



معهد التدريب التقني والإداري ش.م.م
TECHNICAL & ADMINISTRATIVE TRAINING INSTITUTE L.L.C.

Dear Dr. John Ivan Palagar
E Code -10605
Location - Al Musanna

1 July 2021

Subject: **Renewal of Employment**

We refer to the Employment offer dated 22-08-2019 as accepted by you in the "Contract", whereby your services were engaged in connection with the **University of Technology and Applied Science - Al Musanna** being executed by the University of Technology and Applied Sciences (UTAS) of the Sultanate of Oman.

As you are aware, the Contract is project specific and subject to the existing and back to back contractual arrangements between TATI and the University of Technology and Applied Sciences (UTAS) of the Sultanate of Oman.

Pursuant to this letter, TATI is pleased to inform you of the renewal of the Contract subject to and in accordance with the terms and conditions set out hereunder:

1. The Contract shall stand renewed from **27th August 2021** and shall be valid until **26th August 2022**.
2. Any renewal of the Contract beyond the Term shall be in the sole and absolute discretion of TATI and, in the event of TATI not notifying you of the renewal of the Contract beyond the Term, the Contract as renewed shall stand terminated for all intents and purposes upon the conclusion of the Term.
3. No express or implied promises are being made by TATI with you that the Contract will be renewed beyond the Term.
4. You further agree that in the event of your tendering resignation during the academic semester of the Technical College's Academic Calendar Year (as determined by the University of Technology and Applied Sciences (UTAS)), such resignation shall be effective and be accepted by TATI only upon the conclusion of the first or third semester (as the case may be) and provided that such resignation is preceded by a three (3) month prior notice from you to TATI.
5. Your air passage in the form of an economy class two way ticket from **MCT-MANILA, PHILIPPINES-MCT** once every year.
6. Subject to the aforementioned, all other terms and conditions specified in the offer dated 22-08-2019 shall remain in full force and effect.
7. Kindly let us know if you agree to the aforementioned contractual arrangement in which case, please sign a copy of this letter as a token of your acceptance of the terms and conditions set out herein.

Yours sincerely,

Mr. Waleed Said Harib Al Siyabi
Manager, HR & Public Relation



Dr. John Ivan Palagar

Signature:

Date: 4 July 2021



معهد التدريب التقني والإداري ش.م.م
TECHNICAL & ADMINISTRATIVE TRAINING INSTITUTE L.L.C.

27/01/2020

TO WHOM IT MAY CONCERN

This is to certify that **DR. JOHN IVAN VILLALINO PALAGAR**, Emp.Code.10605, is working with us since 12.01.2020 and is presently designated as "Lecturer". His current monthly emoluments are as follows:-

Basic Salary	: - R.O. 750.000
Other Permanent Allowances	: - R.O. 350.000

Gross Emoluments	: - R.O. 1100.00
	=====

(Rial Omani One Thousand One Hundred only)

This certificate is issued as per the request from the employee and without any further commitment and responsibility on the part of the company.

For Technical and Administrative Training Institute L.L.C

Authorised Signatory





MODEL EMPLOYMENT CONTRACT

This **Employment Contract** is executed and entered into by and between:

- A. Employer : **TECHNICAL & ADMINISTRATIVE TRAINING INSTITUTE LLC (TATI)**
Address : P. O. Box 337, Postal Code 115,
Madinat Al Sultan Qaboos, Sultanate of Oman
Telephone : +968 24693767-3768 | Fax +968 24693765
- B. Represented in the Philippines by:
Name of Agent/ Company : **iRekrut Manpower, Inc.**
Address : 4th Floor Casman Building,
1198 Quezon Avenue, Quezon City 1103,
Philippines
- And
- C. Employee: **John Ivan V. Palagar**
Civil Status: **Single**
Passport No.: **P2870739A**
Date & Place of Issue: **PE MANAMA**
Address: **Tacloban City**

Voluntarily binding themselves to the following terms and conditions:

1. Site of Employment **Sultanate of Oman**
2. Contract Duration 12 Months commencing from the employee's departure from the point of origin to the site of employment.
3. Employee's Position **LECTURER**
4. Gross Monthly Salary Rial Omani **1,100**
Equivalent US\$ **2,857.54**

Breakdown as follows:

Basic Salary	: R.O. 750
Food & Housing Allowance	: R.O. 250
Transportation Allowance	: R.O. 100

5. Regular Working Hours: Maximum of 9 hours per day, 5 days per week

John Ivan V. Palagar
iRekrut
MANPOWER INCORPORATED

[Signature]





6. Overtime Pay:
 - a. For work over regular working hours:
(In accordance with Company Policy and/or Labor Laws of the **Sultanate of Oman**)
 - b. For work on designated rest days & holidays:
(In accordance with Company Policy and/or Labor Laws of the **Sultanate of Oman**)
7. Leave with Full Pay:
 - a. Vacation Leave:
(Thirty [30] days for year of service or in accordance with the Labor Laws of the **Sultanate of Oman** whichever is higher)
 - b. Sick Leave:
(In accordance with Company Policy and/or Labor Laws of the **Sultanate of Oman**)
8. Free passage/transportation from the Philippines to the site of employment; and in the following cases, free return transportation to the point of origin:
 - a. expiration of the contract;
 - b. termination of the contract by the employer without just cause;
 - c. if the employee is unable to continue to work due to work connected or work aggravated injury of illness;
 - d. force of majeure; and
 - e. in such other cases when contract of employment is terminated through no fault of the employee.
9. Free emergency medical services and facilities including medicine.
10. Personal life accident insurance in accordance with host government and/ or Philippine government laws without cost to the worker. In addition, for areas declared by the Philippine government as war risk areas, a war risk area insurance of not less than P100,000.00 shall be provided by the employer at no cost to the worker.
11. In the event of death of the employee during the terms of this agreement, his remains and personal belongings shall be repatriated to the Philippines at the expense of the employer. In the case the repatriation of remains is not possible, the same may be disposed of upon prior approval of the employee's next kin and/ or by the Philippine Embassy/ Consulate nearest the jobsite.
12. The employer shall assist the Employee in remitting a percentage of his salary through the proper Banking channel or other means authorized by law.
13. This **Agreement** shall remain in force for a period indicated under paragraph #2 and the probation period Three (3) Months will be counted as part of normal employment if successfully completed

[Handwritten signature]



[Handwritten signature]
REKUIT
RECRUITMENT & EMPLOYMENT



14. Termination:

- a. Termination by Employer: The employer may terminate this Contract on the following just causes: serious misconduct, willful disobedience of employer's lawful orders, habitual neglect of duties, absenteeism, insubordination, revealing secrets of establishment, when employee violates customs, traditions, and laws of **Sultanate of Oman** and/ or terms of this Agreement. The employee shall shoulder the repatriation expenses.
 - b. Termination by Employee: The employee may terminate this Contract without serving any notice to the employer for any of the following just causes: serious insult by the employer or his representative, inhuman and unbearable treatment accorded the employee by the employer or his representative, commission of a crime/ offense by the employer or his representative. Employer shall pay the repatriation expenses back to the Philippines.
 - b.1 The employee may terminate this Contract without just cause by serving one (1) month in advance notice to the employer. The employer upon whom no such notice was served may hold the employee liable for damages. In any case, the employee shall shoulder all expenses relative to his repatriation back to his point of origin.
 - c. Termination due to Illness: Either party may terminate the contract on the ground of illness, disease or injury by the employee. The employer shall shoulder the cost of repatriation.
15. Settlement of disputes: All claims and complaints relative to the employment contract of the employee shall be settled in accordance with the Company policies, rules and regulations. In the case the employee contests the decision of the employer, the matter shall be settled amicably with the participation of the Labor Attaché or any authorized representative of the Philippine Embassy / Consulate nearest competent or appropriate government body in host country or in the Philippines if permissible by host country laws at the option of the complaining party.
16. The employee shall observe employer's company rules and abide by the pertinent laws of the host country and respect its customs and traditions.
17. Applicable Law: Other terms and conditions of employment, which are consistent with the above provisions, shall be governed by the pertinent laws of the **Sultanate of Oman**.

John Ben V. Felgar
MANPOWER INCORPORATED

[Signature]





معهد التدريب التقني والإداري ش.م.م
TECHNICAL & ADMINISTRATIVE TRAINING INSTITUTE L.L.C.

HEREBY GIVING AND GRANTING unto my / our said legal representative full power and authority to execute whatsoever is requisite or proper to be done in the premises as fully to all intents and purposes as I might or could lawfully do or cause to be done under and by virtue of these present.

IN WITNESS WHEREOF, I have hereunto signed and affixed my signature, this _____ day of _____, _____.

[Signature]

KHALED M. ASAD
Managing Director

TECHNICAL & ADMINSTRATIVE TRAINING INSTITUTE LLC (TATI)
P. O. Box 337, Postal Code 115, Madinat Al Sultan Qaboos, Sultante of Oman
+968 24693767-3768 | +968 24693765



Conforme:

For:

[Signature]
iRekrut Manpower, Inc.

[Signature]
iRekrut Manpower, Inc.

ATTY. LHORIETESS L. COLLADO
President & CEO

OCCI attests the signature of the authorized signatory of Technical & Administrative Training Institute LLC registered under No. 42501 grade 1 without any responsibility on the contents of the document.
Legalization No. 149370 Date: 19/9/2016
Muscat
[Signature]

18 SEP 2016 - 2390384 -
VERIFIED BY
[Signature]
NASSER S. MUSTAFA
Labour Attaché II





CONTINGENCY PLAN

I, **KHALED M. ASAD**, wish to convey the following designated contingency plan related to the recruitment of Filipino workers who shall be employed under the sponsorship of **TECHNICAL & ADMINISTRATIVE TRAINING INSTITUTE LLC**. This plan covers remedial measure that should apply in the event of any contingency (i.e. Natural Calamity, Man Made Disaster/War).

In the course of any impending contingency, we shall strive our best to repatriate our employee to their point of origin the soonest time possible via safe course travel.

If repatriation measure is not possible as prompted by prevailing circumstances that may occur, I shall provide continuous support to the employee (Food, Medical, Clothing and Safe Shelter) and constant communication with the update of their living condition.

I shall provide a personal accident insurance from a reputable insurance company in the Sultanate of Oman in favor of the employee that will cover benefits for their beneficiaries during their employment.

AND BY VIRTUE OF THIS LETTER, we pledge to give the employee a reasonable and justified treatment for their well being in accordance with the job contract.

In witness thereof, we hereby sign this contract this _____ day of _____, at Manila, Philippines.



By:

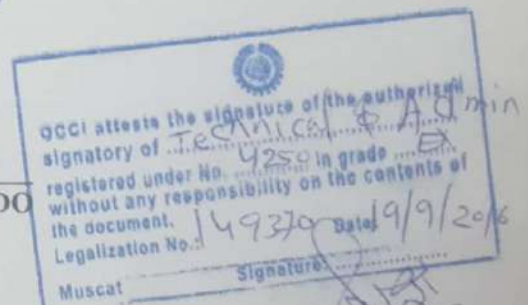
TECHNICAL & ADMINISTRATIVE TRAINING INSTITUTE LLC.

KHALED M. ASAD
Managing Director
EMPLOYER

JOHN IVAN V. PALAGAR
EMPLOYEE

By: **iRekrut Manpower, Inc.**

ATTY. LHORIETESS L. COLLADO
President and CEO



18 SEP 2016

1-2390384-





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Name of Agent/ Company : **iRekrut Manpower, Inc.**
Address : 4th Floor Casman Building,
1198 Quezon Avenue, Quezon City 1103,
Philippines
- And
- C. Employee: **John Ivan V. Palagar**
Civil Status: **Single**
Passport No.: **P2870739A**
Date & Place of Issue: **PE MANAMA**
Address: **Tacloban City**

Voluntarily binding themselves to the following terms and conditions:

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3. Employee's Position **LECTURER**
4. Gross Monthly Salary Rial Omani **1,100**
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Breakdown as follows:

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John Ivan V. Palagar
iRekrut
MANPOWER INCORPORATED

[Signature]





