

Department of Labor and Employment  
Philippine Overseas Employment Administration  
Government Placement Branch

RSF NO. **200008-E**

**RECRUITMENT SPECIFICATION FORM (RSF)**

**EMPLOYER** : \_\_\_\_\_

**WORKSITE** : \_\_\_\_\_, ISRAEL

**CLASSIFICATION** : Government to Government Hiring Program

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**\*Please check updated ID documentary requirements**

a. The \_\_\_\_\_ is in urgent need of qualified applicants for the position/s:

***500 Homebased Caregivers***

***b. General job description, general working and living condition***

Homebased Caregivers should provide diligent and skilled caregiving assistance to Persons with Disabilities including elderly disabled persons in Israel (hereinafter: PWD's) in order to assist the PWD in carrying out activities of daily living including:

1. household management, as reasonably required for the personal needs of the PWD, such as dressing, bathing and cleaning, toileting and/or diapering, food preparation, cooking, eating, feeding and cleanup,
2. giving prescribed medications, supervision, lifting, transferring, cleaning of PWD living quarters, purchases, laundry and
3. accompanying the PWD outside the home, as well as any special duties are required in order to take care of the PWD
4. Special duties as set out in Annex A of the Special Employment Contract
5. As per instructions given to the Caregiver by the Employer or his representative
6. Please note that there are 2 versions of the SEC version one for cases in which the PWD is himself the employer of the Caregiver, and the second for cases in which a family member or legal representative of the PWD will be the official employer of the Caregiver.
7. In both cases the Caregiver's duties will be to care for the PWD and the Caregiver will live in the PWD's home, during the regular work week.

### **General working and living conditions:**

Working conditions will be as set out in SEC. **Hereinafter is a general description of some of the relevant conditions. As set out in the SEC, the following description is subject to the language of the relevant laws and procedures in force in Israel at the time of employment, as set out in the SEC, and in case of a discrepancy the wording of the laws/procedures/SEC will prevail.**

### **Workplace and Work Week**

**Work Week** - The regular work week of the Caregiver will be six (6) days a week, and the Caregiver agrees to be available to care for the Employer throughout the work week, as a live-in caregiver, provided that the Caregiver is given reasonable breaks from active work for relaxation, personal needs, and sleep.

1. The regular workplace will be the home of the PWD (Version 2), located at his address as set out above in this SEC or any updated address of the PWD.
2. The regular work week of the Caregiver will be six (6) days a week, and the Caregiver agrees that he will be available to care for the PWD throughout the work week, as a live in caregiver, provided that the Caregiver is given reasonable breaks from active work for relaxation, personal needs, and sleep.

Aside from the reasonable breaks, the Employer will endeavor to provide the Caregiver with at least eight (8) rest hours, subject to the special needs of the PWD.

3. The Caregiver's duties are counted among those that require a special degree of personal trust, as stipulated in the Work and Rest Hours Law, 5711-1951. In addition, the Caregiver will reside in the accommodation provided by the Employer in the home of the PWD. Thus, as per Israeli case law, the Caregiver will not be entitled to remuneration for overtime hours.

### **Estimated minimum salary**

- a. **Gross Monthly Minimum Wage** – before permitted legal deductions **5300 NIS** (5300 New Israeli Shekels which is approximately 1500 USD at the October 2020 exchange rate of 3.52 NIS to 1 USD).
- b. **Deductions from salary** - From the above gross salary the employer will deduct monthly sums as follows (approximate): caregiver's contribution to private medical insurance- up to 144 NIS, caregiver's contribution for

housing, property tax, water electricity provided by employer – up to 563 NIS (this sum varies according to the area of Israel in which the PWD resides and whether the PWD owns or rents his home-- please see details in SEC addendum and/or Rights Booklet) as well as any sum owed by the Caregiver to the Employer if agreed in writing in a language the Caregiver understands, up to a maximum of 25% of the monthly wage monthly. If the caregiver agrees in writing, some of the wage may be paid in the reasonable market value of food and drink provided to the Caregiver by the Employer in the workplace.

