



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
Intramuros, Manila



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**ADMINISTRATIVE ORDER NO. 246**  
*Series of 2018*

**The Philippine Bilateral Labor Agreement Process: Guidelines and Procedures**

**I. Declaration of Policy**

It is the policy of the State to afford full protection to labor, local and overseas, organized and unorganized, promote full employment and equality of employment opportunities.

Relevant provisions of the 1987 Constitution, RA 7157 (Philippine Foreign Service Act of 1991), RA 8042 (Migrant Workers and Overseas Filipinos Act of 1995) as amended by RA 10022 (An Act Amending Republic Act No. 8042), EO 292 (Instituting the Administrative Code of 1987) and EO 459 (Providing for the Guidelines in the Negotiation of International Agreements and its Ratification) resolutely affirm this policy and recognizes labor as a primary social economic force.

In the case of workers with intentions to work overseas, the State shall allow their deployment to receiving countries where protection of their rights are clearly assured, recognizing any of the following as guarantees, viz.:

- a) It has existing labor and social laws protecting the rights of workers, including migrant workers ;
- b) It is a signatory to and/or a ratifier of multilateral conventions, declarations, or resolutions relating to the protection of workers including migrant workers; and
- c) It has concluded a bilateral agreement or arrangement with the government on the protection of the right of overseas Filipino workers.

Provided, that the receiving country is taking positive, concrete measures to protect the rights of migrant workers in furtherance of any of the guarantees aforementioned.

It is in from this standpoint that this Guidelines and Procedures on the Philippine Bilateral Labor Agreement (BLA) Process is issued for observance and adherence by the proper DOLE Offices/Parties so that the process remains relevant, effective, efficient, sustainable and consistent with policy, rules and regulations.

**II. Definition of Terms**

- A. **Bilateral Labor Agreement (BLA).** The BLA generally refers to an agreement, in written form, entered into between the Philippines and other country/State, governing the hiring/placement or deployment of Filipino workers overseas (either land-based or sea-based), labor cooperation on the protection and promotion of

the rights and welfare of overseas Filipino workers (OFWs) and manpower or human resource development.

BLA formats conventionally used are as follows:

**Memorandum of Agreement (MOA)** The MOA format is used when the agreements describe in detail the specific responsibilities of, and actions to be taken by each of the parties, with the view to the accomplishment of their goals. It creates legally binding rights and obligations.

**Memorandum of Understanding (MOU)** The MOU format is used where the parties have agreements on general principles of cooperation. The MOU describes broad concepts of mutual understanding, goal and plans shared by the parties.

The MOU shall include **Arrangements** on special hiring or deployment arrangements, cooperation, administrative arrangements, declaration, letter of intent, joint communique, joint statement and other similar instruments.

- B. **Special Authorization.** Authorization refers to the authority granted by the President to the lead Department/agency prior to final negotiation for a proposed agreement.
- C. **Presidential/Executive Ratification.** Ratification refers to an act through which contracting parties formally give consent to be bound by the provisions of the agreement/instrument in law and practice.

### III. Guiding Principles

The general goal of the BLA process is to affirm mutual objectives of promoting employment, and protection and promotion of rights and welfare of overseas Filipino workers (OFWs). In this regard, the BLA should:

- a) Conform with the laws, policies, thrusts and priorities of the Philippine government, particularly on labor and employment;
- b) Define its intention with clarity to ensure that the best possible terms for the OFWs are obtained;
- c) Align consistently with the foreign policies and international commitments of the Philippines;
- d) Respond vigilantly to global developments, and consider both present and future requirements on labor migration;
- e) Encourage partnership or cooperation on new and innovative practices; and
- f) Contain monitoring and evaluation mechanisms put into effect through the BLA Implementing Committees (i.e. Joint Committee Meeting [JCM], Joint Labor Committee [JLC]).

