



# KEY'S PLACEMENT INC.

POEA License No. 452-LB-091202-R

#5th Flr. Bocobo Center., 1253 Jorge Bocobo St, Ermita, Manila

☎ (632) 3738935/3740269 ☎ Fax (632)3738472 ✉ [info@keysplacement.com](mailto:info@keysplacement.com)

## RECRUITMENT AGREEMENT BETWEEN KEYS PLACEMENT INC.

And

This Recruitment Agreement entered into by and between **Keys Placement Inc.**, with office address at **#5th Flr. Bocobo Center, 1253 Jorge Bocobo Street, Ermita, Manila, Philippines** represented by its **Ms. Imelda S. Enriquez, President** hereunto referred to as legal representative and \_\_\_\_\_, with office address at \_\_\_\_\_ represented by \_\_\_\_\_, hereinafter referred to as Principal/Employer sets forth the following purposes, terms and stipulations.

### 1.0 General Provisions

- 1.1 That the Employer shall utilize the facilities and services of Keys Placement Inc. for the purpose of pre-selecting, recruiting, processing and documenting Filipino workers hired through the said legal representative for its operation in Doha Qatar.
- 1.2 That the true and legal representative shall make available to the employer pre-screened applicants as requisitioned; but employer shall have final authority to the selection in Manila of personnel for employment.
- 1.3 That the services of the said representative shall include but not limited to, Medical examination briefing / orientation, facilitating documentation for travel like security and police clearances.

### 2.0 Fees and Terms of Payment

- 2.1 That \_\_\_\_\_ shall pay to the **KEYS PLACEMENT INC.**, as mutually agreed, (1) one month equivalent salary per selected worker as service fee to cover recruitment, processing and documentation costs and expenses.
- 2.2 The service fee is payable upon confirmed selection, release / stamping of work permit visa of the selected applicants or at least 15 days prior to departure of the workers to the worksite in \_\_\_\_\_.
- 2.3 Airfare ticket shall be borne by \_\_\_\_\_, The employer shall bear the cost of other necessary travel documents i.e., Work Permits, Attestation of documents of the workers in the POEA. Other government imposed processing fees shall be borne by the workers, including taxes and medical insurances, pre-departure orientation and immigration clearance fees, as being prescribed by the POEA and the Department of Migrant Workers.

### 3.0 Keys Placement Inc. hereby undertakes to \_\_\_\_\_ the following:

- 3.1 To use its best endeavors to advertise for and recruit qualified workers in the Philippines willing to travel and work in \_\_\_\_\_.
- 3.2 To be responsible for the cost incurred in the advertising and short listing Process.
- 3.3 That all accepted candidates by \_\_\_\_\_ will undergo Complete medical check-up mandatory by the POEA and Labor Law, which includes HIV/AIDS Test. Hepatitis Test and TB profiling and examinations, Keys Placement undertakes that all departing candidates shall bring the medical report copy with them.



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**3.4 KEYS PLACEMENT** hereby undertakes with \_\_\_\_\_ that if a Recruit / workers leave before completing 3 months of employment Keys Placement will provide another workers or replacement to \_\_\_\_\_, free of any service charges including the airfare ticket of the workers from Manila to the worksite in \_\_\_\_\_. The replacement shall be subject to prior approval of \_\_\_\_\_.

## 4.0 Responsibilities of the Employer

**4.1** That the employer will exert all efforts to enhance the welfare and protect the Right of Filipino Workers hired under this Agreement in accordance with the laws and in accordance further with the best possible treatment already tended to other foreign workers in the worksite.

**4.2** That the employee shall inform the legal representative of employees' Termination for cause death or serious accident.

## 5.0 Settlement of Disputes

**5.1** All disputes arising from the employment of the worker shall be settled Amicably through negotiation with the participation of the Keys Placement Inc. representative or the Philippine Labor Attaché Embassy / Consulate nearest the site of the employment.

**5.2** In case the amicable settlement falls, the marker shall be submitted to the Competent or appropriate body in \_\_\_\_\_

## 6.0 Termination

**6.1** This recruitment agreement shall be in effect for a period of two (2) years from the date of appearing herein below unless terminated by either party with prior thirty (30) days written notice. Unless either party normally notifies the other of its termination, this agreement shall be automatically extended for another year.

IN WITNESS WHEREOF, we have here unto set our hands this \_\_\_\_\_ day of \_\_\_\_\_ 2023 at Manila, Philippines.

FOR:  
Keys Placement Inc.

FOR:

**IMELDA S. ENRIQUEZ**  
President/CEO

**(Mr.)** \_\_\_\_\_  
General Manager