- c. The Caregiver will be responsible for all his expenses in Israel, including but not limited to:** food not provided as above in the workplace, toiletries, telephone, clothing, cable tv if he desires such, internet, travel, changing and/or transferring salary paid in NIS abroad in USD or other currency, etc. Please be aware that the cost of living in Israel is high. **Other benefits** - – as set out in SEC attached.

#### **Weekly Rest Day, Holidays And Vacation**

1. The Caregiver shall be entitled to a weekly day of rest of at least 25 consecutive hours on a day agreed upon by the parties.
2. After three months of employment, the Caregiver shall be entitled to 9 days off with pay per year of work for Philippine Religious/National Holidays or for Israeli Religious/National Holidays, when those Holidays do not fall on the Weekly Rest Day of the Caregiver.
3. The Caregiver will be entitled to yearly paid vacation, after coordinating the dates of such with the Employer at least 14 days in advance. The number of vacation days for which the Caregiver is eligible will be as set out in the Yearly Vacation Law, 1951, and figured according to the length of time the Caregiver has been employed by the Employer. For the first five years of employment – the Caregiver will be eligible for 16 vacation days yearly (14 days not including the weekly rest day).
4. The Caregiver and Employer may agree that the Caregiver may take only seven (7) vacation days per year and accumulate the unused paid annual vacation days to be used within two (2) consecutive years. If the Caregiver has not used his accrued paid vacation days, he will be eligible to receive monetary compensation from the Employer for those unused paid vacation days at the end of his employment by the Employer as set out in the Yearly Vacation Law, 1951.

#### **Other Benefits**

##### **Medical Insurance And Sick Pay:**

1. The Employer shall provide the Caregiver with private Medical Insurance which includes all the services set out in the Foreign Worker Ordinance (Basket of Health Services for the Employee) 2001 for the duration of the

employment. The Caregiver agrees to truthfully complete and sign any declaration or forms necessary for the entry into effect or for extending the validity of the medical insurance policy.

A copy of the medical insurance policy in the English language will be given by the Employer to the Caregiver and attached by the Employer as Annex B to this SEC, after the arrival of the Caregiver to Israel.

2. The Employer may deduct from the Caregiver's monthly salary, up to half of the cost of the above medical insurance, or the maximum sum set out in the relevant Israeli regulations, whichever is lower.
3. If the Caregiver cannot work due to illness, he shall be paid 50% of his salary by the Employer for the second and third day of absence and 100% of his salary from the fourth day of absence, upon presentation of a medical certificate certifying that he could not work due to illness. The entitlement to sick pay shall not exceed a cumulative period of one and a half days for every month in which the Caregiver was employed caring for the PWD, up to a maximum of 90 days.

#### **Accommodations:**

1. The Employer shall provide the Caregiver with suitable living accommodations in the home of the PWD for the entire duration of the employment, and for at least seven days after the termination of the employment. The Caregiver understands that he may not reside in accommodations outside the PWD home during the regular work week.
2. The Caregiver hereby declares that he is not a tenant in the home of the PWD but that he is there with permission only and that he does not have any right of any kind whatsoever to any tenancy in the home nor shall the Tenant Protection Laws and/or any other law that may replace them apply to him or to this contract.
3. The Employer may deduct monthly sums from the salary of the Caregiver for the accommodations supplied to the Caregiver and for related expenses. The sums deducted shall not exceed the maximum sums set out in Israeli regulations, in accordance with the area of the country in which the home of the Employer is located as set out in Annex C and as updated by the Israeli government from time to time.