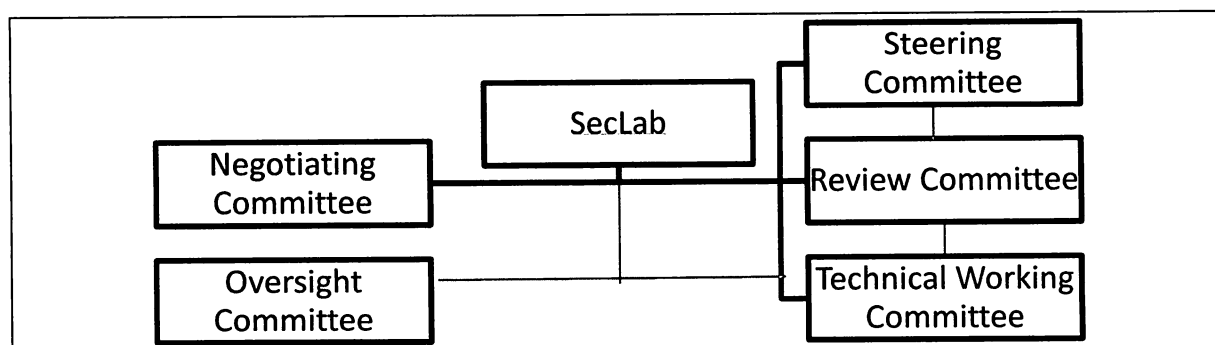
To ensure conformance with the above principles, attached hereto as Annexes are the following BLA representative formats used:

- a) Memorandum of Agreement; and
- b) Memorandum of Understanding.

#### IV. Organizational Setup of the DOLE BLA Committee

To ensure the effective implementation of this Guideline, the DOLE BLA Committee is organized as follows:

**Figure 1. The DOLE BLA Committee**



- A. **BLA Technical Working Committee (BTWC).** This committee shall assess the technical feasibility and political legitimacy of the BLA proposal and submit such to the BRC.

Chair	Director, POEA Pre-Employment Service Office
Vice-Chair	Director, POEA Marketing
Members	Representatives from DOLE, POEA, OWWA and other relevant government offices

- B. **BLA Review Committee (BRC).** This committee shall review the draft BLA proposal informed by the policy priorities and guiding principles and submit draft to BSC. It shall also act as the Secretariat to the BSC.

Chair	ASec for Legal and International Affairs
Vice-Chair	Director, Pre-Employment Service Office
Co-Vice Chair	Director, ILAB
Members	<ul style="list-style-type: none"> <li>• LabAtts on home office assignment</li> <li>• Designated Representatives from OWWA, POEA, LS, ILAB</li> </ul>
Support Staff	Geographic officer- in- charge

The heads of TESDA, PRC, ILS, BLE and NRCO may be requested to sit as resource persons relative to their respective concerns.

- C. **BLA Steering Committee (BSC).** This committee shall conduct a final review of the BLA proposal and submit draft for the Secretary's consideration.

Chair	USec for Legal and International Affairs
Vice-Chair	POEA Administrator
Co-Vice Chair	OWWA Administrator
Members	<ul style="list-style-type: none"> <li>• ASec for Legal and International Affairs</li> </ul>

- POEA Deputy Administrator
- OWWA Deputy Administrator
- ILAB Director
- LS Director

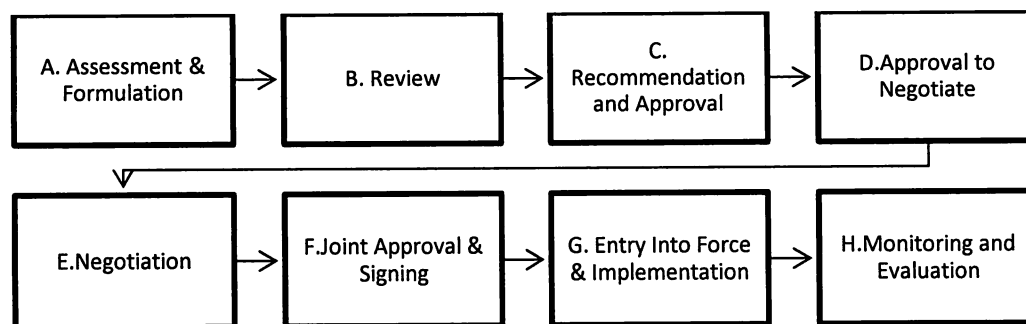
D. **BLA Negotiating Committee (BNC).** This committee shall implement the negotiating framework as prescribed and secure the best possible terms for the protection of overseas Filipino workers. The committee composition will be determined by the level of representation required by the negotiation as recommended by the BSC.

