

**(Company's letterhead)**  
**MANPOWER REQUEST**

**Date:**

HUMAN AGGREGATES PHILIPPINES, INC.  
Unit 1106 Pearl Of The Orient Tower  
1240 Roxas Boulevard,  
Ermita, Manila  
Philippines

**ATTENTION: Mr. Ismaelito Rama,**

Dear Mr. Rama:

Please arrange and recruit the following and send the worker to **(COUNTRY OF JOB SITE)** as soon as possible.

<u><b>NAME OF THE COMPANY</b></u>	<u><b>NO.OF WORKERS &amp; CATEGORY</b></u>	<u><b>SALARY</b></u>
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**TERMS AND CONDITIONS:**

Food	:	<b>provided by the company</b>
Accommodation	:	<b>provided by the company</b>
Transportation	:	<b>provided by the company</b>
Air Ticket	:	<b>Round trip airfare ticket (MNL-(COUNTRY OF JOB SITE)-MNL)</b>
Sick Leave	:	<b>14 days per year of service</b>
Vacation	:	<b>12 days per year of service</b>
Period of Contract	:	<b>2 years</b>

All other conditions of employment will be in accordance with laws of **(COUNTRY OF JOB SITE)**.

We appreciate your assistance on this matter

Thank you very much,

**(NAME OF REPRESENTATIVE WITH POSITION)**