#### **Severance Pay And Pension:**

1. After the Caregiver has completed six (6) months of work in Israel, in addition to the above salary, the employer will be responsible to pay the Caregiver, a sum as set out in the Pension Extension Order, currently 12.5% (6.5% for Pension and 6% for Severance Pay) of the gross monthly salary of the Caregiver as defined in the 1964 Severance Pay Regulations (Calculation of Severance Pay and Resignation Which is Considered as

Dismissal), for each month in which the Employer employs the Caregiver. In addition, if the Caregiver is eligible for severance pay as per the 1963 Severance Pay Law, the Employer shall be responsible for adding any outstanding sums as per that law. The above sums shall be paid no later than at the end of the employment period.

2. Notwithstanding the provisions of subsection (a) above, the Employer may instruct the National Insurance Institute to deposit monthly pension and severance pay deposits for the Caregiver into the "Foreign Caregivers Deposit Fund" (hereinafter: the Fund) held by PIBA. Similarly, if a portion of the Caregiver's salary is paid through a Caregiving Company as set out in section 10 (g) above, that Company will be responsible for depositing its appropriate share of the monthly contributions for pension and severance pay deposits into the Fund. In such cases, subsection (a) above will not apply concerning the sums deposited in the Fund, and the Caregiver will receive the accumulated sums from PIBA, less legal deductions, after leaving Israel permanently, or at the airport at the time of his permanent departure from Israel, as per an application filed to PIBA in a timely manner. If the Caregiver overstays in Israel illegally, a portion of the accumulated sum will be deducted by PIBA for each month of illegal unjustified overstay, and after 6 months of such overstay the Caregiver will forfeit the entire sum. Details concerning the Fund, deposits, Caregiver applications and deductions etc. are as set out in the Foreign Workers Regulations (Foreign Worker Deposit) 2016, in PIBA procedures, and in the National Insurance Law.

#### **Food And Drink In The Workplace:**

1. The Caregiver will provide for his own meals at his own expense.
2. Notwithstanding the above, if the Caregiver agrees to receive a portion of his monthly salary in the value of food and non-alcoholic drinks paid for by the Employer to be consumed by the Caregiver in the workplace, then the prevailing/customary market value of such food and drinks consumed in the workplace shall be considered part of the Caregiver's monthly salary (as payment in kind).

#### **National Insurance Institute:**

1. The Employer shall register the employment of the Caregiver with the National Insurance Institute for coverage available to foreign Caregivers under Israeli Law, specifically, work accident, bankruptcy of the employer, and maternity benefits. A copy of the above registration shall be provided by the Employer to the Caregiver.
2. In case of death of the Caregiver as a result of a work accident, the insurance benefits shall be paid to his legal heirs as stated in the National Insurance Institute Law.

#### **Airline Expenses: (SEC)**

The Caregiver will pay for his airline tickets, inclusive of travel insurance, from the Philippines to Israel, as well as upon his return from Israel to the Philippines, except as set out in Section 18(b).

**Recuperation Pay:**

In addition to the salary and other monetary entitlements set out above, and as per the Extension Order Concerning Employer Contributions for Recuperation and Recreation Payments, the Caregiver is entitled to receive yearly Recuperation Pay from the Employer, provided that he has completed a full year of work for the Employer. This sum is computed at the rate as updated by the Israeli Government at the time of payment (NIS 378 per day as of 2019), as follows:

- a. For the first year of employment – 5 days
- b. For the second and third years of employment- 6 days
- c. For the fourth and fifth years of employment – 7 days

For additional years of employment of the Caregiver by the Employer, the recuperation pay will be figured according to the number of years of employment as set out in the above extension order.

**d. Qualifications and other preconditions for inclusion of applicants in the roster**

**Qualified Applicants** should **register online** at [www.poea.gov.ph](http://www.poea.gov.ph) or [eservices.poea.gov.ph/Home](http://eservices.poea.gov.ph/Home) and personally submit the following documents at the Manpower Registry Division, Ground Floor, Blas F. Ople Bldg. (formerly POEA Bldg.), Ortigas Avenue corner EDSA, Mandaluyong City (**fastened in a folder and properly labeled with RSF No., Applicant's Name, Position Applied For, Country of Destination, PEOS Online Number and E-Registration Number**):

**For Registration:**

- They are at least 23 years of age.
- They are at least 1.5 meters tall and weigh at least 45 kg.
- They have successfully undergone at least 760 hours of relevant training, have passed examinations and have received TESDA certification, certifying them as caregivers eligible for overseas placement, or have received a diploma which certifies that they have graduated from a 4 year nursing or physical therapy college course approved by the Philippine Government.
- Their English language proficiency enables them to communicate with relevant bodies in Israel.