E. **BLA Oversight Committee (BOC).** This committee shall implement the negotiated BLA and observe timelines and performance parameters as prescribed. The committee shall be headed by the Senior Official designated as member of the JCM/JLC process.

## V. The BLA Process

The phases of the BLA process are as follows:

**Figure 2. The Phases of the BLA Process**



The cross-functional map of the tasks embedded in the process is described in **Figure 3** and elucidated as follows:

### A. Assessment and Formulation

The **BTWC** shall:

a) Receive proposals from sources as follows:

- Those as initiated by the Philippine government especially those originating from the POLOs in coordination with the Philippine Embassies/ Consulates General; and
- Those as initiated by other country/ government thru diplomatic channels or other means;

b) Assess the technical feasibility and political legitimacy of said proposals. In doing so, stakeholder's consultation is considered a process imperative; and

c) Draft initial BLA proposal or counter-draft and submit to the BRC for review and consideration.

## **B. Review and Consideration**

The **BRC** shall:

- a) Receive draft BLA proposal from BTWC;
- b) Review the draft BLA proposal informed by the policy priorities and guiding principles;
- c) Submit draft BLA proposal to BSC for final review and consideration;
- d) Receive and review counter-drafts from other negotiating countries, if any; and
- e) Finalize/Review draft BLA proposal commented by the DFA, if any.

## **C. Recommendation and Preliminary Approval**

The **BSC** shall:

- a) Receive draft BLA proposal from BRC;
- b) Review the draft BLA proposal informed by the policy priorities and guiding principles;
- c) Submit draft BLA proposal to the Secretary for final consideration; and
- d) Recommend to the Secretary the possible members of the negotiating team as required by the level of representation.

## **D. Approval to Negotiate**

The **Secretary** shall:

- a) Consider the final draft/counter-draft BLA proposal as submitted by the BSC;
- b) Approve the transmittal to the DFA of the final draft/counter-draft BLA; and
- c) Issue administrative order constituting the negotiating team and the negotiating framework with the prescribed schedule and parameters.

The **BRC** shall:

- a) Endorse to DFA final draft/counter-draft as approved by the Secretary; and
- b) Act on counter-draft (on the Philippine final draft as approved by the Secretary), if any, prior to negotiation proper in coordination with the BNC.

## **E. Negotiation**

The **BNC** shall:

- a) Negotiate in accordance with the framework and instructions from the Secretary; and
- b) Prepare and submit record of discussion to the Secretary together with a copy of the negotiated draft BLA, if any.

## **F. Joint Approval & Signing**

- a) The **BRC** shall facilitate pre-signing considerations thru securing from the Office of the President, through the DFA, a **special authorization** for the DOLE Secretary or his/her authorized representative to sign the Agreement on behalf of the Philippine government; The **Secretary** shall sign the BLA with negotiating country counterpart.
- b) The **BRC** shall facilitate post-signing considerations, including country-specific requirements, via transmitting to the DFA Geographic Office, for appropriate action, the original and/or certified true copy of the BLA together with the following documents: (i) Certificate of Concurrence of all the agencies that participated in the inter-agency consultations and the negotiations; and

- (ii) Highlights of the agreement and a summary of the benefits that will accrue to the Philippines once the agreement enters into force.

## **G. Entry Into Force and Implementation**

The **Secretary** shall:

- a) Receive from DFA the BLA after ratification by the President;
- b) Direct the BRC to monitor the status of the compliance with the domestic requirements of the host country; and
- c) Direct the BOC to monitor and oversee the implementation of the BLA.

The **BOC** shall:

- a) Monitor and oversee the implementation of the BLA.

