AUTHENTICATION CERTIFICATE

All Whom These Presents Shall Come, Greetings:

EVANGELINA R. TUBAÑA, Authentication Officer of the Department of Foreign Affairs, do hereby certify that

the name appears signed in the attached certification/document, was at the time of signing,

Mandaluyong City, duly appointed and qualified to sign the certification/document and that full faith and credit may be given to his acts.

IN WITNESS WHEREOF, I have hereunto set my hand at the City of Manila, Philippines, this 20th day of FEBRUARY 2013.

EVANGELINA R. TUBAÑA
Authentication Officer

Annexed document(s) is/are:

POEA Standard Employment Contract for Filipino Household Service Workers (HSWs) Bound for the Kingdom of Saudi Arabia
Grat"
**STANDARD EMPLOYMENT CONTRACT FOR FILIPINO HOUSEHOLD SERVICE WORKERS (HSWs) BOUND FOR THE KINGDOM OF SAUDI ARABIA**

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

A. Employer: ____________________________
   
   Visa Number Issued by the Saudi Ministry of Labor: ____________________________
   
   Address: ____________________________
   
   Street: ____________________________
   
   District: ____________________________
   
   City: ____________________________
   
   Civil Status: ____________________________
   
   Number of family members and their ages: ____________________________
   
   Contact Numbers: ____________________________
   
   Telephone Number: ____________________________
   
   Mobile Number: ____________________________
   
   Email Address: ____________________________
   
   Represented in the Kingdom of Saudi Arabia by: ____________________________
   
   Saudi Recruitment Agency: ____________________________
   
   Address: ____________________________
   
   Contact Numbers: ____________________________
   
   B. Name of Worker: ____________________________
   
   Position: ____________________________
   
   Address in the Philippines: ____________________________
   
   Civil Status: ____________________________
   
   Contact Numbers: ____________________________
   
   Passport Number: ____________________________
   
   Date and Place of Issue: ____________________________
   
   Name of next of kin: ____________________________
   
   Address and Contact numbers of next of kin: ____________________________
   
   Represented in the Philippines by: ____________________________

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**عقد العمل الخاص بالعملاء المنزليين الفلبينيين المغاربة للملكة العربية السعودية**

تم إبرام هذا العقد بين كل من:

ا. اصحاب العمل: ____________________________
   
   رقم المخاطبة المتصلة من وزارة العمل السعودية: ____________________________
   
   وثائقيه: ____________________________
   
   القلم: ____________________________
   
   المدينة: ____________________________
   
   الحالة الاجتماعية: ____________________________
   
   عدد أفراد الأسرة: ____________________________
   
   أرقام الإتصالات: ____________________________
   
   رمز الهاتف: ____________________________
   
   رمز البريد: ____________________________
   
   البريد الكتروني: ____________________________
   
   وتم ذكره بأنه في المملكة العربية السعودية: ____________________________
   
   مكتب الاستقدام السعودي: ____________________________
   
   وثائقيه: ____________________________
   
   رمز الهاتف: ____________________________
   
   ب. اسم العامل: ____________________________
   
   المهنة / الوظيفة: ____________________________
   
   وثائقيه: ____________________________
   
   الحالة الاجتماعية: ____________________________
   
   رقم الهواتف: ____________________________
   
   تاريخ ومكان الإصدار: ____________________________
   
   إسم وعمران وأرقام الهواتف لأحد الأقارب: ____________________________
   
   وتم ذكره أنه في الفلبين: ____________________________
Voluntarily binding themselves to the following terms and conditions:

1. Site of Employment: ____________________________

2. Contract Duration: Two years effective from the date of departure from the worker from the Philippines. The monthly salary shall start upon actual reporting to work.

3. The household service worker and the employer agree on a monthly salary of $________, which is in accordance with the laws and regulations prevailing in both countries.

4. The employer shall open a bank account for the HSW in KSA, subject to SAMA rules and regulations and shall deposit regularly every end of the month the salary of the HSW to the said account. The passbook or deposit slip or their equivalent shall be given to the HSW and remain in his/her custody. The employer shall help the HSW to remit his/her salary through proper banking channels.

5. The household service worker shall be provided with continuous rest of at least 8 hours per day.

6. Rest day: At least one (1) rest day per week.

7. Free transportation to the site of employment and back to the point of origin upon expiration of contract and ensure the worker's timely repatriation. In case of termination for reasons not attributable to the worker, the employer shall bear the cost of repatriation of the worker to the Philippines.

