

**EMPLOYMENT CONTRACT FOR FILIPINO HOUSEHOLD SERVICE WORKER (HSW)  
FOR SINGAPORE**

**Employment Agency**  
(EA) .....

**MOM License No.** .....

**Philippine Recruitment Agency (PRA)** .....

**DMW License No.** .....

*\*The PRA shall legally represent the EA for any and all claims or charges against the EA or the Employer with relation to the employment of the worker with the employer in the Philippines.*

*\*\*This Employment Contract and Job Scope Sheet (Annex A) must be provided by the PRA to the HSW and explained understood by them.*

**EMPLOYER DETAILS**

FULL NAME .....

NRIC/PASSPORT NO. ....

ADDRESS .....

ZIP CODE .....

**WORKER (HSW) DETAILS**

FULL NAME .....

PASSPORT NO. ....

PH ADDRESS .....

DATE/PLACE OF ISSUE .....

The **EMPLOYER** and the **WORKER (HSW)**, herein as **PARTIES** of this **EMPLOYMENT CONTRACT**, agree to the bind themselves to the following:

1. **Jobsite and Workplace.** The HSW shall work and reside only in **SINGAPORE** at the Employer's residence as declared in this contract and the HSW's work permit.
2. **Duration.** The employment of the HSW with the Employer shall commence as specified in the HSW's work permit and shall continue for a period of two (2) years, unless earlier terminated in accordance with the provisions in this agreement or under applicable laws.
3. **Responsibility of the HSW.** The HSW shall undertake to perform her work diligently and honestly at all times.  
The HSW shall not take up, or be required by the Employer to take up, any other employment with any other person(s).
4. **Basic Salary.** The employer shall pay \_\_\_\_\_ **SGD** per month, payable every \_\_\_ day of the month by cash / crediting into the HSW's bank account. *(Minimum Monthly Salary is SGD 650)*  
The HSW shall acknowledge the amount received under her signature in the attached Schedule of Salary Payment as proof of payment.
5. **Accommodation.** The Employer shall provide the HSW with suitable accommodation in accordance with MOM's guidelines, with a reasonable amount of privacy. Please tick where applicable:  
     Share a room with \_\_\_\_\_ child/children  
     Separate room  
     Others (please specify): \_\_\_\_\_
6. **Meals.** The Employer shall provide at least three adequate meals a day, over and above the salary paid.
7. **Rest Hours.** The Employer shall provide the HSW with at least eight (8) hours of continuous rest daily, with reasonable rest periods during working hours.
8. **Rest Days.** The HSW shall be entitled to four (4) rest days per month, on a day mutually agreed by the parties.
9. **Annual Leave.** The HSW shall be entitled to \_\_\_\_\_ days of paid leave per year, or upon agreement of the parties, \_\_\_\_\_ days of paid home leave every contract renewal, with a free round-trip ticket from Singapore to her City of origin.  
*(MWO Singapore recommends and encourages for at least fifteen (15) days of paid home leave every two years, or seven (7) days each year)*
10. **Medical Expenses.** In the event the HSW falls ill or suffers personal injury during the period of employment, except for the period the HSW leaves Singapore of her own volition and for her own personal purposes, the Employer shall bear all necessary treatment costs, including medical consultation, medicine, hospitalization and others.
11. **Access to Assistance Resources.** External communications shall be made available for the HSW and the employer must allow the HSW seek the advice/help of the relevant bodies/authorities such as the Employment Agency, Ministry of Manpower, Philippine Embassy or the Migrant Workers Office, etc. at all times.
12. **Possession of Documents.** The possession of the HSW's passport and work permit/identification card must always remain with the HSW.
13. **Termination.** Either party may terminate this Contract under the following conditions:
  - a. **Notice of Termination.** Either party may terminate this Contract by serving a written notice of thirty (30) days. Any party who pre-terminates without just cause may be subject to administrative penalties under the rules and regulations of the Department of Migrant Workers (DMW), without prejudice to the applicable laws of Singapore.
  - b. **Just Causes for Termination.** Immediate termination without prior notice may be effected if any of the following occurs:

