26 October 2018

**Ms. VIVIAN F. TORNEA**

Labor Attache II

**Philippine Consulate General**

Unit 1407, 14th Floor AIA Tower

251-A 301 Avenida Commercial de Macau

Macau Special Administrative Region

**Attention : Mr. JOEL L. SICAT**

 General Manager

 **JGB ASSOCIATES, INC.**

 Unit 603B S & L Building, No. 1500 Roxas Boulevard

 1000 Ermita, Manila, Philippines,

**JOB ORDER / DEMAND LETTER / MANPOWER REQUEST**

Gentlemen :

Please arrange to recruit for us the following manpower:

 **No. of PERSONS**

 **VISA CATEGORY \_\_\_REQUIRED\_\_\_ SALARY**

 **Domestic Helper \_100\_ RMB 5,500**

 **TOTAL 100**

Basic Terms and Conditions will include:

1. Contract Period : **2 years contract renewable**
2. Site of Employment : **Beijing, China**
3. Food : **Provided by the Employer**
4. Probationary Period : **Ninety days from the date of arrival in Beijing, China**
5. Accommodation : **Provided by the Employer**
6. Transportation : **Provided by the Employer**
7. Air Passage : **Provided by the Employer**
8. Medical / Insurance : **Provided by the Employer FREE of charge**
9. Resident Permit Cost : **Paid by the Employer**

Other conditions of service shall be in accordance with the China Laws and its amendments.

Very truly yours,

**BEIJING EMOTTE INFORMATION TECHNOLOGY CO., LTD**.

**NAME OF AUTHORIZED REPRESENTATIVE**

**Designation of the Authorized Representative**