

Department of Labor and Employment
Philippine Overseas Employment Administration
Government Placement Branch

RSF NO. 220005

RECRUITMENT SPECIFICATION FORM (RSF)

EMPLOYER : _____

WORKSITE : _____, ISRAEL

CLASSIFICATION : Government to Government Hiring Program

a. The _____ is in urgent need of qualified applicants for the position/s:

200 Hotelworker-Housekeepers

***Priority shall be given to the Hotelworkers who were previously included in the random selection that PIBA Israel conducted but without contracts yet.**

Bibigyan ng priority ang mga Hotelworkers na nakasama sa random selection na ginawa ng PIBA Israel ngunit di pa nabigyan ng contracts.

****Hotelworkers with contracts that were cancelled due to COVID 19 need not reapply**

Ang mga Hotelworkers na may contracts na ngunit nakansela dahil sa COVID 19 ay hindi na kailangan mag apply.

b. General job description, general working and living condition

Hotel housekeeper candidates should carry out efficient, high quality hotel housekeeping services in accordance with Employer's instructions and occupational safety and health standards.

1. Clean and prepare rooms and surrounding areas within the hotel
2. Laundry (linens, towels and guest clothes)
3. Observe workplace hygiene procedures
4. Conform to workplace safety practices
5. Provide effective customer service
6. Receive and respond to workplace
7. Work with others in a team environment (A team player)
8. Demonstrate positive work values
9. Observe prescribed housekeeping procedures
10. Deal with reasonable complaints and requests of guests with professionalism and patience

General working and living conditions:

Place of Worker: The work will be carried out in a Hotel or Hostel in Israel.

Working conditions - will be set out in Standard Employment Contract (SEC) (attached) Following is a summary of some of the Working Conditions:

Accommodations: Employer is obligated to provide the worker with living accommodations (up to four persons in a room) , and a portion of the cost of such accommodations may be deducted from the worker's salary monthly to cover the cost of accommodations and expenses related to the accommodations (utilities and property tax).

Working Hours

The Worker is considered a Junior Worker for the first 24 months of employment by the Employer.

1. The regular working day for a junior worker will be as follows:
 - a. The regular working hours of the Worker will be 8.5 hours per day (not including breaks as set hereunder) for a 5-day work week and no more than 42 hours per week or 182 hours per month.
2. The weekly working schedule of the Worker will be set by the Employer as is customary in the work place. The Worker will be notified about the weekly work schedule. The Worker will not have a vested right to a specific day off, except his regular weekly rest day.

Overtime

If the Worker is required by the Employer to work overtime, due to Employer's needs, the Worker is entitled to overtime payment as set out in the Israeli Work and Rest Hours Law, 1951, and as set out hereinafter:

Junior workers will be entitled to overtime payments after 8.5 working hours per day as follows: for the first two (2) overtime hours, a payment of 125% of his regular hourly salary rate, for each additional working hour, a payment of 150% of the regular hourly salary rate.

- a. A Worker working on his day off will be paid a compensation of overtime hours, e.g. 125% for the first 2 hours and 150% from the third hour thereafter.
- b. Overtime work on the Worker's day off will count only if the Worker worked full time in said month.

Estimated minimum salary

Gross Minimum Wage for a full-time position of 182 hours per month, before legal deductions and before payment for overtime work hours – 5300 NIS (approximately 1500 USD exchange rate of 3.52 NIS to 1 USD). From this

sum the employer will deduct sums as follows (approximately): 10% income tax, worker's contribution to private medical insurance – MAX 125.09 NIS workers contribution for housing provided by employer – up to MAX 568 NIS. The worker will also be responsible for his own expenses for food, clothing, cable tv, telephone, travel, etc.

Salary

1. The Worker's monthly gross salary shall not be less than 5300 NIS per month which is the current monthly Minimum Wage in Israel for full time employment. In the case of a change in the relevant minimum wage in the State of Israel, the above gross salary shall be revised and shall not be less than the Minimum wage in force.
2. The worker will register his attendance to Employer's instructions, at the beginning and at the end of each working day. The Employer will confirm the work hours on the attendance record.
3. The salary shall be paid by the end of the month for which it is paid and no later than the 9th day of the following month.
4. The employer shall provide the Worker with a printed pay slip detailing the wage components as set out in the Wage Protection Law, 1958.
5. For purpose of wage calculations and without prejudice to the Employer's obligations to employ the Worker in a full-time position:
 - a. The daily wage will be the monthly salary divided by 22;
 - b. The hourly wage for a junior worker will be the monthly salary divided by 182. The hourly wage for a senior worker will be the monthly salary divided by 176.
6. Additional payments without prejudice to contract duration as set out in Section 5:
 - b. In addition to the monthly salary, the Employer will pay the worker a cost of living allowance, under the conditions set out in the Collective Agreement.