...to be continued next page

EMPLOYER	WORKER
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- i. Violation of Work Permit conditions or other legal requirements by either party.
  - ii. Gross misconduct or serious breach of contract, including but not limited to theft, dishonesty, violence, or repeated insubordination.
  - iii. Failure to perform essential duties or grave negligence that affects the HSW's welfare or household operations.
  - iv. Endangerment of the life, liberty, or safety of either party.
  - v. Serious breach of the employment contract or safety agreement, including failure to provide proper upkeep or safe working conditions.
  - vi. Sickness, injury, or other health condition that disables the HSW from continuing her employment even with reasonable accommodations.
- c. **Employer's Obligation During Transition.** At all times, the Employer shall remain responsible for the HSW's proper upkeep until she is repatriated or lawfully transferred to another employer, whichever is applicable.
14. **Repatriation costs.** The employer shall be responsible to always bear the cost of repatriation of the HSW, including:
- a. Upon termination or expiry of the contract, the Employer shall bear the cost of repatriating the HSW back to the city/town as declared above in the Philippines.
  - b. In the event of death of the HSW during the term of this agreement, her remains and personal belongings shall be repatriated to the Philippines. The employer may enrol the HSW to an insurance coverage to shoulder the cost of the repatriation. In its absence or if the insurance coverage is insufficient to bear all the costs, the Employer shall shoulder the difference.
  - c. If the termination is due to sickness, injury, or any health condition that disables the HSW from continuing employment, the Employer shall bear all expenses related to medical repatriation, including but not limited to specialized transport (e.g., stretcher, lie-down transport), medical escort(s), in-flight medical care, and any other medical requirements necessary to ensure the safety and well-being of the HSW during repatriation.
15. **Renewal.** Should both parties agree to renew this employment relationship, a new employment contract shall be signed by both parties. Thereafter, the HSW is entitled to a round-trip ticket from Singapore to the HSW's hometown.
16. **Amendments.** Any substantial variation or addition to the terms of this Contract shall be deemed void unless made with the consent of both parties to the Contract, a witness through signatories, and approval from the Migrant Workers Office – Singapore.
17. **Language.** In the event of any conflict or inconsistency between any term of this Contract (including the Annexes) in the English language and any translation thereof in any other language, the English language version of this Contract shall prevail.
18. **Dispute.** Any dispute arising from this Contract shall be referred to the Employment Agency for mediation. If it cannot be settled, the dispute can be referred at the election of either party to an alternative dispute resolution mechanism. However, nothing in this contract shall prevent the HSW from seeking remedies available under the laws of the Republic of the Philippines, including assistance from the Philippine Embassy, the Department of Migrant Workers (DMW), or other relevant Philippine authorities, in accordance with applicable rules and procedures.
19. **Governing Rules.** In the case whereby any term of the contract contradicts the existing Work Permit conditions or any Singapore government regulations, the latter two shall supersede.

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**EMPLOYER'S and HSW's Declarations**

I/We have read and understood the contents of this Contract and hereby agree to abide by it.

.....  
Employer's Name/Signature

.....  
HSW's Name/Signature

.....  
Date

.....  
Place

.....  
Date

.....  
Place

**EA and PRA Declarations**

The parties signing below expressly undertake joint and several liability with the Employer for the full performance of all obligations stated herein.

.....  
EA Representative Name/Signature

.....  
PRA Name/Signature

.....  
Date

.....  
Place

.....  
Date

.....  
Place

## Annex A Job Scope Sheet

**Instructions:** This includes the scope of work offered by the Employer to the HSW. Any additional scope of work must be agreed to by the worker and signed by the parties as an amendment to their employment contract. This Job Scope Sheet must be explained to the HSW by the FRA (preferably by the Welfare Desk Officer) in a language understood by them prior to the acceptance of the employment and deployment of the worker.

EA Name \_\_\_\_\_ MOM License \_\_\_\_\_  
 Employer Name \_\_\_\_\_  
 HSW Name \_\_\_\_\_

Type of Residence \_\_\_\_\_ HDB \_\_\_\_\_ Landed \_\_\_\_\_  
 \_\_\_\_\_ Condominium/Apartment \_\_\_\_\_ Others (specify) \_\_\_\_\_

No. of Rooms \_\_\_\_\_

Household comp \_\_\_\_\_ Adults (Ages 18-60) \_\_\_\_\_ Persons with Special Needs \_\_\_\_\_  
 \_\_\_\_\_ Children (Ages 13-17) \_\_\_\_\_ Elderly (above 60) \_\_\_\_\_  
 \_\_\_\_\_ Children (Ages 2-12) \_\_\_\_\_ Pets \_\_\_\_\_  
 \_\_\_\_\_ Infants/Toddlers (below 2) \_\_\_\_\_

No. of other household staff \_\_\_\_\_

General Duties \_\_\_\_\_ Cleaning \_\_\_\_\_  
 \_\_\_\_\_ Cooking \_\_\_\_\_  
 \_\_\_\_\_ Laundry and Ironing \_\_\_\_\_  
 \_\_\_\_\_ Grocery Shopping \_\_\_\_\_  
 \_\_\_\_\_ Car Washing \_\_\_\_\_  
 \_\_\_\_\_ Others (pls specify) \_\_\_\_\_