8. The employer shall provide the household service worker suitable and sanitary living quarters as well as adequate food or equivalent monetary allowance.

9. For acceptable medical reasons, the HSW shall be allowed to rest and shall continue to receive his/her regular salary. The employer shall shoulder the medical expenses.

10. The HSW is entitled to return to the Philippines to spend his/her paid vacation leave of thirty (30) days for every two years of service with a round-trip economy class ticket. In case of his/her desire to continue working with the employer, he/she is entitled to an additional one-month salary.

11. In the case of the worker's death while working, the employer shall assist in the burial arrangements and repatriation of the body to the Philippines.

The above-mentioned terms and conditions are binding on both the employer and the worker, and their violation shall be subject to penalties provided by law.

Department of Labor and Employment
BFO Building, Ortigas Avenue cor. EDSA, Mandaluyong City 1501
Website: www.poea.gov.ph E-mail: info@poea.gov.ph
Hotlines: 722-1144, 722-1155

Site
Contract
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The HSW is entitled to return to the Philippines to spend his/her paid vacation leave of thirty (30) days for every two years of service with a round-trip economy class ticket. In case of his/her desire to continue working with the employer, he/she is entitled to an additional one-month salary.
12. In case of death, the employer is responsible for the repatriation of the HSW’s remains and personal belongings to the Republic of the Philippines as soon as legally possible and without undue delay. In case the repatriation of remains is not possible, the same may be disposed of after obtaining the approval of one of the HSW’s next of kin or by the Philippine Embassy.

13. In case of dispute between the employer and the HSW, the two contracting parties may refer the dispute to the appropriate Saudi authorities for conciliation and/or resolution.

14. Special Provisions:

a. The responsibility of informing the employer regarding the departure and arrival of the HSW in the Kingdom of Saudi Arabia shall be that of the Philippine Recruitment Agency in coordination with the Saudi Recruitment Agency.

b. The employer and his family members, and the HSW shall treat one another with respect and dignity.

c. The HSW shall work solely for the employer and his immediate household.

d. The employer shall not deduct any amount from the regular salary of the household service worker. In case of deductions for lawful reasons, such deductions must be reflected in the HSW’s payslip.

e. The employer shall pay the cost of the household service worker’s residence permit (iqama), exit/re-entry visa, and final exit visa, including the renewals and penalties resulting from delays.

f. The passport and work permit (iqama) of the worker shall remain in his/her possession.

g. The household service worker shall be allowed to freely communicate with his/her family and the Philippine Embassy Consulate on his/her personal expenses or account.

h. The employer shall explain to the members of his household the provisions of this contract and ensure that these are observed.

15. Any provision of this Standard Employment Contract may be altered, amended or substituted through the Saudi-Philippine Joint Technical Working Committee.

16. The worker shall be repatriated at the employer’s expense in the event
war, civil disturbance or major natural calamity, or in case the worker suffers from serious illness or work injury medically proven to render him/her incapable of completing the contract.

17. After the expiration of the contract and the HSW desires to return to the Philippines, the employer shall present the bank statement of the HSW to Saudi Recruitment Agency, and the employer and the worker shall then sign a final settlement. Such bank statement and proof of settlement may be submitted as evidence in the Philippines and in the KSA.

18. This contract may be renewed upon the agreement of the worker and his/her employer. Should the contract be renewed, a copy of the renewed iqama shall be submitted to the Philippine Embassy/Consulate by the employer or Saudi Recruitment Agency.

19. This contract shall be written in Arabic and English languages; both languages being equally authentic.

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<tr>
<th>Name of Employer</th>
<th>Name of Household Service Worker</th>
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<tr>
<th>Saudi Recruitment Agency</th>
<th>Philippine Recruitment Agency</th>
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المشار إليه وإيذاعات المعاقبة كافة قاطعة معتمدة في كل من المملكة العربية السعودية وجمهورية الفيليبين.

18- يمكن تجديد هذا العقد بالإتفاق بين العاملة المنزلية وكليهما. وفي حالة تجديد العقد يتم ترود السفرة أو التخليص النهائي بناءً على إمضاء الأمين المكلف بمصرف العمل أو مكتب الاستخدام السعودي.

19- حظر هذا العقد باللغتين الإنجليزية والعربية، وتم الإعتماد عليه والعمل بموجبه بالساري.

__________________________  __________________________
إسم العاملة المنزلية  إسم صاحب العمل

__________________________  __________________________
مكتب تصدر العمالات الفلبينية  وكالة السعودية للاستقدام