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 - a. For work over regular working hours:
(In accordance with Company Policy and/or Labor Laws of the **Sultanate of Oman**)
 - b. For work on designated rest days & holidays:
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9. Free emergency medical services and facilities including medicine.
10. Personal life accident insurance in accordance with host government and/ or Philippine government laws without cost to the worker. In addition, for areas declared by the Philippine government as war risk areas, a war risk area insurance of not less than P100,000.00 shall be provided by the employer at no cost to the worker.
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[Handwritten signature]



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RECRUITMENT & EMPLOYMENT



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John Ben V. Felgar
MANPOWER INCORPORATED

[Signature]





معهد التدريب التقني والإداري ش.م.م
TECHNICAL & ADMINISTRATIVE TRAINING INSTITUTE L.L.C.

HEREBY GIVING AND GRANTING unto my / our said legal representative full power and authority to execute whatsoever is requisite or proper to be done in the premises as fully to all intents and purposes as I might or could lawfully do or cause to be done under and by virtue of these present.

IN WITNESS WHEREOF, I have hereunto signed and affixed my signature, this _____ day of _____, _____.

[Signature]

KHALED M. ASAD
Managing Director

TECHNICAL & ADMINSTRATIVE TRAINING INSTITUTE LLC (TATI)
P. O. Box 337, Postal Code 115, Madinat Al Sultan Qaboos, Sultante of Oman
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Conforme:

For:

[Signature]
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OCCI attests the signature of the authorized signatory of Technical & Administrative Training Institute LLC registered under No. 42501 grade 1 without any responsibility on the contents of the document.
Legalization No. 149370 Date: 19/9/2016
Muscat
Signature: *[Signature]*

18 SEP 2016 - 2390384 -
VERIFIED BY
[Signature]
NASSER S. MUSTAFA
Labour Attaché II





CONTINGENCY PLAN

I, **KHALED M. ASAD**, wish to convey the following designated contingency plan related to the recruitment of Filipino workers who shall be employed under the sponsorship of **TECHNICAL & ADMINISTRATIVE TRAINING INSTITUTE LLC**. This plan covers remedial measure that should apply in the event of any contingency (i.e. Natural Calamity, Man Made Disaster/War).

In the course of any impending contingency, we shall strive our best to repatriate our employee to their point of origin the soonest time possible via safe course travel.

If repatriation measure is not possible as prompted by prevailing circumstances that may occur, I shall provide continuous support to the employee (Food, Medical, Clothing and Safe Shelter) and constant communication with the update of their living condition.

I shall provide a personal accident insurance from a reputable insurance company in the Sultanate of Oman in favor of the employee that will cover benefits for their beneficiaries during their employment.

AND BY VIRTUE OF THIS LETTER, we pledge to give the employee a reasonable and justified treatment for their well being in accordance with the job contract.

In witness thereof, we hereby sign this contract this _____ day of _____, at Manila, Philippines.



By:

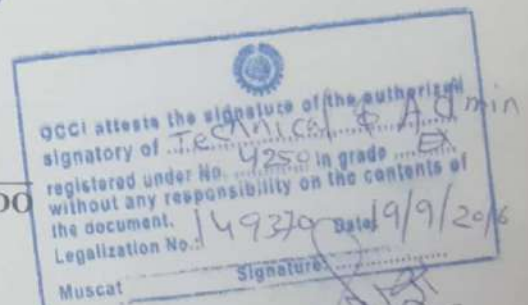
TECHNICAL & ADMINISTRATIVE TRAINING INSTITUTE LLC.

KHALED M. ASAD
Managing Director
EMPLOYER

JOHN IVAN V. PALAGAR
EMPLOYEE

By: **iRekrut Manpower, Inc.**

ATTY. LHORIETESS L. COLLADO
President and CEO



18 SEP 2016

1-2390384-





معهد التدريب التقني والإداري ش.م.م
TECHNICAL & ADMINISTRATIVE TRAINING INSTITUTE L.L.C.