Specialized Chores \_\_\_\_\_ Infant Care \_\_\_\_\_  
 \_\_\_\_\_ Childcare \_\_\_\_\_  
 \_\_\_\_\_ Elderly Care \_\_\_\_\_ Specify if needs special assistance such with mobility, or has dementia, etc. \_\_\_\_\_  
 \_\_\_\_\_ Care of Persons with Special Needs \_\_\_\_\_ If yes, specify age and condition \_\_\_\_\_

Other Duties \_\_\_\_\_  
 (specify if not mentioned above) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Briefed by \_\_\_\_\_  
 Date \_\_\_\_\_

EMPLOYER	WORKER
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Annex B  
**UNDERTAKING**

I, \_\_\_\_\_, with NRIC (first and last 4 digits) \_\_\_\_\_ and in connection with the recruitment and hiring of Migrant Domestic Worker (MDW) \_\_\_\_\_ with Passport No. \_\_\_\_\_ do undertake and declare the following:

1. I ensure that all expenses related to the recruitment and deployment of the MDW including placement fees charged by Singapore Employment Agencies (EA) and administrative costs shall not be charged to or recovered from the MDW. The MDW shall not be liable for any payments via salary deductions, loan arrangements, or any other indirect means, except for those permitted under Philippine laws;
2. I will allow the MDW to attend the Post-Arrival Orientation Seminar (PAOS) conducted by the Philippine Embassy/MWO upon her arrival;
3. The MDW shall retain possession of her passport, Work Permit, and signed employment contract at all times. I will not withhold these documents for any reason;
4. The employment contract approved by the Migrant Workers Office – Singapore (MWO) and Department of Migrant Workers (DMW) is the sole valid agreement. No amendments shall be made without the prior approval of the MWO;
5. That I shall report to the FRA or MWO any relevant events on the status, condition and employment of the MDW;
6. In addition to the provisions laid out in the employment contract, I shall ensure the compliance of Singapore laws and DMW regulations regarding:
  - a. Work Scope – the MDW shall work exclusively at my residential address as stated in the work permit;
  - b. Welfare – provision of adequate food, private accommodation and sufficient and continuous rest;
  - c. Rest days – the MDW shall be provided appropriate rest days (or compensation in lieu) as agreed and declared in the contract;
7. I have briefed all members of the household the terms of this undertaking, and will ensure that it shall be observed by them;
8. I acknowledge that any violation may result in my disqualification from hiring Filipino nationals in the future and may be reported to the relevant authorities in Singapore and the Philippines.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ in Singapore.

\_\_\_\_\_  
**Employer Full Name**

\_\_\_\_\_  
**EA Representative Name/Designation**  
[EA Name/UEN/Chop]

**PERSONAL DATA PROTECTION ACT (PDPA) ACKNOWLEDGMENT AND CONSENT FORM**

**1. COLLECTION, PURPOSE, AND CROSS-BORDER TRANSFER**

We, the undersigned, understand and agree that the Employer will collect, use, and disclose personal data to the Migrant Workers Office (MWO) and the Embassy of the Republic of the Philippines. We explicitly consent to the transfer of such personal data across borders from Singapore to the Philippines for the following purposes:

- a. Processing and verification of the MDW Employment Contract;
- b. Monitoring the MDW's employment status, welfare and whereabouts;
- c. In the practice of the mandate of the MWO;

**2. SCOPE OF DATA COLLECTION**

The information to be processed and collected includes, but is not limited to:

- a. Employer Details: Name, NRIC, Residential Address, contact information;
- b. Worker Details: Name, Passport details, Philippine Address and beneficiaries, contact information;
- c. Employment details: Salaries, Job scope, employment status;

**3. ONGOING UPDATES AND ADDITIONAL DATA**

We acknowledge that the MWO and the Philippine Government may require additional data as appropriate in the exercise of its mandate. The Employer and MDW consent to the disclosure of updated information throughout the duration of the employment and for a reasonable period thereafter as required by law;

**4. WITHDRAWAL OF CONSENT**

We understand that we may withdraw consent for the collection and use of personal data at any time by giving reasonable notice. However, we acknowledge that withdrawing consent may result in the MWO/Philippine Embassy being unable to continue providing services, verifying contracts, or facilitating the MDW's legal status under Philippine regulations.

**5. CONTACT FOR DATA INQUIRIES**

For any inquiries, access requests, or corrections regarding the personal data handled under this mandate, parties may contact:

**Migrant Workers Office**  
Embassy of the Republic of the Philippines  
E-mail: mwo\_singapore@dmw.gov.ph

**Employer Acknowledgment**

I, \_\_\_\_\_, hereby consent to the collection and disclosure of the personal data as described above.

\_\_\_\_\_  
*Signature over Printed Name*

*Date*

**MDW Acknowledgment**

I, \_\_\_\_\_, hereby voluntarily consent to the collection, use, and disclosure of my personal data for the purposes stated above.

\_\_\_\_\_  
*Signature over Printed Name*

*Date*