

**Embassy of the Philippines
MIGRANT WORKERS OFFICE
OVERSEAS WORKERS WELFARE ADMINISTRATION
No. 95, Jalan Perkasa, Taman Maluri, Cheras, Kuala Lumpur, Malaysia.**

REQUEST FOR ASSISTANCE

Date

NATURE OF COMPLAINTS:

- | | |
|--|--|
| <input type="checkbox"/> Maltreatment/Mistreatment | <input type="checkbox"/> Contract Termination/Violation/Substitution |
| <input type="checkbox"/> Psychological Abuse | <input type="checkbox"/> Imprisonment/False Allegations/Forced Prostitution\ |
| <input type="checkbox"/> Sexual Harassment/Abuse/Rape | <input type="checkbox"/> Health / Medical / Personal Problems |
| <input type="checkbox"/> Poor Working/Living Condition | <input type="checkbox"/> Immigration / Document - Related Problems |
| <input type="checkbox"/> Delayed/Non Payment of Wages and Salaries | <input type="checkbox"/> Other Request for Repatriation (Specify) |

I. PERSONAL INFORMATION:

Name of OFW : _____
Sex Male Female Civil Status: Married Single Separated Widow
Birthdate: _____ Age: _____
Highest Educational Attainment: _____
Address in the Philippines: _____
Name & Contact No. of Relatives in the Philippines: _____

II. EMPLOYMENT INFORMATION IN MALAYSIA

Date of Arrival in Malaysia: _____ Tourist/Visitor OFW
Job Position: _____ CP/Tel #: _____
Passport No.: _____ Date/Place of Issue: _____ Expiry Date : _____
Name of Employer/Company/Est : _____
Address No. : _____ Tel No. : _____
Name of Malaysian Agency: _____
Name of Philippine Agency: _____

III. NATURE OF ASSISTANCE NEEDED (PLEASE WRITE & EXPLAIN BRIEFLY)

Signature Worker

IV. ACTIONS TAKEN/REMARKS:

Attending Case Officer

SINGLE-ENTRY APPROACH (SENA)
(Per Department Order no.107, Series of 2010)

Reference No: SEAD-_____

Name of Requesting Party:
(Pangalan)

Pls Check (√) MALE FEMALE

UNION COMPANY

Address:
(Tirahan) _____

Tel / Cel / Fax / E-mail: _____

Date of Employment: _____
(kalian napasok sa trabaho)

Years of Service: _____
(Taon sa Serbisyo)

Nature of Work:
(Trabaho): _____

Name of Responding Party:
(Pangalan)

Pls Check (√) MALE FEMALE

UNION COMPANY

Nature of Business : _____

Total No. of Employees:

Male Female

Contact Person : _____
(Taong Kakausapin sa Kumpanya)

Position : _____
(Katungkulan)