- They have successfully completed at least 12 years of schooling.
- They have never previously worked in Israel.
- They do not have parents, a spouse or children currently working or residing in Israel.
- They are physically and mentally healthy, do not suffer from diseases or from chronic medical conditions including (but not limited to) tuberculosis, hepatitis, syphilis, gonorrhea, and AIDS; and are capable of difficult caregiving work in Israel.
- They have clean National Bureau of Investigation (NBI) records from the Philippines.
- They have Philippine citizenship.

**1. Estimated costs associated with the recruitment and employment of the Caregiver:**

- a. There will be no recruitment fees collected from the applicants at any stage of the recruitment process. Nonetheless, in the future and subject to legislation in Israel, the Caregivers may be required to pay a service fee to Placement Agencies in Israel who will be required to provide a Basket of Services to the Caregivers after their arrival in Israel and throughout their stay. **If such service fee is passed into law, PIBA and POEA will publicize the details of the fee and the supervised payment method.**

Beware of unauthorized agents who may request illegal fees or who promise to arrange work in Israel. No third party can promise work in Israel and the caregivers who will arrive in Israel will only be those qualified applicants who are randomly chosen by PIBA from the final database (no more than 75% of the applicants in the final roster). Please note that approximately 90% of the chosen applicants will be female and only approximately 10% will be male, as there is a greater need in Israel for female caregivers than male caregivers.

2. The applicant will be responsible for paying for his/her plane ticket to and from Israel, as well as for his/her medical examination in the Philippines, to be carried out as per a form set by Israel.

3. In addition - not all applicants included in the final database will be chosen to arrive in Israel and inclusion of an applicant in the database does not constitute any obligation on the part of Israel or POEA or any person or body concerning work in Israel for any applicant!!
  
4. **Maximum duration of permitted employment.** – The regular maximum duration of permitted employment of a home based caregiver in Israel is up to 63 months from the time of first entry into Israel (in the period between 51-63 months a caregiver may continue and existing placement, or work as a short term substitute for caregivers on vacation abroad but may not begin a new regular placement) Nonetheless, if a caregiver remains caring for a particular PWD who requests such, the caregiver can continue to care for such PWD for an unlimited period, subject to PIBA procedures. In addition, in special cases, a limited number of caregivers who request to begin a new employment after 63 months in Israel, caring for the most severely handicapped PWD's, may be allowed to stay for additional periods. Please see details of the current procedures in the Rights Booklet.  
[https://www.gov.il/he/departments/general/foreign\\_workers\\_rights\\_booklets](https://www.gov.il/he/departments/general/foreign_workers_rights_booklets)
  
5. **A general description of the recruitment procedure including the selection process:**
  - a. Each applicant shall initially file his application with POEA via online registration procedure as follows:
    - a.1 Visit the POEA website, [www.onlineservices.poea.gov.ph](http://www.onlineservices.poea.gov.ph)
    - a.2 Under e-Registration, click “Let’s Go”. Then type your registered email and password to login.

Note: If you don’t have an e-Registration account yet, click the “Register” link. Then click the “I Accept the terms of Use” to continue, fill up the form with your personal data then click “Register”



Important: Complete all your credentials and information in e-registration before applying.

Reminder: Do not create multiple accounts to avoid unnecessary impediments in your future transactions.

a.3 Click the “Apply” button in the e-Registration dashboard to continue.

