the employment contract of the Filipino contract workers, they will be entitled to a salary adjustment equal to the prevailing wage rate of other expatriate workers at the jobsite;
3. In case where renewal of the contracted Filipino contract workers with PRINCIPAL shall take effect after the workers' vacation/leave in their respective point of hire, the PRINCIPAL shall refer back the workers to the AGENT for re-processing of their travel exit clearance through the Philippine Overseas Employment Administration, Department of Labor & Employment.
4. In conjunction with Travel Arrangement aforecited, the PRINCIPAL shall also arrange for local AGENT'S/PRINCIPAL'S representative to meet the Filipino contract workers at designated airports of the job site, and attend to the Filipino workers actual employments. All expenses regarding this shall be for the account of the PRINCIPAL.

REPATRIATION OF REMAINS:

In cases of death of the workers, the PRINCIPAL shall bear all expenses for the repatriation of his remains and of his personal belongings to the Philippines. The proper disposition there of shall be made upon previous arrangements with the

worker's next of kin or in the absence of the latter, the Labor Attaché or appropriate of the nearest Philippine Embassy/Consulate at the jobsite.

SETTLEMENT OF DISPUTES:

1. All disputes arising from the employment contract of the Filipino contract workers shall be settle amicably through negotiations by the AGENT and the PRINCIPAL. In case amicable settlements fail, the matter shall be submitted to a competent body in the Philippine Embassy/Consulate of the country employment;
2. Any differences or disputes arising out of the Agreement which cannot be settled by mutual consent between the AGENT and the PRINCIPAL shall be referred to an Arbitration in Manila; each party appointing an Arbitrator of his/her own choice. If Agreement cannot still reach, the Arbitrators will together appoint an Umpire. The decision and/or awards of the Arbitrators and/or Umpire shall be final and binding.

VALIDITY:

1. This agreement shall take effect for One (1) Year from date of execution hereof and shall automatically thereafter continue until one of the parties shall terminate it by giving sixty (60) days' notice.

ADDENDUM:

1. All attached documents herewith are deemed part of this Agreement. The original of this Agreement shall be for AGENT'S file record and the duplicate thereof for PRINCIPAL'S file and record;
2. Neither party shall be liable for failure to perform any obligation under this Agreement if such failure is caused by acts of God, danger of wars, restraint of government and/or authorities, seizure under civil strife, commotion and other force majeure beyond the AGENT / PRINCIPAL' S control

MS. ROBELENE M. MANGONON
President
RPR INTERNATIONAL RECRUITMENT AGENCY, INC.

(Signature)
(Name & Designation)

WITNESS:
