### COMPANY LETTERHEAD

**Date: \_\_\_\_\_\_**

**Mr. ANTONIO M. MUTUC, JR.**

Labor Attache I

Migrant Workers Office

Philippine Embassy

Riyadh, Kingdom of Saudi Arabia

**ATTN:** MR. ALFREDO M. VARGAS III

ARAM ENTERRISES, INC

**JOB ORDER / MANPOWER REQUEST**

Our COMPANY NAME is authorizing **ARAM ENTERRISES, INC.** to recruit Filipino workers for the following positions under block visa no. \_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTUAL POSITION** | **POSITION**  **(As per visa category)** | **GENDER** | **NO. OF WORKERS** | **BASIC MONTHLY SALARY IN SAR** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Total No. of Workers: \_\_\_\_\_\_\_

**Basic Terms and Conditions of Employment:**

1. Site of employment is KSA.
2. Years contract.
3. Free accommodation is provided by the company.
4. Free transportation is provided by the company.
5. Free food is provided by the company or food allowance of SAR 300 per month.
6. Maximum of eight (8) working hours a day and six (6) days a week.
7. Annual Leave of 21 days per year of continuous service based of Saudi Labor Law.
8. Free airline ticket to Riyadh and Manila vice versa after completion of a contract.
9. Free medical benefits.
10. Full cost of employee’s residency permit (IQAMA) shall be borne by the company.
11. Gratuity at the end of the term of duty per Saudi Labor Law.
12. Other terms and conditions of employment shall be governed by the pertinent laws of the Philippines and Kingdom of Saudi Arabia.

Very truly yours,

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

OWNER/ AUTHORIZED REPRESENTATIVE