c. Other benefits

Weekly Rest Day, Holidays and Vacation

1. The Worker shall be entitled to a weekly day of rest of at least 36 consecutive hours. The Worker will declare whether his rest day will be on Friday, Saturday or Sunday.
2. The rest day will start at 5:00 PM on Friday evening or on the evening prior to the weekly rest day, based on the worker's declaration as set out in (a) above, and continue until Sunday at 5:00 AM, or until 5:00 AM on the day following the worker's above declared rest day. The Employer is entitled to change the rest day starting hour, providing that the weekly rest day will be of at least 36 hours.
3. Employment on the Worker's rest day is prohibited except in cases in which general or specific permits for such work have been issued according to the Hours of Work and Rest Law, 1951. If the Worker works on his rest day, the Worker shall be entitled to receive a wage at a rate of 150% of his regular hourly

rate for the regular work hours, at a rate of 175% for his first two overtime hours, and at a rate of 200% for any additional overtime hours. In addition, the Worker shall receive from the Employer an alternate rest day as set out in the law.

4. After 3 months of employment under this SEC, the Worker will be entitled to 9 days off with pay for Philippine Religious/National Holidays or for Israeli religious/National Holidays, as declared by the Worker, when those holidays do not fall on the weekly rest day of the worker.
5. The Worker will be entitled to yearly paid vacation, after coordinating the dates of such with the Employer at 14 days in advance. The number of vacation days for which the Worker is eligible in the first five years under this SEC will be 16 days (12 working days not including the weekly rest days) as set out in the Yearly Vacation Law, 1951.

Medical Insurance and Sick Pay

1. The Employer will provide the Worker with private Medical Insurance which includes all the services set out in the Foreign Worker Ordinance (Basket of Health Services for the Employee) 2001. This medical insurance does not cover pre-existing conditions of the worker. In addition, if a medical opinion states that the worker will be unable to carry out his work due to a medical condition or accident, even after 90 days of medical treatment, the insurance will only provide transportation for the worker back to his country after medical treatment has stabilized his condition, and any additional medical treatment needed will be provided at the worker's expense in the worker's country.
2. The Worker agrees to truthfully complete and sign any medical declaration or other forms necessary for the entry into effect or for extending the validity of the medical insurance policy.
3. A copy of the medical insurance policy in the English language will be given by the Employer to the Worker and attached by the Employer as Annex C to this SEC, after the arrival of the Worker to Israel.
4. The Employer may deduct monthly from the salary of worker, one third of the cost of the above medical insurance, but no more than the maximum sum set out in the relevant Israeli regulations, the lower of the two. This sum will be updated by the Israeli Government from time to time.
5. If the Worker cannot work due to illness, he shall be paid 50% of his salary by the Employer for the second and third day of absence and 100% of his salary from the fourth day of absence, upon presentation of a medical certificate certifying that he could not work due to illness. The entitlement to sick pay shall not exceed a cumulative period as set out here forth:
 - a. From 1 month to 12 months 2 work days per month (up to 24 days a year)
 - b. From 13 months to 36 months 66 working days
 - c. From 37 months to 84 months 110 working days.
6. The accumulated sick days cannot exceed more than a maximum of 110 days.
7. The Employer may require the Worker to undergo medical examination once a year by a physician agreed upon by the parties at the expense of the Employer.

Foreign Worker Deposit Fund

An additional sum, over and above the salary of each hotel housekeeper, must be deposited monthly by the employer into a fund held by Israeli Immigration Authority (PIBA) which will be paid to worker after legal deductions of taxes and bank fees, on account of employer deposits for severance pay and pension, subject to the hotel housekeeper leaving at the end of his legal work permit period. If the hotel housekeeper overstays illegally in Israel, a portion of the above sum will be deducted

monthly, and if the illegal overstay is 6 months or above the worker will forfeit the entire sum.

d. Qualifications and other preconditions for inclusion in the roster

Qualified Applicants should **register online** at www.poea.gov.ph or www.onlineservices.poea.gov.ph and **personally present the originals and the documentary requirements on your appointment schedule**

QUALIFICATIONS:

A. For Registration:

- With NCII Certification on Housekeeping
- At least 25 years of age
- Philippine citizenship
- Never previously worked experience in Israel
- Does not have parent/s, spouse or children currently in working or residing in Israel
- NBI Clearance
- Physically and mentally healthy, does not suffer from diseases or from chronic medical conditions including (but not limited to) tuberculosis, hepatitis, syphilis, gonorrhea and AIDS; and is capable of physically demanding hotel housekeeping work in Israel.
- They declare that they are diligent, service oriented, pay attention to details and have a polite manner.
- Good English language skills to communicate in English with hotel management and guests.
- Printed copy of Worker's Information Sheet/E-Registration (log-in at <http://onlineservices.poea.gov.ph/OnlineServices/POEAOnline.aspx>)
- Certificate of online Pre-Employment Orientation Seminar (PEOS)
- Valid Passport copy
- Two (2) pieces 2x2 recent picture

