**PRINT ON COMPANY LETTERHEAD**

Date\_\_\_\_\_\_\_\_\_\_\_

**THE ADMINISTRATOR**

PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION

POEA Building, Ortigas Avenue corner EDSA

Mandaluyong City

Philippines

Subject: **CONTINGENCY PLAN**

Sir/Madam:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, wish to convey the following designated contingency plan related to the recruitment of Filipino worker/s, who shall be employed under my sponsorship. This plan covers remedial measures that should apply in the event of any contingency, i.e., natural calamity or man-made disaster/war.

* In the course of any impending contingency, I shall strive my best to repatriate my worker to the Philippines at the soonest time possible via a safe course of travel;
* If the repatriation measure is not possible as prompted by the prevailing circumstances that may occur, I shall provide continuous support to the worker such as food, medicines, clothing and safe shelter; and constant communication for the update of his/her living condition;
* I shall provide a personal accident insurance with a reputable insurance company in the Kingdom of Saudi Arabia in favor of the worker to cover benefits for his/her beneficiaries during his/her employment.

By virtue of this letter, I pledge to give my worker a reasonable and justified treatment for his/her well-being in accordance with the employment contract.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Print Name and Signature)*

**Owner/Manager**