

## LETTERHEAD OF THE COMPANY

Date:

**ATTY. BERNARD P. OLALIA**

Administrator

**Philippine Overseas Employment Administration**

Ortigas Avenue corner EDSA

Mandaluyong City

Dear Administrator Olalia,

I, the undersigned, (name of the authorized signatory) wish to convey the following designated contingency plan related to the recruitment of Filipino workers who shall be employed overseas or whose overseas employment shall be renewable after (2) years of contract under the sponsorship of (name of the principal/employer). This plan covers remedial measures applicable in the event of any contingency or unpredictable event that may affect the safety or security of the employee, such as a natural calamity, war, terrorist attack, or any other disaster.

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

If the repatriate measure is not possible as occasioned by prevailing circumstances, exigencies, or supervening events, we shall provide continuous support to the employee and ensure his/her food supply, medical attention, clothings, safe shelter, and, if possible, communication with his/her next-of-kin or family in the Philippines. If communication is not possible, we shall explore means to make available to his/her next-of-kin or family information updates on his/her living condition.

We shall provide a personal accident insurance through a reputable insurance company in Poland in favor of the employee, which will cover benefits for her/his beneficiary/ies during his/her employment.

By virtue of this letter, we pledge to give the employee humane treatment.

Very truly yours,

Signature over printed name of the Authorized signatory