Documentary Requirements for Household Service Workers (HSWs):

Please submit the following documents in 2 sets

- Valid Employment Contract HSW, Verified by the POLO
- CPR photocopy of the Employer
- CPR photocopy of the Worker
- Passport photocopy of the Worker
- Valid Visa/Re-entry visa
- OWWA Receipt
- Photocopy of the airline ticket

(* Local transfer who left the Philippines with visit, tourist, business and family or dependent visa and has been engaged in numerative activity in the Kingdom of Bahrain)
EMPLOYMENT CONTRACT
For Filipino Household Service Worker

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

A. Employer: _________________________________________________________________
   Address: __________________________________________________________________
   ______________________________________ P.O. Box.: _____________________
   Civil Status__________________Contact Nos:____________________________________
   Central Population Registration (CPR) No.________________________________________
   (Complete Profile of Employer as Annex C)

B. Represented in the Kingdom of Bahrain by:
   Name of Agency: ___________________________________________________________
   Address: __________________________________________________________________

C. Represented in the Philippines by:
   Name of Agency:____________________________________________________________
   Address: __________________________________________________________________
   and

D. Household Service Worker:____________________________________________________
   E. Philippine Address: __________________________________________________________
      Civil Status___________________ Contact Nos:___________________________________
      Passport No.:___________________ Date & Place of Issue: _________________________
      Name of the next of kin: ________________________ Contact Nos.: __________________
      (Complete Profile of Household Service Worker as Annex D)

Voluntarily binding themselves to the following terms and conditions:

1. Site of Employment:    KINGDOM OF BAHRAIN
2. Contract Duration:    TWO (2) years commencing from the household service worker's
                        departure from the point of origin to the site of employment.
3. Basic monthly salary:  ONE HUNDRED AND FIFTY BAHRAINI DINARS (BD150.00) or
                        equivalent to US$ 400.00.
4. Work Hours:  The household service worker shall be provided with continuous rest of at least
                        8 hours per day.
5. Rest day:  At least one (1) rest day per week.
6. Transportation. Free transportation to the site of employment and back to the point of origin
                     upon expiration of contract or when contract of employment is terminated through no fault of
                     the household service worker and/or due to force majeure. In case of contract renewal, free
                     round trip economy class air ticket shall be provided by the employer.
7. Food and Accommodation. The Employer shall provide the household service worker, free of
                        charge, separate, suitable and sanitary living quarters as well as adequate food or food
                        allowance.
8. Medical Services. Free emergency medical and dental services for the household service
                        worker including facilities and medicine.
9. Vacation leave with full pay of not less than 15 calendar days for every year of service which
                        can be availed of upon completion of the contract.
10. Insurance. The Employer shall provide the household service worker with personal life accident, medical and repatriation insurance with a reputable insurance company in the country of destination.

11. Repatriation of Remains. In the event of death of the household service worker during the term of this contract, his/her remains and personal belongings shall be repatriated to the Philippines at the expense of the Employer. In case the repatriation of remains is not possible, the same may be disposed of upon prior approval of the household service worker's next of kin or by the Philippine Overseas Labor Office (POLO), Philippine Embassy.

12. Remittances. The employer shall assist the household service worker in remitting a percentage of his/her salary through proper banking channels.

13. Termination. Neither party may unilaterally cancel the contract except for legal, just and valid cause/s:

a. Termination by Employer
The employer may terminate the household service worker’s contract of employment for any of the following just causes: serious misconduct or willful disobedience by the household service worker of the lawful orders of the employer or immediate household members in connection with his/her work; gross habitual neglect by the household service worker of her duties; violation of the laws of the host country. The household worker shall shoulder the repatriation expenses.

b. Termination by household service worker
1) Termination without just cause: the household service worker may terminate the contract without just cause by serving a written notice on the employer at least one month in advance. Without such notice, the worker shall shoulder her/his return transportation.
2) Termination for a just cause: the worker may also terminate the contract without serving any notice on the employer for any of the following just causes: when the worker is maltreated by the Employer or any member of his household; when the employer violates the terms and conditions of this contract; when the employer commits any of the following acts – deliberate non-payment of salary, physical molestation and physical assault. The Employer shall pay for the repatriation expenses.

c. Termination due to illness
Either party may terminate the contract on the grounds of illness, disease or injury suffered by the worker, where the latter’s continued employment is prohibited by law or is prejudicial to his/her health as well as to the health of the employer and his household. The repatriation expenses shall be shouldered by the employer.

