Checklist of Requirements to be submitted in two (2) sets

1. Verification of Employment documents of OFWs who came to Bahrain using visit/tourist visas, exited Philippines through another country, transferred locally or has changed jobsite:
   a. Two (2) original copies of valid Employment Contract (EC) (sponsor to sign and stamp Company logo on every page of the contract)
   b. Contingency Plan (to be printed in company letterhead with company stamp and signed by employer/authorized signatory)
   c. Certificate of Employment (COE) (to be printed in company letterhead with company stamp and signed by employer/authorized signatory)
   d. Copy of Commercial Registration (CR)
   e. Copy of CPR of employer/Authorized Signatory of the Company in the COE & EC
   f. Copy of CPR of Employee
   g. Copy of valid visa/Residence Permit (RP)
   h. Copy of Passport (valid for at least 6 months from time of departure from the Phils.)
   i. copy of 2-way Airline ticket
   j. letter from the employer attesting to the transfer of jobsite of the worker (if returning to same employer but changed jobsite)
   k. Sworn statement of the worker providing explanation on how he/she was hired by her current employer (visit visa to working visa & local transfer)
   l. Affidavit of Undertaking for Drivers

Notes:
I. Only Employment Contracts compliant with the following minimum Labor standards will be verified by POLO-Bahrain:
   1. Jobsite is specified as within Bahrain only
   2. Basic monthly salary is not lower than BD 150 with schedule and mode of payment specified
   3. Free food, accommodation and transportation or compensatory allowance/s in lieu thereof
   4. Clear start and end dates of contract
   5. Free return airfare after the completion of contract or equivalent amount if not availed by worker
   6. Maximum Forty Eight (48) hours work per week and 1 day off/week;
   7. overtime pay for services rendered beyond the 8-hour regular work/day or 48 hours work-week and work during rest days and Holidays;
   8. thirty (30) days vacation leave/year of service
   9. Sick leave entitlement/ benefits
   10. Free emergency medical and dental treatment
   11. Personal life accident insurance
   12. defined grounds/ causes for termination of the contract or of the services of the worker
   13. Manner of settlement of disputes
   14. In case of worker’s death, repatriation of human remains and personal belongings, at the expense of the employer

II. Upon verification of documents, OFW will register thru bmonline.ph and request appointment for OEC issuance in any POEA office in the Philippines/POLO-Bahrain.

III. OFWs who originally came to Bahrain with visa/tourist visas or exited Philippines through another country will obtain their OECs at any of the POEA offices in the Philippines.

IV. Documents submitted are subject to approval of the Labor Attache

V. Fees to be paid: BD4 as verification fee; BD 9.5 for OWWA Membership and BD 1 for OEC

II. Requirements for OEC issuance for vacationing OFWs who are returning to the same employer:
   1. copy of last OEC issued/copy of Employment contract verified by POLO-Bahrain/POEA
   2. copy of passport, visa and CPR
   3. any of the following: Certificate of Employment, pay slip or company ID
   4. copy of 2-way airline ticket
**EMPLOYMENT CONTRACT**

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

**A. Name of Employer/Company:**

Address:

P.O. Box No.: ..... Tel. No.: ..... 

**B. Represented in the Kingdom of Bahrain by:**

Name of Agency:

Address:

P.O. Box No.: ..... Tel. No.: ..... 

**C. Represented in the Philippines by:**

Name of Agency/ Company 

Address:

**D. Name of Employee:**

Civil Status: 

Passport No.: Date & Place of Issue:

Address:

And

**Voluntarily binding themselves to the following terms and conditions:**

1. **Site of Employment:** 

2. **Contract Duration:** 

   commencing from the employee’s departure from the point of origin to the site of employment.

3. **Employee’s Position:**

4. **Basic Monthly Salary:**

5. **Regular Working Hours:** Maximum of 8 hours per day, six days per week.

6. **Overtime Pay:**
   a. For work over regular working

**Whereas the parties have voluntarily bound themselves to the following terms and conditions:**

1. **Location of Employment:** KINGDOM OF BAHRAIN.

