***LETTER HEAD OF COMPANY***

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hon. Felicitas Q. Bay**

Undersecretary for Foreign Employment and

Welfare Services

Department of Migrant Workers

Mandaluyong City, Philippines

Thru: **ATTY. EDUARD C. FERRER**

Labor Attaché II

 Migrant Workers Office

Doha, State of Qatar

SUBJECT: **LETTER OF UNDERTAKING**

 This is to confirm that:

NAME OF PRINCIPAL/EMPLOYER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHILIPPINE RECRUITMENT AGENCY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

for the Job Order dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and verified by Migrant Workers Office on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

has hired the following workers for deployment to Qatar:

|  |  |  |
| --- | --- | --- |
| Name / Numberof Worker/s | Actual Position | Visa Category |
|  |  |  |

 The Immigration Department or visa-issuing authority of Qatar has a pre-define of positions or has a controlled data considered for the block visa. As a result, the issued visa has different title than actual position.

 Given the discrepancy on visa usage, we undertake that:

1. The visa usage will not affect or change the actual position of the workers who are aware the visa discrepancy situation and have executed a statement on such awareness;
2. The actual position shall prevail at all times and in case of labor dispute;
3. The terms and conditions of employment approved by Department of Migrant Workers (DMW) shall be strictly enforced regardless of visa category used;
4. The employer and agency will assume joint responsibility for any problem that may arise to the discrepancy in visa.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Name of Sponsor/ Employer Authorized Signatory*

*Designation*

*Name of Company*