B. Documentary requirements:

- Print-out of E-Registration account
- Certificate of online Pre-Employment Orientation Seminar (PEOS)
- TESDA NCII Certification on Housekeeping
- Scanned copy of Passport
- NBI Clearance
- Copy of Birth Certificate issued by Philippine Statistics Authority (PSA)

- Copy of UMID ID or Copy of National ID or Voter's ID or Postal ID or driver's license of applicant and copy of spouse's UMID ID or Voter's ID or Postal ID or driver's license for PIBA system requirement
- Other requirements or criteria as may be specified by PIBA

A general description of the recruitment procedure including the selection process:

Each applicant shall initially file his application with POEA via online registration procedure as follows:

- ❖ Visit the POEA website, www.onlineservices.poea.gov.ph
- ❖ Under e-Registration, click "Let's Go". Then type your registered email and password to login.
 - Note: If you don't have an e-Registration account yet, click the "Register" link. Then click the "I Accept the terms of Use" to continue, fill up the form with your personal data then click "Register"
 - Important: Complete all your credentials and information in e-registration before applying.
 - Reminder: Do not create multiple accounts to avoid unnecessary impediments in your future transactions.
- ❖ Click the "Apply" button in the e-Registration dashboard to continue.
(Announcement regarding application for homebased caregivers for Israel is visible in the dashboard)
- ❖ Answer all questions then submit by clicking the "Submit" button
- ❖ POEA will then evaluate your submitted online application
- ❖ Schedule of Interview and Submission/Verification of documents will be posted in your e-registration account
- ❖ Print your schedule, since it will serve as your Appointment Slip in POEA
- ❖ Each applicant will present the originals of the required documents Each applicant shall present proof and declare that he meets all qualifications and shall be asked to sign a Declaration and Undertaking which includes a waiver of confidentiality of information.
- ❖ Each applicant will then receive from POEA a registration card confirming receipt of the applicant's complete documents.

e. Estimated costs associated with the recruitment and employment of the hotel housekeeper

There will be no recruitment fees collected from the applicants at any stage of the recruitment process. Beware of unauthorized agents who may request illegal fees or who promise to arrange hotel work in Israel – as the workers who arrive in Israel will only be those qualified applicants who are randomly chosen by Israel from the final database (no more than 75% of the applicants up to 500 workers)

The applicant will be responsible for paying for the plane ticket to and from Israel, as well as for his medical examination in the Philippines, to be carried out as per a form set by Israel. (See list of fees/deductions from salary attached as Addendum A)

Maximum duration of permitted employment

The contract duration will be for one year, and may be extended for an additional year subject to employer request and fulfillment of visa conditions. After that period, any additional extensions will be subject to Israeli Government decisions and policy, but no more than 5 years for each worker.

f. General description of the recruitment procedure including the selection process and the link to website containing a Foreign Workers' Rights Handbook

Each applicant shall initially file his application with POEA via online registration and receive an e-registration number. After registering online, each applicant will present the required original documents and submit one (1) set of photo copies fastened in a folder labeled with his full name and e-registration number at the relevant POEA office. Each applicant will then receive from POEA a registration card confirming receipt of the applicant's complete documents. The applicant can thereafter check the status of his application with POEA. Each applicant shall present proof and declare that he meets all qualifications and shall sign a declaration per Israeli formats which includes a waiver of confidentiality of information. Professional examinations or recorded interviews may be carried out by the Israeli side. Be aware that inclusion in the database does not ensure selection for work in Israel, as Israel will randomly select no more than 75% of the qualified workers in the final database of applicants. In addition, the maximum number of selected workers shall in no case be more than 1000 workers.

The link to website containing Foreign Workers' Rights Handbook in English:
https://www.gov.il/BlobFolder/generalpage/foreign_workers_rights_booklet/he/emg_0718

g. COVID-19 Issues:

The selected applicants may be notified of additional medical checks or vaccines to be carried out in the Phillipines or in Israel at the applicant's expense, as well as a required quarantine period in Israel before beginning work, according to Israeli Health Procedures at the time of arrival of the workers. Only applicants who agree to COVID 19 vaccinations as will be required by Israel will be selected.

h. Dates for submitting complete folders for each round

For interested applicants, we will have a three (3) day e-registration process on **March 14, 15 and 16 2022.**

Applicants are required to present their original documents for authentication of written information before forwarding the same to the employer.

Deadline of submission of applications:

- Applicants from the POEA Regional Offices (**March 16, 2022**)
- Applicants from the Central Office (POEA - Ortigas) (**March 16,2022**)

Only those with complete documents will be accepted.

Important Notification

The Government of the State and/or PIBA are not and will not be the employers of the hotel housekeepers, and the deployed workers will be directly employed by hotel owners or managers who hold permits allowing them to employ foreign hotel housekeepers.

Date: 11 March 2022

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