Address : _____

Tel./Cel./Fax/E-Mail : _____

<p style="text-align: center;">CLAIMS/ISSUES (Please check the appropriate box/es)</p> <p>a) <input type="checkbox"/> Money Claims Non-payment/underpayment of:</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> Wage 2. <input type="checkbox"/> Overtime Pay 3. <input type="checkbox"/> Night-Shift differential pay 4. <input type="checkbox"/> Service Incentive Leave 5. <input type="checkbox"/> Holiday Pay 6. <input type="checkbox"/> SSS 7. <input type="checkbox"/> Philhealth 8. <input type="checkbox"/> PAG-IBIG <p>b) <input type="checkbox"/> Unfair Labor Practice (ULP)</p> <p>c) <input type="checkbox"/> Iligal Dismissal</p> <p>d) <input type="checkbox"/> Iligal Dismissal with Money Claims</p> <p>e) <input type="checkbox"/> Non-Compliance with Occupational Health and Safety Standarts</p> <p>f) <input type="checkbox"/> Certification Election Dispute</p> <p>g) <input type="checkbox"/> Inter/Intra Union Dispute</p> <p>h) <input type="checkbox"/> Cancellation of Union Registration</p> <p>i) <input type="checkbox"/> Others (Please Specify)</p>	<p style="text-align: center;">RELIEF PRAYED FOR (Ano ang gusto niyong solusyon sa reklamo o problema?)</p> <p><input type="checkbox"/> Payment of Money Claims</p> <p><input type="checkbox"/> Reinstatement</p> <p><input type="checkbox"/> Cessation of ULP acts</p> <p><input type="checkbox"/> Restitution/Correction of violations of Occupational Safety and health standarts</p> <p><input type="checkbox"/> Conduct Certification Election</p> <p><input type="checkbox"/> Conduct of Election of Union Officers</p> <p><input type="checkbox"/> Audit/Examination of Union Funds</p> <p><input type="checkbox"/> Others (Please Specify)</p> <p style="text-align: center; margin-top: 20px;">_____</p> <p style="text-align: center;">Requesting Party's Signature</p>	<p style="text-align: center;">ACTION TAKEN (To be filled-out by SENA Desk Officer)</p> <p><input type="checkbox"/> Advise and Counseling</p> <p><input type="checkbox"/> Set for Joint Conference on _____</p> <p><input type="checkbox"/> Settlement agreement signed on _____</p> <p><input type="checkbox"/> Withdrawal by either or both Parties</p> <p><input type="checkbox"/> Referred to _____</p> <p>BY REASON OF:</p> <p><input type="checkbox"/> Failure of the parties to reach an agreement within the 30-day mandatory concillation-mediation period;</p> <p><input type="checkbox"/> Failure of the requesting Party to appear in two (2) scheduled consecutive conferences despite due notice.</p> <p><input type="checkbox"/> Pre-termination of the proceedings with request of issuance of Referral from _____</p> <p>REMARKS:</p> <p style="text-align: center; margin-top: 20px;">_____</p> <p style="text-align: center;">SENA DESK OFFICER (Signature over Printed Name)</p>
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KASUNDUAN SA PAG-AREGLO
(Settlement Agreement)

Ako, si _____, mamamayang Pilipino,
Citizen of the Philippines
_____, may sapat na gulang at wastong pag-iisip,
[dalaga/binata/kasal/balo/diborsyado/napawalang-bisa ang kasal], of legal age and sound mind, presently residing at:

Ay napaalis ng _____, Recruitment Agency
Deployed by Recruitment Agency

Ay di nakatapos / nakatapos ng aking kontrata sa aking employer ay naghahabol ng mga sumusunod laban sa aking agency: *has not completed/ completed my contract with employer is claiming the following from my agency:*

1. _____
2. _____
3. _____
4. _____
5. _____

Subalit sa kabila ng aking mga hinihiling na nakasaad sa itaas ako ay pumayag na makipagayos sa aking agency
But despite my requirement as stated above, I agreed to the settlement with my agency

Sa halagang _____, At ako ay pumayag na sagutin o bayaran ang halagang
In the amount of (state amount), And I agreed to the shoulder or pay the amount of
_____ aking employer / agency. At tanggapin ang natitirang halaga _____
(state amount) from my employer/agency. And receive the balance of (state amount).

Ako ay binalaan ng aking SENA DESK OFFICER _____ tungkol sa aking mga karapatan
I was warned by the SENA Desk Officer (Name of Officer) about my rights

Na dapat makuha sa aking employer/agency. Na ako ay napaliwanagan sa mga bagay na ito ngunit pinili ko pa rin
Which I am entitled to receive from my employer/agency. I'm already explained on this things but I still choose to accept

Umareglo sa aking agency sa halagang _____ at walang namilit o nagbanta sa akin
The settlement offered by my agency for the amount of (state amount). And no one force or threatens me to accept

Tungkol sa mga bagay na ito at kusa koi tong desisyon
And I made this decision on my own free will