2. **Contract Duration:**

3. **Employee’s Position:**

4. **Basic Monthly Salary:**

5. **Regular Working Hours:**

6. **Overtime Pay:**
   a. For work over regular working
<table>
<thead>
<tr>
<th>Hours: per Bahrain Labor Law</th>
<th>ب. عن العمل في أيام الراحة والإجازات المخصصة</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. For work on designated rest days &amp; holidays: per Bahrain Labor Law</td>
<td></td>
</tr>
<tr>
<td>7. Leave with Full Pay:</td>
<td>7. الإجازة مدفوعة الأجر بالكامل:</td>
</tr>
<tr>
<td>a. Vacation Leave: per Bahrain Labor Law</td>
<td>أ. إجازة العطلات:</td>
</tr>
<tr>
<td>b. Sick Leave: Per Bahrain Labor Law</td>
<td>ب. الإجازة المرضية:</td>
</tr>
<tr>
<td>8. Free transportation to the site of employment and in the following cases, free return transportation to the point of origin: a. expiration of the contract; b. termination of the contract by the employer without just cause; c. if the employee is unable to continue to work due to work connected or work aggravated injury of illness; d. force majeure; and e. in such other cases when contract of employment is terminated through no fault of the employee.</td>
<td>8. سوف يحصل الموظف على تذاكر السفر إلى موقع العمل وعند عودة الموظف إلى مونه الأصلي مجاناً في الحالات التالية: أ. عند انتهاء العقد. ب. عند إنهاء صاحب العمل للعقد من دون سبب مقنع، في حالة عدم قدرة الموظف على الاستمرار في العمل نتيجة مرض أو إصابة ناجت عن أو تفاقمت نتيجة العمل أو مرتبطة بالعمل. ث. نتيجة الظروف القهرية. ج. في الحالات الأخرى التي يتم فيها إنهاء وف ع العقد من دون أي سبب من جانب الموظف.</td>
</tr>
<tr>
<td>9. Free food or compensatory allowance of BD ............... equivalent to US$..........., free suitable housing.</td>
<td>9. سوف يحصل الموظف على الغذاء من دون مقابل أو على البدلات التعويضية عنه بقيمة ............ دولار أمريكي، بما يعادل ............ دولار أمريكي بالإضافة إلى توفير السكن المناسب له دون مقابل أيضاً.</td>
</tr>
<tr>
<td>10. Free emergency medical and dental services and facilities including medicine.</td>
<td>10. سوف يحصل الموظف على التسهيلات الخاصة بخدمات طبي</td>
</tr>
<tr>
<td>11. Personal life accident insurance in accordance with host government and/or Philippine government laws without cost to the worker. In addition, for areas declared by the Philippine government as war risk areas, a war risk area insurance of not less than P100,000 shall be provided by the employer at no cost to the worker.</td>
<td>11. سوف يكون التأمين الشخصي على الحياة ضد الحوادث دون تكلفة على الموظف. بالإضافة إلى ذلك، في المناطق التي أعلنتها حكومة الفلبين مناطق خطر الحرب، سوف يتم تغطية العدوانات في المناطق المعرضة للخطر من قبل صاحب العمل بقيمة 100,000 بيبسو من دون أي تكلفة على الموظف.</td>
</tr>
<tr>
<td>12. In the event of death of the employee during the term of this agreement, his remains and personal belongings shall be repatriated to the Philippines at the expense of the employer. In the case the repatriation of remains is not possible, the same may be disposed of upon prior approval of the employee ’s next kin and/or by the Philippine Embassy/Consulate nearest the jobsite.</td>
<td>12. في حالة وفاة الموظف خلال مدة هذه الاتفاقية، سوف يتم نقل جثمانه وممتلكاته الشخصي في حالة ضد الحوادث بموافقة قوانين الحكومة المضيفة أو حكومة الفلبين. بالإضافة إلى ذلك، في المناطق التي أعلن عنها حكومة الفلبين مناطق خطر الحرب، سوف يتم تغطية العدوانات في حالات الخطر من قبل صاحب العمل بقيمة 100,000 بيبسو من دون أي تكلفة على الموظف.</td>
</tr>
<tr>
<td>13. The employer shall assist the Employee in remitting a percentage of his salary through the proper Banking channels or other means authorized by law.</td>
<td>13. يتعهد صاحب العمل بمساعدة الموظف في تحويل نسبة من راتبه من طريق القنوات المصرفية المناسبة أو عن طريق أي وسائل أخرى قانونية.</td>
</tr>
<tr>
<td>14. Termination: Neither party may unilaterally cancel this contract except for legal, just and valid cause/s: a. Termination by Employer: The employer may terminate this Contract on the following just causes: serious misconduct, willful disobedience of employer’s lawful orders, habitual neglect of duties, absenteeism, insubordination, revealing secrets of</td>
<td>14. إنهاء وفض عقد الموظف: يتعين على أي من الطرفين عدم إلغاء هذا العقد من جانب فقط، عدا سبب/ لأسباب قانونية وعادلة وصحبة كما يلي: أ. إنهاء صاحب العمل: قد يقوم صاحب العمل بإنهاء وفض هذا العقد للاسباب التالية: سوء السلوك الخطر، عدم الطاعة المتعمدة من جانب الموظف للأوامر القانونية صاحب العمل، الإهلاك المتعمد من جانب الموظف في تنفيذ مهام عمله، انقطاع الموظف عن العمل، التمرد من جانب الموظف وكسك له أسوار الرسمية في حالة خرق الموظف للآداب</td>
</tr>
</tbody>
</table>
b. Termination by Employee: The employee may terminate this Contract without serving any notice to the employer for any of the following just causes: serious insult by the employer or his representative, inhuman and unbearable treatment accorded the employee by the employer or his representative, commission of a crime/ offense by the employer or his representative. Employer shall pay the repatriation expenses back to the Philippines.

b.1 The employee may terminate this Contract without just cause by serving one (1) month in advance notice to the employer. The employer upon whom no such notice was served may hold the employee liable for damages. In any case, the employee shall shoulder all expenses relative to his repatriation back to his point of origin.

c. Termination due to Illness: Either party may terminate the contract on the ground of illness, disease or injury by the employee. The employer shall shoulder the cost of repatriation.

