**January 10, 2023**

**The Embassy of the Republic of the Philippines**

**PHILIPPINE OVERSEAS LABOUR OFFICE**

Eastern Region Operations

Al Khobar, Kingdom of Saudi Arabia

Kind Attn.: **HON. HECTOR B. CRUZ**

**LABOUR ATTACHE**

**POLO -ERO**

From: **COMPANY NAME**

**Job Order- Job Description**

Sir:

This is in reference and compliance with our earlier submitted **Job Order**, please refer below **Job Description** for each position:

**Example: General Labor (40)**- Analyze all products through various stages of production to ensure optimal level of quality and maintain optimal cleanliness of plants and ensure proper handling of all materials and products. Ensure completion of all related maintenance services and maintenance cleanliness at all times and monitor output within the required timeframe. Handle all emergency and difficult situations efficiently and investigate all issues to provide resolution for same. Perform all work according to work orders and load and unload materials as per requirement. Ensure compliance all safety policies and procedures and provide protective gear to all workers to maintain safety in unit.

Your kind consideration in this matter will be highly appreciated.

Respectfully.

President/Owner