Bilang patunay sa lahat ng ito, ako ay lumalagda nagyong ika _____ dito sa Kuala Lumpur, Malaysia,
(in witness whereof, I have hereunto affixed my signature this here in Kuala Lumpur, Malaysia)

Witness:
Signature

_____ Lagda ng Nanunumpa at Nagsasalaysay / Affiant's Signature

Representative of Agency / Signature of Witness

(Embahada ng Pilipinas sa Kuala Lumpur, Malaysia)
MWO OWWA)S.S

PINANUMPAAN at NILAGDAAN sa aking harapan dito sa Kuala Lumpur, Malaysia, Ngayong ika- _____, ng
Siyang nagsasalaysay, matapos ipakita ang kanyang (_____) na may bilang _____ na
Ipinagkaloob noong _____ sa _____

SEAD No : _____
Petsa : _____
Noted by: _____

SENA Desk Officer

TERESA LOURDES L. PIMENTEL
Labor Attache II & Head of MWO

SINGLE-ENTRY APPROACH (SENA)

(Per Department Order no.107, Series of 2010, Dated 5 October 2010)

IN THE MATTER OR REQUESTS FOR ASSISTANCE
OF:

Reference No. _____

**QUITCLAIM AND RELEASE
(PAGTALIKOD AT PAGPAPAWALANG-SAYSAY)**

I _____ of legal age residing at _____
(Ako) (nasa hustong gulang at nakatira sa)
_____ for and in consideration of the amount of _____
(bilang konsiderasyon sa halagang)
_____ (Php _____) do hereby release and discharge
(ay aking pinawawalang-saysay at tinatalikdan)

aforesaid company / corporation and its officer/s, person/s from any money claims by way of unpaid wages, separation pay, overtime pay or otherwise, as may due to me in connection with my past employment with the aforementioned company / corporation, its officers / persons.
(ang nabanggit na kumpanya / korporasyon at ang mga tauhan nitomula sa anumang paghahabol na nauukul sa pananalapi sa Pamamagitan ng di nababayaranang sahod, o anuman na karapat dapat para sa akin na may kaugnayan sa aking huling pinapasukang kumpanya o korporasyon at sa mga opsyaales o tauhan nito)

I am executing this Quitclaim and Release, freely and voluntarily before this Office without any force or duress
(Isinasagawa ko ang Pagtalikod at Pagpapawalang-Saysay na ito na may kalayaan at kusang-loob sa harapan ng tanggapanang ito ng walang pamimilit o pamumuwersa)

and as part of the settlement agreement reached during the conciliation-mediation process conducted in the _____
(at bilang bahagi ng napagkasunduan buhat sa prosesa ng conciliation-mediation dito sa).

IN VIEW WHEREOF, I here to set my hand this _____ day of _____, 20 ____ In _____
(DAHIL DITO, ako ay lumagda ngayong araw ng _____ sa _____)

Signature of the Requesting Party
(Lagda ng Partidong Humihiling)

Signed in the Presence of (Nilagdaan sa Harapan ni):

Signature over printed Name
(Pangalan at Lagna)

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20 _____

In _____.

SENA Desk Officer

Noted:

TERESA LOURDES L. PIMENTEL
Labor Attache II & Head of MWO

AFFIDAVIT OF QUITCLAIM, COMPROMISE AND WAIVER

I, _____, of legal age, Single/Married, Filipino citizen with postal address at _____, after having been duly sworn to in accordance with law, depose and state that;

1. I applied for overseas employment with and was deployed by _____ A duly licensed recruitment/manning agency with office and business address at _____ ("Recruitment Agency"), through the foreign agency _____ and employed with _____.

