

<Insert letterhead>

**DEPARTMENT OF MIGRANT WORKERS
Philippines**

SUBJECT : CONTINGENCY PLAN

I, the undersigned, <state name>, wish to convey the following designated Contingency Plan related to the recruitment of Filipino workers 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).

1. In the course of any impending contingency, we shall strive our best to repatriate the employee to their point of origination as soon as possible via safe method of travel;
2. If repatriation measures are not possible as prompted by the prevailing circumstances that may occur I shall provide continuous support to the employee (i.e. food medical provision clothing's and safe shelter) as well as ensure remittance of their salaries top their families including constant communication with the update of their living condition; and
3. I shall provide personal accident insurance through a reputable insurance company in favor of the employee that will cover benefits for their beneficiaries during their employment.

AND BY VIRTUE OF THIS LETTER, we pledge to give the employee a reasonable and justified treatment for his/her well-being in accordance with the job contract.

<sign>

<name>

<job title>

<company name>