14. Settlement of Disputes. In case of dispute between the household service worker and the employer, the matter must be referred by either party to the Philippine Overseas Labor Office (POLO), Philippine Embassy who shall endeavor to settle the issue amicably to the best interest of both parties, as appropriate. If the dispute remains unresolved, the Philippine Overseas Labor Office (POLO), Philippine Embassy official shall refer the matter to the appropriate labor authorities of the country of destination for adjudication without prejudice to whatever legal action the aggrieved party may take against the other.

a. The Employer shall treat the household service worker in a just and humane manner. In no case shall physical violence be used upon the household service worker.
b. The household service worker shall work solely for the Employer and his immediate household. The employer shall in no case require the worker to work in another residence or be assigned in any commercial, industrial or agricultural enterprise.

c. The Employer shall not deduct any amount from the regular salary or the household service worker other than compulsory contributions prescribed by law. Such legal deductions must be issued a corresponding receipt.

d. The Employer shall pay for the household service worker’s work/residence permit and exit/re-entry visa.

e. It shall be unlawful for the Employer to hold or withhold the helper’s passport and her work/residence permit with or without his/her consent.

16. Non-Alteration. No provisions of this Contract shall be altered, amended or substituted without the written approval of the Philippine Embassy, Philippine Overseas Labor Office (POLO) or the Philippine Overseas Employment Administration (POEA).

17. Contingencies. In the event of war, civil disturbance or major natural calamity, the Employer shall repatriate the worker at no cost to the worker as enunciated in the Affidavit of Undertaking as Annex B of this Contract.

18. Applicable Law and Jurisdiction. Other terms and conditions of employment shall be governed by the pertinent laws of the Philippines or the Kingdom of Bahrain. Any applicable provisions on labor and employment of the Kingdom of Bahrain are hereby incorporated as part of this Contract.

In witness thereof, we hereby sign this Contract this __________ day of ______________ 20____ at Kingdom of Bahrain.

__________________________________          __________________________________
Employee’s Signature                     Employer’s Signature

___________________________________      ___________________________________
Name and signature of Philippine     Name and signature of Kingdom of Bahrain
Representative                                                              Representative
(Licensed Recruitment Agency)                        (Licensed Recruitment Agency)
PROFILE OF THE HOUSEHOLD SERVICE WORKER (HSW)

Complete Name: _____________________________________________________
Passport No.: _____________ Place of Issue: ___________ Date Issued: ________
Permanent Address and Contact No.: ______________________________________

Name of Name of kin and Contact No.: ___________________________________

Date of Birth:______________________  Age: ___________ Sex: ______________
Marital Status:         Single          Married          Widowed           Separated
No. of Children: ____________________ Ages of Children: ___________________
Occupation of Spouse: ________________________________________________
Religion:           Muslim           Roman Catholic           Others: ___________________
Highest Educational Attainment and other Special Training: __________________

Work Experiences: (Place of Work, Period of Stay, Job Held, Reason for Leaving):
___________________________________________________________________
___________________________________________________________________

KNOWLEDGE
OF LANGUAGE:

SPEAK   READ   WRITE

GOOD     FAIR   GOOD     FAIR   GOOD     FAIR

ARABIC
ENGLISH
OTHERS:

HOUSEHOLD CHORES: GOOD    FAIR

Cleaning
Washing
Ironing
Gardening
Taking Care of Children
Taking Care of Elderly
Cooking

What kind of foods can you cook? ___________

What kind of Household Appliances can you operate? ________________

Remarks: ________________________________

__________________________
Signature
AFFIDAVIT OF UNDERTAKING

I, ______________________________________________, with residence at __________________________________________________________, do hereby undertake the following in connection with the employment of Filipino household service worker (HSW) _________________________________________________

(name of household service worker)

1. That I shall, upon arrival of Household Service Worker (HSW) in the Kingdom of Bahrain, make the HSW contact the Philippine Embassy by phone confirming her arrival;

