

Department of Migrant Workers
POEA Building, Ortigas Ave. cor. EDSA
Mandaluyong City
Philippines

RE: CONTINGENCY PLAN

Gentlemen:

I, _____, in my capacity as the _____ of _____, wish to convey the following designated contingency plan related to our company's recruitment of Filipino workers. 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, we shall strive our best to repatriate the employees to their point of origin 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, we shall provide continuous support to the employees (i.e., food, medicines, clothing and safe shelter) and constant communication for the update of their living condition.
- We shall provide personal accident insurance with a reputable insurance company in _____ in favor of the employee to cover benefits for their beneficiaries during their employment.

And by virtue of this letter, we pledge to give the employees a reasonable and justified treatment for their well-being in accordance with the job contract.

Employer name & signature