2. Than I have filed a case at _____ with SENA No. _____ dated _____;

3. For and In consideration of the amount _____ Malaysian Ringgit (RM _____) In cash/check no _____ dated _____ receipt of which I hereby and duly ancknowledge as full compensation/settlement of many unpaid salaries, salary differentials, salary deductions, Including refund of ticket from abroad and claim for domestic fares, retrieval of passport and document, medical/disability benefits, financial assistance, year-end incentive, Insurance benefits under Mandatory Insurance (RA 10022), unexpired portion of the contract, damages and other benefits under the Philippines and host country laws to which I am entitled under whatever reason/s;

4. That the above payment shall constitute the complete, absolute and final settlement and release of my Recruitment Agency and their employees, officer, stockholders and foreign placement agency, foreign employer/principal from any claims I have arising from my employment as mentioned above;

5. I now undertake as herby undertake not to file any complaint/case of whatever nature, criminal, civil, administrative or otherwise against sald Recruitmentagency, foreign placement agency, foreign principal/employer Including their director, officer and employees/staff of said agencies/employers, Insurance compant at the NATIONAL LABOR RELATIONS COMMISSION (NLRC), AND PHILIPPINE OVERSEAS EMPLOYMENT ADMINISTRATION (POEA); OVERSEAS WORKERS WELFARE ADMINISTRATION (OWWA), INSURANCE COMMISSION and other judicial and aquasi-judicial bodies and this affidavit constitute a bar to any action, present, future or contingent which I may file before the aforementioned government agencies;

6. I am executing this Affidavit to attest to the truth of the facts aforestated in order to release sald Recruitment Agency, its directors, officers and employees, and my foreign placement agency, foreign principal/employers and their directors, officers and employees, from any and all liability/claims which I may have against them and this is done and signed freely and willingly without any duress, force aor intimidation and with full knowledge of my right under the law.

ANG LAHAT NG NILALAMAN NG SALAYSAY NA ITO AY IPINALIWANAG SA AKIN SA WIKANG TAGALOG NA AKING NAINTINDIHAN AT SINASANG-AYUNAN KO NG KUSANG LOOB NA WALANG PAGAAKINKANGAN, PAMIMILIT O PANANAKOT.

I HEREBY CERTIFY THAT ALL INFORMATION AND STATEMENT STATED ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I have hereunto set my hands this _____ day of _____, at Kuala Lumpur, Malaysia and signed this document on my own free will, without coercion or force.

Affiant
Passport No. : _____

IN WITNESS WHEREOF, I have discussed the details of quitclaim and waver point in point in detail to affiant the above stated sworn statement including his/her right as an Overseas Filipino Worker, Signed before me this _____ day of _____, 20____ in _____.

Noted by:
TERESA LOURDES L. PIMENTEL
Labor Attache II & Head of MWO

SENA Desk Officer

SINUMPAANG SALAYSAY
(Affidavit)

Ako, si _____, mamamayang Pilipino,
Citizen of the Philippines
_____, may sapat na gulang at wastong pag-iisip,
/dalaga/binata/kasal/balo/diborsyado/napawalang-bisa ang kasal[,of legal age and sound mind, presently residing at:

Ay napaalis ng _____, Recruitment Agency
matapos manumpa sang-ayon sa batas, ay Malaya at kusang-loob na nagsasabi:

Bilang patunay sa lahat ng ito, ako ay lumalagda nagyong ika _____ dito sa Kuala Lumpur, Malaysia,
(in witness whereof, I have hereunto affixed my signature this *here in Kuala Lumpur, Malaysia)*

Lagda ng Nanunumpa at Nagsasalaysay / Affiant's Signature

(Embahada ng Pilipinas sa Kuala Lumpur, Malaysia)
MWO-OWWA)S.S
PINANUMPAAN at NILAGDAAN sa aking harapan dito sa Kuala Lumpur, Malaysia, Ngayong ika- _____, ng
Siyang nagsasalaysay, matapos ipakita ang kanyang (_____) na may bilang _____ na
Ipinagkaloob noong _____ sa _____

SEAD No : _____
Petsa : _____

SENA Desk Officer

Noted by :
TERESA LOURDES L. PIMENTEL
Labor Attache II & Head of MWO