(Announcement regarding application for homebased caregivers for Israel is visible in the dashboard)

a.4 Answer all questions then submit by clicking the “Submit” button

a.5 POEA will then evaluate your submitted online application.

Schedule of Interview and Submission/Verification of documents will be posted in your e-registration account

Print your schedule, since it will serve as your Appointment Slip in POEA

Each applicant will present the originals of the required documents and submit one (1) set of photo copies fastened in a folder labeled with his full name and E-registration number at the relevant POEA office.

Each applicant shall present proof and declare that he meets all qualifications and shall be asked to sign a Declaration and Undertaking which includes a waiver of confidentiality of information.

Each applicant will then receive from POEA a registration card confirming receipt of the applicant’s complete documents.

Applicant can thereafter check the status of his application with POEA.

The details of the applicants who have fulfilled the preconditions will be transferred by POEA to the relevant Israeli Authorities. The Israeli Authorities will check that there is no migration limitation on the applicants in the final list (such as prior work in Israel or first degree relatives in Israel etc.) and will remove from the database any such applicants and inform POEA of the reason for such, so POEA can inform the removed applicants.

The Israeli Authorities will then carry out a random selection of no more than 75% of the applicants in the final database (approximately 90% women and 10% men) and the chosen applicants will be invited by POEA for a recorded interview and to fill out an online questionnaire- both in the English language. The recorded interviews and the answers to the questionnaire, without the applicant's identifying information, will be entered by PIBA into a computerized database, from which PWDs and their family members/legal representatives may choose appropriate candidates with the help of social workers employed by Israel Registered Placement Agencies. Be aware that inclusion in the database does not ensure selection for work in Israel, as Israel will randomly select no more than 75% of the qualified workers of each gender in the final database of applicants, and not all the workers in the final database will be chosen to arrive in Israel. In addition, the maximum number of selected workers for this stage shall be approximately 500 workers.

6. Documentary requirements:

- a. Print-out of E-Registration account
- b. Certificate of online Pre-Employment Orientation Seminar (PEOS)
- c. TESDA NC II for Caregiver with copy of Training Certificate from a TESDA accredited Training Center
- d. Scanned copy of Passport (data page, valid for at least three (3) years)
- e. NBI Clearance - six (6) months from the date of issuance
- f. Copy of Birth Certificate issued by Philippine Statistics Authority (PSA)

- g. Copy of any of the following: UMID ID, POSTAL ID, VOTERS ID OR DRIVER'S LICENSE**
  - h. Copy of Driver's License (if any)
  - i. Other requirements or criteria as may be specified by PIBA
7. Dates for submitting complete application to POEA (To be scheduled)
8. **The link to a website containing a Foreign Workers' Rights Handbook in English;**
- [https://www.gov.il/BlobFolder/generalpage/foreign\\_workers\\_rights\\_booklets/h/e/eng\\_0718.pdf](https://www.gov.il/BlobFolder/generalpage/foreign_workers_rights_booklets/h/e/eng_0718.pdf)

**Important Notification:** The Government of the State of Israel and/or PIBA are not and will not be the employers of the Caregivers, and the deployed workers will be directly employed taking care of the PWD in his or her home, either directly by the a PWD who holds a permit allowing employment of a foreign caregiver, or by the PWD's family members or legal representatives, either alone or jointly with a caregiving company as set out in the SEC.

**Covid-19** – Please be aware that additional testing or limitations, including covid-19 testing before leaving the Philippines and 14-day minimum quarantine after arriving in Israel, will be included in the procedure as per agreement between POEA and the Israeli Authorities.

Applicants are required to present their original documents for authentication of written information before forwarding the same to the employer.

**Deadline of submission of applications (Extended)**

- Applicants from the POEA Regional Offices **January 12, 2021**
- Applicants from the Central Office (POEA - Ortigas) **January 15, 2021**

**Only those with complete documents will be accepted.**

**Important Notification**

The Government of the State and/or PIBA are not and will not be the employers of the Homebased Caregivers.

Date: 29 December 2020

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