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

**Philippine Overseas Employment Administration**

P.O.E.A. Bldg. Ortigas Ave. cor. Edsa

Mandaluyong City

To : **MS. JOCELYN R. REY**

OIC – Director II (Land Based Accreditation Branch)

Re : **CONTINGENCY PLAN**

I, \_\_\_\_\_\_\_EMPLOYER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, wish to convey the following designated contingency plan related to the recruitment of Filipino workers who shall be employed under the sponsorship of EMPLOYER / COMPANY **.** This plan covers remedial measure that should apply in the event of any contingency (i.e. Natural Calamity, Man Made Disaster / War).

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

If repatriation measure is not possible as prompted by prevailing circumstances that may occur, I shall provide continuous support to the employee (Food, Medical, Clothing’s and Safe Shelter) and constant communication with the update of their living condition.

I shall provide a personal accident insurance to the reputable insurance company in the Australia 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 their well being in accordance with the job contract.

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**General Manager**