## **H. Monitoring and Evaluation**

The **BOC** shall:

- a) Ensure that both parties comply with the provisions and objectives of the Agreement, including the observance of the JLC and JCM processes;
- b) Submit a semi-annual written report on the status of implementation of BLA through the BRC to the BSC; and
- c) Recommend an amendment or possible termination of the Agreement.

The **BSC** shall:

- a) Receive semi-annual report from the BOC;
- b) Process report for the Secretary's guidance and information; and
- c) Recommend next steps for the DOLE to take.

The **Secretary** shall:

- a) Consider recommendations from the BSC; and
- b) Issue instructions for the renegotiation/modification/termination of the BLA, as applicable.

The **POEA** shall:

- a) Act as the repository of all documents, instruments, records of discussions and proceedings relative to the forging of the BLA; and
- b) Act as the sole agency authorized to release officially signed copies of the agreements and other documents relative thereto to the requesting agencies and other stakeholders in accordance with existing laws or guidelines.

This Order shall take effect immediately and supersedes all DOLE issuances inconsistent with the foregoing.

  
SILVESTRE H. BELLO III  
Secretary

3 May 2018

Figure 3. DOLE Cross Functional Map of the BLA Process

Team/ Tasks	Assessment & Formulation	Review & Consideration	Recommendation & Approval	Approval to Negotiate	Negotiation	Joint Approval & Signing			Entry into Force & Implementation	Monitoring & Evaluation		
	A	B	C	D	E	F			G	H		
<b>BTWC Technical Working Committee</b>	Assess technical feasibility and political legitimacy of BLA Draft BLA Proposal											
<b>BRC Review Committee</b>		Review BLA proposal Recommend to Steering Committee for consideration		Endorse to DFA Sec approved draft Coordinate w/ BNC		Facilitate BLA pre-signing protocols/tasks		Facilitate BLA post- signing protocols/ tasks				
<b>BSC Steering Committee</b>			Review BLA proposal Recommend to SecLab for consideration								Receive reports from BIC Process report for the secretary's guidance & information	
<b>SecLab</b>				Consider BLA Issue Authority for the BNC to proceed with the negotiation			Sign BLA agreement with country counterpart		Receive BLA notification and entry into force from DFA Direct BOC to proceed with the implementation			Consider BSC recommendations/ Issue instructions for renegotiation/ modification/ termination/ as applicable
<b>BNC Negotiating Committee</b>					Negotiate in accordance w framework Submit record of discussion to output							
<b>BOC Oversight Committee</b>									Monitor and oversee the implementation of the BLA	Ensure compliance to BLA Submit semi- annual report of BLA status for SecLab consideration		

**MEMORANDUM OF AGREEMENT  
ON THE PROTECTION AND EMPLOYMENT OF FILIPINO WORKERS  
BETWEEN THE THE GOVERNMENT OF THE REPUBLIC OF THE PHILIPPINES  
AND THE GOVERNMENT OF THE \_\_\_\_\_**

The Government of the Republic of the Philippines represented by the Department of Labor and Employment, hereinafter referred to as the First Party and the Government of the \_\_\_\_\_ represented by the \_\_\_\_\_, hereinafter referred to as the Second Party;

Desiring to promote compliance with the principles of international conventions concerning the fundamental rights of women, migrants and workers;

Desiring to enhance the cooperation in the protection, recruitment and deployment of Filipino workers in \_\_\_\_\_ in a manner that recognizes the interests of both countries, maintain their sovereignty and ensure the rights of both the worker and employer;

Noting the \_\_\_\_\_ laws and regulations that governed the recruitment of employment of workers in \_\_\_\_\_ and provide the legal protection for the rights of migrant workers;

Noting the Philippine laws, rules and regulations on the recruitment and deployment of Filipino workers;

Noting the shared desire of the First Party and the Second Party (hereinafter referred to jointly as "The Parties" to uphold worker protection and welfare as well as facilitate the recruitment, entry and exit of Filipino workers to and from the \_\_\_\_\_ in accordance with the provisions of \_\_\_\_\_ and Philippine laws have agreed as follows:

**Article 1  
AREAS OF COOPERATION**

The Parties shall undertake the following:

