Annex D

**<Company Letterhead>**

(Date)

OFFICE OF THE SECRETARY

Department of Migrant Workers

Through : Migrant Workers Office,

Philippine Embassy/Consulate

(jobsite/country of destination)

RE: **REQUEST FOR EXEMPTION FROM THE BAN ON DIRECT HIRING POLICY**

Dear **Secretary:**

I would like to request for an exemption from the DMW’s Ban on Direct Hiring Policy relative to the hiring of

(name of worker) as (job title) to the

(jobsite/country of destination).

My request for exemption is based on the following (please check the applicable box/es):

|  |  |  |
| --- | --- | --- |
| [ | ] | I am a member of diplomatic corps (state the country); |
| [ | ] | I am the Head of state/government official with the rank of at least deputy minister  (state the country; |
| [ | ] | I am part of diplomatic corps or government official of (state the country)  but bear a lesser rank with endorsement from MWO or Head of Mission (in the absence of MWO); |
| [ | ] | Worker will be hired by an international organization (state the name of the International Organisation); |
| [ | ] | I am hiring a professional/skilled worker with an employment contract whose terms and conditions are over and above the standards set by the DMW; |
| [ | ] | I will hire on a one-time basis; |
| [ | ] | I need the worker/s immediately but will seek accreditation with DMW through a licensed  Philippine agency for my subsequent recruitment/s; |
| [ | ] | I am a permanent resident of (jobsite/country of destination) and a relative of the worker that I am seeking to hire, s/he is my (indicate relationship to the worker); |
| [ | ] | Others: |

I likewise undertake that I shall not charge any placement fee from the worker.

Very truly yours,

(Name, Position, Signature of Employer, or its representative)