

**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 : \_\_\_\_\_

**CLAIMS/ISSUES**  
(Please check the appropriate box/es)

- a)  Money Claims
  - Non-payment/underpayment of:
    - 1.  Wage
    - 2.  Overtime Pay
    - 3.  Night-Shift differential pay
    - 4.  Service Incentive Leave
    - 5.  Holiday Pay
    - 6.  SSS
    - 7.  Philhealth
    - 8.  PAG-IBIG
- b)  Unfair Labor Practice (ULP)
- c)  Iligal Dismissal
- d)  Iligal Dismissal with Money Claims
- e)  Non-Compliance with Occupational Health and Safety Standarts
- f)  Certification Election Dispute
- g)  Inter/Intra Union Dispute
- h)  Cancellation of Union Registration
- i)  Others (Please Specify)

**RELIEF PRAYED FOR**  
(Ano ang gusto niyong solusyon sa reklamo o problema?)

- Payment of Money Claims
- Reinstatement
- Cessation of ULP acts
- Restitution/Correction of violations of Occupational Safety and health standarts
- Conduct Certification Election
- Conduct of Election of Union Officers
- Audit/Examination of Union Funds
- Others (Please Specify)

\_\_\_\_\_  
Requesting Party's Signature

**ACTION TAKEN**  
(To be filled-out by SENA Desk Officer)

- Advise and Counseling
- Set for Joint Conference on \_\_\_\_\_
- Settlement agreement signed on \_\_\_\_\_
- Withdrawal by either or both Parties
- Referred to \_\_\_\_\_  
BY REASON OF:
  - Failure of the parties to reach an agreement within the 30-day mandatory concillation-mediation period;
  - Failure of the requesting Party to appear in two (2) scheduled consecutive conferences despite due notice.
  - Pre-termination of the proceedings with request of issuance of Referral from \_\_\_\_\_

REMARKS:

\_\_\_\_\_  
SENA DESK OFFICER  
(Signature over Printed Name)

**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:

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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 : **JOCELYN B. ORTEGA**  
Labor Attaché

**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 opsyaes 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 tanggapang 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:

**JOCELYN B. ORTEGA**  
Labor Attaché

**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:  
**JOCELYN B. ORTEGA**  
Labor Attaché

\_\_\_\_\_  
**SENA Desk Officer**

**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

**JOCELYN B. ORTEGA**  
Labor Attaché