1. Guarantee the protection, welfare and rights of Filipino workers employed in the \_\_\_\_\_ in accordance with applicable laws, rules and regulations of both Parties;
2. Uphold ethical recruitment policies, systems, and procedures for the employment of Filipino workers in the \_\_\_\_\_, pursuant to the applicable laws, rules and regulations of both Parties;
3. Adopt a standard employment contract for Filipino workers, agreed upon by the Joint Committee, the provisions of which shall have been accepted by the



competent authorities of the two countries, and shall be binding among the contracting parties;

4. Take legal measures against erring employers, Filipino workers, \_\_\_\_\_ recruitment or Philippine recruitment agencies for any violation of employment contract provisions, applicable laws, rules and regulations of both Parties;
5. Resolve any issue arising from the implementation and enforcement of any provision of this Agreement;
6. Provide a mechanism of inspection and monitoring of the welfare of the Filipino workers;
7. Guarantee the compliance with the recruitment laws and regulations of both Parties; and
8. Conduct a Post-Arrival Orientation Seminar (PAOS) for the workers upon arrival, and employer's orientation by the concerned Department of \_\_\_\_\_ in coordination with POLO.

## **Article 2**

### **RESPONSIBILITIES OF THE FIRST PARTY**

The First Party shall:

1. Ensure that the prospective Filipino workers are trained and qualified and have received orientation on \_\_\_\_\_ laws, customs and traditions and the terms and conditions of the employment contract;
2. Ensure that the arriving Filipino workers shall meet the medical requirements and are devoid of all infectious/transferrable diseases under the accurate and thorough medical examinations by reputable medical facilities accredited by the Philippines Department of Health;
3. Ensure to provide law enforcement clearance of the Filipino workers issued by competent authorities in the Philippines which indicates that the Filipino workers has no criminal record;
4. Deploy only Filipino workers who are of allowable age, in possession of appropriate skills certification, as required and have completed the necessary pre-departure orientation seminars in accordance with existing laws, rules and regulations of the First Party;
5. Ensure that the Philippine Recruitment Agencies shall charge only lawful fees and not deduct any unauthorized fees from the salary of the Filipino worker;
6. Ensure the contracting parties the right of recourse to competent authorities in case of contractual disputes, in accordance with applicable laws, rules and regulations of both Parties;

7. Perform, through the Philippine Overseas Labor Office, the evaluation and verification of employment contracts of Filipino workers;
8. Ensure that the recruitment and employment of newly-hired Filipino workers shall be through recruitment offices or agencies, that are licensed by their respective governments;
9. Ensure the access of Filipino workers to legal assistance from concerned offices of the First Party, as may be necessary and practicable; and
10. Impose sanctions on an erring Philippine Recruitment Agency for committing a recruitment violation.

### **Article 3** **RESPONSIBILITIES OF THE SECOND PARTY**

The Second Party shall:

1. Ensure that the recruitment, entry and exit of Filipino workers, as well as their repatriation under this Agreement shall be in accordance with the relevant laws, and regulations of both Parties;
2. Ensure that the employer shall provide the insurance for the worker to cover his/her disability, sickness, injury, hospitalization, unpaid wages, repatriation of the worker or his/her remains and belongings, and other social security benefits;
3. Guarantee the observance of the rights of the Filipino workers to possess their passports or have these deposited with the Philippine Embassy in \_\_\_\_\_ upon the request of the worker. Ensure that the employer and/or the recruitment agency is not allowed to keep in his possession the personal identity documents of the workers such as passport.
4. Allow the Filipino workers to have and use cellular phones and other means to communicate with their families and their government and to prohibit their employers from confiscating them;
5. Ensure to provide criminal case journal of the employer issued by the competent authorities in \_\_\_\_\_ which indicates that the employer has no criminal record as well as his good behavior;
6. Disqualify employers who have records of contract violations or abusing workers from recruiting and employing Filipino workers, pursue appropriate legal action against such employers, and provide the First Party of the list of employers who have derogatory records;
7. Facilitate the opening by the employer of a bank account under the name of the Filipino worker and allow the worker the reasonable opportunity to remit

his/her monthly salary to the Philippines as provided for in the employment contract;

8. Ensure that an aggrieved worker shall have access to the services of the Department of \_\_\_\_\_ which has the jurisdiction to settle any dispute in an expeditious manner that arise between the parties to the contract.
9. Ensure that the transfer of a Filipino worker from one employer to another is upon the request and with the consent of the worker and upon the POLO's evaluation and verification of the new employment contract. To ensure that the worker consents to the transfer, he or she should be presented to the POLO upon the submission of the new employment contract;
10. Ensure the implementation of the employment contract that includes amongst others; hours of work, assured hours of rest and observance of holidays and provide legal assistance to workers concerning violation of labor employment contracts.

#### **Article 4 JOINT COMMITTEE**

A Joint Committee led by senior officials of both Parties shall be formed to implement the following tasks:

1. Draw up and finalize immediately the guidelines for the implementation of this Agreement;
2. Conduct annual meetings, review, assessment and monitoring of the implementation of this Agreement;
3. Formulate the standard employment contract for Filipino workers containing the terms and conditions as provided for in this Agreement;
4. Revise/amend the provisions of the standard employment contract for Filipino workers;
5. Make necessary recommendations to resolve issues and problems on the deployment, work and health conditions arising from the implementation and the interpretation of the provisions of this Agreement or amendment/s to this Agreement.

The committee shall conduct a meeting alternately in each country as may be necessary and upon the request of one of the Parties.

**Article 5**  
**SETTLEMENT OF DISPUTES**

Any dispute arising out of the interpretation or implementation of this agreement shall be settled by both parties amicably through diplomatic channels.

**Article 6**  
**IMPLEMENTATION AND DURATION**

This Agreement shall enter in to force from the date of the final notification on which one party shall notify the other party of the completion of necessary national legal requirements for its implementation.

This Agreement may be subject to amendment with the consent of both Parties. The amendment shall enter into force according to the above-mentioned procedures of the aforesaid paragraph of this agreement.

This Agreement shall remain in full force and effect for a period of four (4) years subject to renewal, unless either Party notifies in writing through the diplomatic channels of its desire to terminate or suspend this Agreement. The termination of this Agreement shall not affect the completion of the ongoing activities that have been started for implementation.

This Agreement is done at the city of (....) on .../.../ 20\_\_, in two originals, both texts being equally authentic.

On behalf of  
the Government of the  
Republic of Philippines

On behalf of  
the Government of

**MEMORANDUM OF UNDERSTANDING ON LABOR COOPERATION  
BETWEEN THE GOVERNMENT OF THE REPUBLIC OF THE PHILIPPINES  
AND THE GOVERNMENT OF THE \_\_\_\_\_**

The Government of the Republic of the Philippines and the Government of the \_\_\_\_\_ desiring to strengthen the existing friendly and brotherly ties between the two countries, further develop their relations and find solutions to their labor and manpower problems, have reached the following understanding:

**PARAGRAPH 1  
AREAS OF COOPERATION**

The Government of the two countries, through the Department of Labor and Employment (DOLE) of the Republic of the Philippines and the \_\_\_\_\_ of the \_\_\_\_\_ have identified the following areas of cooperation:

1. Regulation on the deployment of labor;
2. Protection and promotion of the welfare of workers;
3. Exchange of information and continuing studies;
4. Technical and human resource development cooperation activities that may be mutually agreed upon;
5. Enforcement of legal measures, recruitment offices, companies or agencies and other entities / individuals for any violation of applicable laws, rules and regulations, including trafficking in persons;
6. Development of a mutually agreed system of recognition of skills, qualifications, and education and training credentials; and
7. Access to all necessary measures that extend legal and social protection to workers, in accordance with its laws and regulations.

