

LETTER HEAD OF MANPOWER AGENCY

Office address: _____

Email address: _____

Tel. Number/Mobile: _____

Fax Number: _____

Date

Name of President/ CEO of Philippine Recruitment Agency (PRA)

Name of PRA

Address

JOB ORDER / MANPOWER REQUEST

Our company, _____, is authorizing _____ (PRA) to recruit Filipino Workers for the following positions:

ACTUAL POSITION	POSITION (as per VISA Category)	SEX (Male or Female)	NO. OF WORKERS	Basic Monthly Salary in USD / QAR
				ex. 400 USD / 1460 QAR

Total Number
of Workers

Basic terms and conditions of employment:

1. Two (2) - years contract, renewable;
2. Decent and free accommodation is provided by the employer;
3. Proper food is provided by the employer;
4. The worker is entitled paid three week annual leave;
5. Roundtrip ticket is provided by the employer upon completion of employment contract from State of Qatar to PHILIPPINES ;
6. Free medical benefits;
7. End of service benefits upon completion of more than one year in the service of his/her employer;
8. Workers shall not be charged with any placement or recruitment fees;
9. Other terms and conditions of employment shall be governed by the pertinent laws of the Philippines and the State of Qatar

Very truly yours,

QRA
STAMP

Name of Sponsor/ Employer Authorized Signatory