



Philippine Embassy
PHILIPPINE OVERSEAS LABOR OFFICE
Baabda, Lebanon

DOCUMENTARY REQUIREMENTS FOR THE VERIFICATION OF EMPLOYMENT DOCUMENTS TO BE SUBMITTED TO THE PHILIPPINE OVERSEAS LABOR OFFICE

**REGISTRATION OF DIRECT HIRE OVERSEAS FILIPINO WORKERS
PROFESSIONAL AND SKILLED WORKERS per POEA Memorandum Circular No. 8**

Amount of Verification Fee to be paid to POLO - \$40.00

PHASE I

- a. Original notarized employment contract to be stamped/chopped of the company seal/logo and have an Apostille stamp from the Governor's Office;
- b. Copy of worker's passport, valid at least six (6) months from the date of intended departure;
- c. Copy of worker's valid work permit;
- d. Contingency plan;
- e. Proof of worker's mandatory insurance from POEA accredited insurance company;
- f. Company profile, Business License/Commercial Registration of the employer;
- g. Additional documents to support job application:
 1. Certificate of Employment or Business Permit: if self-employed;
 2. Diploma and Transcript of Record (TOR);
 3. TESDA NC II/PRC license;
 4. Curriculum vitae/resume
- h. Notarized statement on how the worker secured his/her employment with attached photocopy of employer's passport/ID and contact details; and
- i. POLO Endorsement Letter addressed to the Administrator seeking exemption from the ban on direct hiring

PHASE II

- j. Valid Medical Certificate from DOH-accredited medical clinic authorize to conduct medical exams for OFWs
- k. Certificate of medical fitness to work from a DOH-accredited medical clinic for OFWs;
- l. Pre-Employment Orientation Seminar (PEOS) Certificate;
- m. Pre-Departure Orientation Seminar (PDOS) Certificate issued by OWWA;
- n. Comprehensive Pre-Departure Education Program (CPDEP) Certificate issued by OWWA;
- o. POEA Clearance

Please note that:

- **Phase I** documentary requirements should be submitted to POLO Lebanon for verification
- Items **a** to **h** have to be submitted in three (3) sets - one (1) original and two (2) xerox/duplicate copies;
- Item **i** will be issued by POLO upon submission of the complete requirements; and
- **Phase II** requirements should be submitted by the worker to POEA along with Phase I requirements for the eventual issuance of OEC.

Company Letter Head

EMPLOYMENT CONTRACT FOR VARIOUS SKILLS

This Employment Contract executed and entered into by and between:

A. Employer : _____
Address : _____
Telephone Number: _____ Fax Number: _____
Email Address : _____

and

B. Name of Worker/Employee: _____
Address in the Philippines: _____
Civil Status: _____ Passport No.: _____
Date Issued: _____ Place Issued: _____

Voluntarily binding themselves to the following terms and conditions:

1. Employment Site : _____, Turkey.
2. Contract Duration: _____ commencing of employee's departure from point of origin
3. Worker's Position: _____
4. Basic Monthly Salary: USD _____
5. Regular Working Hours: maximum of 8 hours per day, six days per week with minimum of eight (8) paid holidays per year.
6. Overtime Pay:
 - a. For work over regular working hours : per Turkey's Labor Law
 - b. For work on designated rest day and holidays: per Turkey's Labor Law
7. Leave with Full Pay:
 - a. Vacation Leave : per Turkey's Labor Law
 - b. Sick Leave : per Turkey's Labor Law
8. Free transportation to the site of employment and in the following cases: a) free return transportation to the point of origin; b) expiration of the contract; c) termination of the contract by the employer without just cause; d) if the employee is unable to continue work due to connection or work aggravated injury or illness; e) force majeure; and f) in such cases when contract of employment is terminated through no fault of the employee.
9. Free food and/or compensatory allowance of USD\$ _____ and free suitable housing/accommodation.
10. Free health/medical and dental services including medicines.
11. Personal life and 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 insurance of not less than P100,000.00 shall be provided by the employer at no cost to the worker.
12. The employer shall assist the employee in remitting a percentage of his salary through the proper banking channel or other means authorized by law.
13. The employee shall observe employer's company rules and abide by the pertinent laws of host country and respect its customs and traditions.

Signature of Worker

Signature of Employer

14. Termination – neither party may unilaterally cancel the contract except for legal, just and valid cause(s):
- a. Termination by the First Party. The First Party may terminate this contract on ground of closure or cessation of the establishment/company or due to retrenchment or to prevent losses, by serving a written notice to the Second Party at least one (1) month before the intended date thereof or payment of separation/termination pay equivalent to one (1) month salary. The First Party shall bear the repatriation expenses of the Second Party. The First Party may also terminate this contract on the following causes: serious misconduct, willful disobedience of First Party's lawful order, habitual neglect of duties, absenteeism, insubordination, revealing of establishments/company's secrets and when Second Party violates the customs of Lebanon and / or terms of this agreement. The Second Party shall shoulder the repatriation expenses.
 - b. Termination by the Second Party. The Second Party may terminate this contract by serving one (1) month advance written notice to First Party. If notice is served, the Second Party shall shoulder all expenses relative to his expatriation back to his point of origin. The Second Party may also terminate this contract without serving any notice to the First Party for any of the following just causes:
 - Serious insult by the First Party or his representative.
 - Inhuman and unbearable treatment accorded the First Party or his representative.
 - Commission of crime/offense by the First Party or his representative and violation of terms conditions of the employment or his representative. The First Party shall pay the repatriation expenses back to the Philippines.
 - c. Termination due to illness. Either party may terminate the contract on the ground of illness, disease or injury suffered by the Second Party. The First Party 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 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 which shall endeavor to settle the issue amicably to the best interest of both parties. If dispute remains unresolved with POLO/Philippine Embassy, the same shall be referred by any of the parties to the nearest or appropriate government body of the host country for settlement.
16. The employee shall observe employer's company rules and regulations and abide by the pertinent laws of the host country and respect its customs and traditions.
17. In event of death of the employee during the terms of this agreement, his 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 employee's next of kin and/or by the Philippine Embassy.
18. Applicable Law: Other terms and conditions of employment which are consistent with the above provisions shall be governed by pertinent laws of the Republic of Turkey.

In witness thereof, we hereby sign this contract this _____ day of _____, 20____ at _____, Turkey.

Signature of Worker

Signature of Employer

COMPANY PROFILE
(Confidential)

Company Name: _____ Address: _____
Business: _____
P.O. Box: _____
Tel: No.: _____ Fax: _____

Name of Sponsor: _____ ID/Passport No: _____

Government Position: _____

Business: _____

Address: _____ Tel No.: _____ Fax no.: _____

Years Business: _____ Other Business/es (if any) _____

- Type [] Multi-National [] Foreign
[] Fully-local owned [] Corporation
[] Partnership [] Single-proprietorship

A-Financial Information

1. Capital

Authorized: _____ Paid Up: _____

2. (For Recruitment Agencies)

Is the Bank deposit required by Lebanon Law paid for? Yes No

B. Organizational Structure

Chief Executive Officer: _____
Nationality : _____
Telephones: _____ Fax No.: _____

Chief Operating Officer: _____
Nationality : _____
Telephones: _____ Fax No.: _____

PRO : _____
Nationality: _____
Telephones: _____ Fax no.: _____

C. Company's Physical Profile

Name of Building : _____
Office Area : _____ No. of Rooms: _____
Equipment : _____

No. of Staff : _____ Nationalities: _____