2. That the HSW shall have custody of his/her passport/travel document at all times;

3. That I shall treat humanely our household service worker and by the other persons staying at the house;

4. That I shall provide the HSW with a separate sleeping room;

5. That the HSW shall be given a daily rest of at least eight continuous hours;

6. That the HSW shall be made to work only in the residence of the employer;

7. That upon request by the Philippine Overseas Labor Office, Philippine Embassy shall be allowed to communicate with the HSW by phone;

8. That the HSW shall be allowed to freely communicate with her family in the Philippines or with the Philippine Embassy;

9. That I shall present the person of the HSW to the Philippine Embassy when so required;

10. That I shall not make the HSW extend her contract or transfer to another employer without the verification and approval of the Philippine Overseas Labor Office, Philippine Embassy;

11. That I shall assist the HSW in availing of the benefits provided under the laws of the Kingdom of Bahrain.

Done on this_____ day of ____________ 2016 at the Kingdom of Bahrain.

_________________________
Signature of Employer
AFFIDAVIT OF UNDERTAKING

I, ________________________________ with address at _________________, Kingdom of Bahrain after having been duly sworn in accordance with law, do hereby depose and state that I will repatriate our employed Filipino Workers to the Philippines in the event of war or civil disturbances assuming than proportion of war, or in case of earthquakes, and other natural calamities and emergencies that may arise in the Kingdom of Bahrain in coordination with the Philippine Embassy.

Done on this _____ day of ____________ 2016 at the Kingdom of Bahrain.

___________________________________________________________
Name and signature of Employer/Sponsor:

Contact particulars: ____________________

Residence Address: ___________________

Mobile No.: __________________________

Residence Phone No.: ___________________

___________________________________________________________
Name and Signature of Bahrain Recruitment Agency

___________________________________________________________
Name and Signature of Philippine Recruitment Agency:
PROFILE OF THE EMPLOYER OF HOUSEHOLD SERVICE WORKER

Name of Sponsor/Employer: _____________________________________________________

Central Population Registration No.: _____________________________________________

Passport No.: ____________________________  Nationality: __________________________

Duration of Residence in Bahrain: ________________________________________________

Occupation: __________________________________________________________________

Nature of Work/Business: _______________________________________________________

HOUSEHOLD MEMBERS:

____ Husband  ____ yrs. old  ____ Wife ____ yrs. old

____ Son/s  ____ yrs. old  ____ yrs. old  ____ yrs. old

____ Daughter/s  ____ yrs. old  ____ yrs. old  ____ yrs. old

Others:

____________________  ____ yrs. old  ____ yrs. old  ____ yrs. old

____________________  ____ yrs. old  ____ yrs. old  ____ yrs. old

____________________  ____ yrs. old  ____ yrs. old  ____ yrs. old

Salary shall be paid: _____ Cash _____ Bank

No. of Household Service Worker/s: _________ Female: ______  Male: _______

Job Description of Household Service Worker needed:

General household chores:

_____ Cleaning  _____ Ironing  _____ Laundry  _____ Cooking

_____ Caring of baby/ies How many? ___  _____ Caring of child/ren How many? ___

Others (please specify): ___________________________________________________

Type of Employer’s Residence: _____ Flat  _____ Villa

Type of accommodation of Household service worker: _____ Own room  _____ Sharing

I declare that the above information are true and correct under pain or penalty under Philippine and host Country laws.

________________________________________
(Signature of Employer)

____________________
Date
AFFIDAVIT OF UNDERTAKING

I, ________________________________ with address at _________________, Kingdom of Bahrain after having been duly sworn in accordance with law, do hereby depose and state that I shall assist the driver in applying for his/her driver's license, and will not charge him/her of the expenses incurred in securing the same. Should the driver fail the driving test, he shall be returned back to Bahrain agency to settle the case with the counterpart licensed agency in the Philippines or shall be repatriated to Philippines on the account of the Employer.

Done on this _____ day of ____________ 2016 at the Kingdom of Bahrain.

___________________________________________________________
Name and signature of Employer/Sponsor:

Contact particulars: ____________________
Residence Address: ____________________
Mobile No.: __________________________
Residence Phone No.: _________________

___________________________________________________________
Name and Signature of Bahrain Recruitment Agency

___________________________________________________________
Name and Signature of Philippine Recruitment Agency: