

**UNDERTAKING OF FOREIGN PLACEMENT AGENCY  
FOR THE RECRUITMENT OF DOMESTIC WORKER**

I \_\_\_\_\_, Director/General Manager of  
\_\_\_\_\_, a foreign placement agency  
with postal address at \_\_\_\_\_

do hereby undertake the following in connection with my application for pre-qualification as  
a foreign placement agency hiring domestic workers from the Philippines:

1. That I/our agency shall not collect any amount of placement fee and/or recruitment expenses from our recruited/deployed domestic workers;
2. That I/our agency shall not allow our client-employers to deduct whatever recruitment expenses/agency services fees they paid to our agency from the salary/wages of our recruited/deployed domestic workers;
3. That upon arrival of our recruited domestic workers in Singapore, I/our agency shall immediately report to the Philippine Overseas Labor Office (POLO for scheduling of their attendance in the Post-Arrival Oriental Seminar (PAOS) of the POLO/Philippine Embassy;
4. That all domestic workers recruited/deployed under our agency shall be treated humanely while in our custody and be allowed to communicate freely with their respective families in the Philippines or with the POLO/Philippine Embassy;
5. That I/our agency will ensure that our recruited/deployed domestic workers shall be provided with separate living quarters and given at least eight (8) consecutive hours of rest daily by their respective employers;
6. That I/our agency will inform the respective employers of our recruited/deployed domestic workers to provide them with weekly rest day;
7. That I/our agency will inform the respective employers of our recruited/deployed domestic workers that their domestic workers should have custody of their passport/travel documents/work permit at all times;
8. That I/our agency will allow the POLO/Philippine Embassy to visit our housing facility as well as the domestic workers under the custody of our agency;
9. That I/our agency will not make arrangements for extension of contract or transfer to another employer of our recruited/deployed domestic workers without informing POLO and subjecting their new contract to the verification process of POLO;
10. That I/our agency shall act on problems of, and extend assistance to our recruited/deployed domestic workers; and cooperate with the POLO/Philippine Embassy in addressing these problems;
11. That I/our agency shall inform POLO of any cancellation of work permit or termination of employment of our recruited/deployed domestic workers;
12. That upon demand of POLO, I/our agency shall render a report on the whereabouts and condition of any of our recruited/deployed domestic workers and present them to the POLO/Philippine Embassy;
13. That I/our agency shall monitor and promote the well-being of our recruited/deployed domestic workers and notify the POLO/Philippine Embassy of any significant development about their condition and employment including their repatriation when applicable; and
14. That I assume full and complete responsibility for the acts of my employees and those I have authorized to act on my behalf in dealing with and handling our recruited/deployed domestic workers.

It is my understanding that if any or all of the above undertakings are violated or not complied with, I/our agency will be subject to sanctions that are provided by the rules and regulations governing the recruitment of domestic workers from the Philippines.

\_\_\_\_\_  
Director/General Manager  
(Signature over Printed Name)

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Agency Chop