15. Settlement of disputes: All claims and complaints relative to the employment contract of the employee shall be settled in accordance with the Company policies, rules and regulations. In case the employee contests the decision of the employer, the matter shall be settled amicably with the participation of the Labor Attaché or any authorized representative of the Philippine Embassy/ Consulate nearest the job site or any competent or appropriate government body in the country of destination or in the Philippines if permissible by the country of destination laws at the option of the complaining party.

16. The Employee shall observe Employer’s company rules and abide by the pertinent laws of the host country and respect its customs and traditions.

17. Applicable Law: Other terms and conditions of employment, which are consistent with the above provisions, shall be governed by the pertinent laws of the Philippines or the Kingdom of Bahrain.

In witness thereof, we hereby sign this contract this………………day of…………….
……………………at Manila, Philippines,
<table>
<thead>
<tr>
<th>Employee</th>
<th>Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Philippine Rep.</td>
<td>(Licensed Recruitment Agency)</td>
</tr>
<tr>
<td>Kingdom of Bahrain Rep.</td>
<td>(Licensed Recruitment Agency)</td>
</tr>
</tbody>
</table>

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<tr>
<th>توقيع الموظف</th>
<th>توقيع صاحب العمل</th>
</tr>
</thead>
<tbody>
<tr>
<td>توقيع ممثل الفلبين (وكالة التوظيف المعتمدة)</td>
<td>توقيع ممثل مملكة البحرين (وكالة التوظيف المعتمدة)</td>
</tr>
</tbody>
</table>
CONTINGENCY PLAN

I, ____________, ____________, wish to convey this contingency plan related to the recruitment of the Filipino worker who shall be employed on the renewable period of ____________ contract under the ____________. This plan covers the remedial measure that should apply in the event of any contingency (i.e. natural calamity, man-made disaster and war).

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

If repatriation measure is not possible as prompted by the prevailing circumstances that may occur, I shall provide continuous support to the employees (i.e., food medicines, clothing and safe shelter) and constant communication with the update of their living condition to their families in the Philippines.

Our company shall provide a personal accident insurance with a reputable insurance company in the Kingdom of Bahrain in favor of the employee that will cover benefits for their beneficiaries during their employment.

AND BY VIRTUE OF THIS LETTER, our company pledge to give the employee reasonable treatment for their well-being in accordance with the job contract.

______________________________
(Employer)
SWORN STATEMENT

I, _________________________________________, of legal age, single/married, Filipino citizen, with address at ____________________________________________________ (complete address in Bahrain), after having duly sworn to in accordance with law, depose and say that:

1. I arrived in the Kingdom of Bahrain for the first time on ______________ on (visit/work) visa with_____________________________________________________ as my (sponsor/ employer);

2. Thereafter, I was able to (obtain/transfer) employment on my own with (name of company/ employer) ________________________________________________________ to work as (skill/position) _______________________________ for a contract duration of __________________ with a salary of _____________

3. I came to know my new employer through ________________________________

4. I have started employment with my new employer and is returning to the said employer after my intended vacation;

5. As proof of my existing employment with _______________________________, I am submitting one of the following documents:
   ______ valid employment contract/Offer of employment
   ______ Certificate of Employment
   ______ pay slip
   ______ valid company identification card
   Other documents: _______________

6. Having entered into an employment contract on my own without prior verification from POLO- Bahrain, I fully understand that in case of contractual default or breach of contract by my employer, my only recourse is to file my claim/ complaint before the Bahrain Ministry of Labor/Labor Courts to enforce the terms and conditions of my employment contract against my foreign employer with the assistance of the Philippine Overseas Labor Office-Bahrain (POLO-Bahrain);

7. I declare and certify that I have read the provisions of my employment contract and I have fully understood the terms and conditions thereof.

IN WITNESS WHEREOF, I am affixing my signature hereunder this _____ th day of ___________, 2019 at Manama, Kingdom of Bahrain.

Signature over Printed Name
Affiant

SUBSCRIBED AND SWORN to before me at Manama, Kingdom of Bahrain this ____th day of ________________________, 2019.

VICENTE M. CABE
Labor Attaché
AFFIDAVIT OF UNDERTAKING

I, _______________________________ of legal age, in capacity as _____________________ with office address at ___________________, Kingdom of Bahrain holding CPR NO. ______ after having been subscribed to an oath, depose and say:

• That the Insurance Coverage so mentioned including the application for the driver’s license shall be facilitated and corresponding provisions/fees be paid by the employer;
• That the employment contract shall be included the provisions that the Filipino drivers shall be covered by accident insurance and the vehicles they drive by Comprehensive of Third Party Liability (TPL) Insurance;
• That for the meantime, the drivers are securing license, their salaries and allowances shall be continuously be given to them from their time of arrival at the jobsite;
• That the employer shall pay the repatriation cost in case the driver fails the driver’s test.

IN WITNESS HEREOF, I am affixing herein my signature this ___day of __________ 2018 in the Kingdom of Bahrain.

______________________________
Signature of Employer