**PARAGRAPH 2  
RECRUITMENT AND DEPLOYMENT OF HUMAN RESOURCE**

The recruitment and deployment of manpower from the Philippines and their entry into and placement in the \_\_\_\_\_ will be regulated in accordance with the relevant laws, procedures, guidelines, and regulations of both countries, and will be governed by the principles of transparency, fairness and mutuality of benefits. With respect, however, to the qualification standards and procedures for the selection of manpower to be deployed pursuant to this Memorandum of Understanding, the laws of the \_\_\_\_\_ will apply, provided they are consistent with the laws of the Philippines.

**PARAGRAPH 3  
WORKERS' RIGHTS PROTECTION**

Both Participants will promote the welfare of Filipino workers employed in the \_\_\_\_\_ and protect their rights in accordance with the laws and regulations of both countries.

#### **PARAGRAPH 4 WORK-RELATED TRAVEL EXPENSES**

The employer undertakes to pay for the airfare of the worker in the following cases: a) departure from his home country to his workplace; b) upon the expiration of the employment contract; c) in the cases of the cancellation of the contract by the employer; and d) when the worker quits his job by reason of the employer's violation of the employment contract.

When the worker voluntarily quits his job or cancels his contract before its expiry date, his return airfare to his home country may not be borne by the employer.

#### **PARAGRAPH 5 EMPLOYMENT CONTRACT**

The workers will be employed under an employment contract, which will be binding between the employer and the worker and accepted by the competent authorities of the two countries. The employment contract will provide for the rights and obligations of both the employer and worker including the terms and conditions of employment such as salary, working conditions, repatriation of the worker upon completion of his contract or in cases of grave emergencies, or of his remains and property in the event of death.

The Participants will ensure the implementation of the provisions of the employment contract. They will act as intermediary for resolving, in a friendly manner, the disputes arising between the worker and the employer. In cases where the disputes cannot be solved through such means, the matter will be referred to legal authorities of either country, upon the option of the worker.

#### **PARAGRAPH 6 DISPUTE SETTLEMENT**

Any dispute or difference between the Participants arising from the interpretation and implementation of this MOU will be settled amicably between them.

#### **PARAGRAPH 7 JOINT COMMITTEE**

A Joint Committee will be formed consisting of the representatives of the two Countries, which will fulfill the following:

1. Develop guidelines for the implementation of this MOU;
2. Resolve disputes arising from the implementation and the interpretation of the provisions of this MOU;
3. Propose for the amendment of some or all of the Articles of this MOU;
4. Conduct regular annual meetings in the Philippines and in the \_\_\_\_\_ alternately; and
5. Decide the date and place of the meetings through diplomatic channels.

#### **PARAGRAPH 8 EFFECTIVITY**



This MOU will enter into force on the date of the later written notification by the Participants, through diplomatic channels, indicating that the requirements for its effectivity have been complied with.

#### **PARAGRAPH 9 VALIDITY, DURATION AND TERMINATION**

This Memorandum of Understanding will remain in force for a period of three (3) years and may be extended for a similar period unless one Participant officially notifies the other of its desire to suspend or terminate this Memorandum of Understanding, with the written notification submitted at least three (3) months prior to the intended date of suspension or termination. Unless otherwise agreed upon by the Participants, the suspension or termination of this MOU will not prejudice the completion and continuation of existing and valid work contracts, and arrangements initiated under this MOU.

#### **PARAGRAPH 10 AMENDMENT AND REVISION**

Any amendment or revision to the text of this MOU will be done by mutual consent of the Participants. Such amendment or revision will become effective in accordance with the provision on effectivity.

#### **PARAGRAPH 11 PROTOCOLS**

The Participants may decide to formulate and conclude specific protocols or adopt standard documents that will govern and regulate the recruitment, deployment, and placement of specific categories of workers as need arises, with such protocols to be submitted as part of this Memorandum of Understanding.

**IN WITNESS WHEREOF**, the undersigned being duly authorized by their respective governments, have signed this Memorandum of Understanding.

**DONE THIS** \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, in the City of Manila, Republic of the Philippines, in English language.

For the Government of the Republic of  
the Philippines

For the Government of the  
\_\_\_\_\_

\_\_\_\_\_  
*Secretary of Labor and Employment*

\_\_\_\_\_  
*Minister of \_\_\_\_\_*