27/01/2020

TO WHOM IT MAY CONCERN

This is to certify that **DR. JOHN IVAN VILLALINO PALAGAR**, Emp.Code.10605, is working with us since 12.01.2020 and is presently designated as "Lecturer". His current monthly emoluments are as follows:-

Basic Salary	: - R.O. 750.000
Other Permanent Allowances	: - R.O. 350.000

Gross Emoluments	: - R.O. 1100.00
	=====

(Rial Omani One Thousand One Hundred only)

This certificate is issued as per the request from the employee and without any further commitment and responsibility on the part of the company.

For Technical and Administrative Training Institute L.L.C

Authorised Signatory





1 July 2020

Dear Dr. John Ivan Palagar
E Code - 10605
Location - Al Musanna

Subject: Renewal of Employment

We refer to the Employment Offer dated 22-08-2019 as accepted by you in the "Contract", whereby your services were engaged in connection with the Al Musanna College of Technology being executed by the Ministry of Manpower of the Sultanate of Oman.

As you are aware, the Contract is project specific and subject to the existing and back to back contractual arrangements between TATI and the Ministry of Manpower of the Sultanate of Oman.

Pursuant to this letter, TATI is pleased to inform you of the renewal of the Contract subject to and in accordance with the terms and conditions set out hereunder:

1. The Contract shall stand renewed from 27th August 2020 and shall be valid until 26th August 2021.
2. Any renewal of the Contract beyond the Term shall be in the sole and absolute discretion of TATI and, in the event of TATI not notifying you of the renewal of the Contract beyond the Term, the Contract as renewed shall stand terminated for all intents and purposes upon the conclusion of the Term.
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5. Your air passage in the form of an economy class two way ticket from MCT-MANILA, PHILIPPINES-MCT once every year.
6. Subject to the aforementioned, all other terms and conditions specified in the offer dated 22-08-2019 shall remain in full force and effect.
7. Kindly let us know if you agree to the aforementioned contractual arrangement in which case, please sign a copy of this letter as a token of your acceptance of the terms and conditions set out herein.

Yours sincerely,

Mr. Abdullah Al Hakmani
Head, HR & Administration



John Ivan Palagar
Dr. John Ivan Palagar
Signature:
Date: 7 July 2020

[Handwritten signature]



1 July 2020

Dear Dr. John Ivan Palagar
E Code -10605
Location - Al Musanna

Subject: Renewal of Employment

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Yours sincerely,

Mr. Abdullah Al Hakmani
Head, HR & Administration



Dr. John Ivan Palagar
Signature:
Date:



Date 2nd -July-2018

To Whom It May Concern

MOE certifies that this employee is still working

CPR	821146564
Name	Dr.John Ivan V.Palagar
Place of Work	Bahrain Training Institute
Job	Lecturer
Nationality	Filipino
Hire Date	16 Sep 2012
Salary	BD 1,101.590

He has been given this certificate upon her request.

MOE will not accept any administrative or financial responsibilities.



Head of employee Relation and Services

E



Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL –EASTERN VISAYAS CAMPUS
Pawing, Palo, Leyte



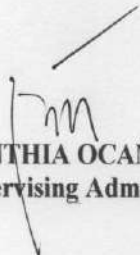
AJA18-209

Commitment to Service Pursuit of Truth Passion for Excellence

CERTIFICATION

This is to Certify that **DR. JOHN IVAN V. PALAGAR** was employed as an **ENGLISH TEACHER** at **Philippine Science High School – Eastern Visayas Campus** from **JUNE 2008** to **SEPTEMBER 2012**. He taught first year and fourth year high school classes in the aforementioned inclusive dates.

This certificate has been issued upon his request on December 6, 2019 for whatever legal purpose it may serve.


CYNTHIA OCAÑA, D.M.
Supervising Administrative Officer



ASIAN DEVELOPMENT FOUNDATION COLLEGE

P. Burgos Street, Tacloban City
Tel. Nos. 325-8698/321-2269

July 20, 2012

CERTIFICATION

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that as per record on file, **DR. JOHN IVAN V. PALAGAR** has been employed as an English Instructor at Asian Development Foundation College from November 2003 to March 2008.

This certification is issued upon request of the interested party for **Employment** purposes.



not valid
without seal

A handwritten signature in black ink, appearing to read 'Eden Chua-Pineda'.

EDEN CHUA-PINEDA

VP-Academic Affairs