KASUNDUAN SA PAGTATRABAHO NG KASAMBAHAY

Household Worker Employment Agreement (RA 10361, Batas Kasambahay)

TEMPLATE
NOT LEGAL ADVICE

This agreement is made on _____ at _____ (city/municipality, region), between: / *Ang kasunduang ito ay ginawa noong petsa at lugar sa itaas, sa pagitan nina:*

EMPLOYER / AMO

Name / Pangalan: _____

Address / Tirahan: _____

Mobile: _____

KASAMBAHAY

Name / Pangalan: _____

Date of birth / Kaarawan: _____

Age / Edad (at least 15, Sec. 16): _____

Home address / Tirahan:

_____

Emergency contact / Tawagan kung may emergency:

_____

1. Start, term and arrangement / Simula, tagal at uri ng trabaho

Start date: _____

☐ No fixed term ☐ Fixed term until _____

☐ Stay-in ☐ Stay-out ☐ Part-time, days: _____

Simula: petsa sa kaliwa. Walang takdang tagal, o hanggang sa petsang nakasulat.
Kasama sa bahay (stay-in), uwian (stay-out), o ilang araw lang (part-time).

2. Duties / Mga gawain

☐ Child care (yaya) ☐ Cleaning ☐ Cooking

☐ Laundry ☐ Other: _____

New duties are added only if both agree.

Pag-aalaga ng bata, paglilinis, pagluluto, paglalaba, o iba pa. Madadagdagan lang ang gawain kung pareho kayong pumayag.

3. Hours, rest day and daily rest / Oras, day off at pahinga

Usual hours: _____ to _____. At least 8 hours of rest a day in total (Sec. 20).

Weekly rest day: _____, at least 24 hours in a row (Sec. 21). Work on a rest day only if both agree, with an equivalent daily rate of pay added. Extra hours beyond the usual hours, if agreed: ₱_____ an hour (Sec. 11e).

Hindi bababa sa 8 oras na pahinga bawat araw.
Day off bawat linggo, hindi bababa sa 24 na magkakasunod na oras. Kung papasok sa day off, kailangan ng pagsang-ayon at dagdag na bayad na katumbas ng isang araw. May dagdag na bayad ang sobrang oras kung napagkasunduan.

4. Pay / Sahod

Monthly pay: ₱_____, not below the minimum for the region where the kasambahay works (for example Metro Manila: ₱7,800 a month from 7 Feb 2026, NCR-DW-06; check for newer wage orders).

Paid every _____, directly to the kasambahay, at least once a month, in ☐ cash ☐ bank or e-wallet, only if the kasambahay agrees in writing (Sec. 25). A pay slip every pay day (Sec. 26). No deductions except those required by law or agreed in writing. Authorised deductions, if any: _____ Allowance, if any: ₱_____

Sahod kada buwan, hindi bababa sa minimum ng rehiyon. Ibibigay nang cash at direkta sa kasambahay (o sa bangko/e-wallet kung pumayag siya nang nakasulat), hindi bababa sa isang beses kada buwan, may pay slip tuwing sweldo. Walang kaltas maliban sa itinakda ng batas o napagkasunduan nang nakasulat.

5. 13th month pay / 13th month pay

After at least one month of service: one-twelfth (1/12) of the basic pay earned in the calendar year, paid no later than 24 December (Sec. 25 and its implementing rules).

Kung nakapagtrabaho na nang hindi bababa sa isang buwan: 1/12 ng kabuuang basic na sahod sa taon, ibibigay bago o sa 24 Disyembre.

6. Leave / Leave

After one year of service: 5 days of paid leave a year. Unused days do not carry over and are not paid out as cash (Sec. 29). Other agreed leave: _____

Pagkatapos ng isang taon: 5 araw na leave na may bayad bawat taon. Hindi naiipon at hindi napapalitan ng pera.

7. SSS, PhilHealth and Pag-IBIG

After one month of service the employer registers the kasambahay and pays the contributions every month. Under ₱5,000 a month the employer pays all of them; from ₱5,000 the kasambahay's share is deducted from pay (Sec. 30), using the current official tables.

SSS no.: _____

PhilHealth no.: _____

Pag-IBIG no.: _____

Pagkalipas ng isang buwan, irerehistro at huhulugan ng amo ang SSS, PhilHealth at Pag-IBIG ng kasambahay. Kung mas mababa sa ₱5,000 ang sahod, amo ang magbabayad ng lahat; kung ₱5,000 pataas, may bahaging ikakaltas sa sahod.

8. Meals, lodging and medical help / Pagkain, tulugan at tulong medikal

The employer gives at least 3 adequate meals a day and, for stay-in work, a humane sleeping arrangement, and never holds them back as a penalty. In case of illness or injury during service, the employer gives appropriate rest and assistance without loss of benefits (Sec. 6).

Hindi bababa sa 3 sapat na pagkain bawat araw at maayos na tulugan para sa stay-in. Hindi ito ipagkakait bilang parusa. Kung magkasakit o masaktan habang nagtatrabaho, bibigyan ng sapat na pahinga at tulong.

9. Privacy and respect / Privacy at paggalang

The employer respects the kasambahay's privacy, including communications and personal belongings (Sec. 7), and allows outside communication during free time, and at any time in an emergency (Sec. 8). No deposits for loss or damage are required (Sec. 14). Each side keeps the other's personal information private and uses it only for this work and the required registrations (RA 10173).

Igagalang ang privacy ng kasambahay, kasama ang kanyang komunikasyon at gamit. Pwede siyang makipag-ugnayan sa labas sa oras ng pahinga, at anumang oras kung may emergency. Walang hihinging deposito para sa sira o nawala. Pareho ninyong iingatan ang personal na impormasyon ng isa't isa.

10. Ending the agreement / Pagtatapos ng kasunduan

With no fixed term, either side may end this agreement by giving 5 days' notice (Sec. 32). Either side may end it earlier for the reasons the law allows (Sec. 33 and 34). A kasambahay dismissed without a valid reason is paid the earned pay plus 15 days' pay (Sec. 32). The employer gives a certificate of employment within 5 days of a request (Sec. 35).

Kung walang takdang tagal, pwedeng tapusin ng alinman sa inyo ang kasunduan basta may abiso 5 araw bago. Kung tinanggal nang walang makatarungang dahilan, babayaran ang kinita at dagdag na 15 araw na sahod. Magbibigay ang amo ng certificate of employment sa loob ng 5 araw mula sa paghingi.

11. Deployment costs, loans, registration / Gastos sa pagpasok, utang, rehistro

Deployment costs (fare, fees), if any: _____ paid by _____. Loan, if any: ₱_____, repaid ₱_____ a month (Sec. 11h, 11i).
The employer registers the kasambahay in the Registry of Domestic Workers at the barangay (Sec. 17). Each side keeps a signed copy (Sec. 11).

Isulat kung may gastos sa pagpasok sa trabaho at kung sino ang magbabayad, at kung may utang at paano huhulugan. Irerehistro ng amo ang kasambahay sa barangay. Tig-isa kayo ng pirmadong kopya.

12. Other terms / Iba pang napagkasunduan

_____

_____

_____

We read and understood this agreement and signed it freely. / *Nabasa at naintindihan namin ang kasunduang ito at kusang-loob kaming pumirma.*

_____	_____
Employer signature over printed name, date / Pirma ng amo	Kasambahay signature over printed name, date / Pirma ng kasambahay
_____	_____
Witness 1 / Saksi 1	Witness 2 / Saksi 2

Template from pinoyaya.com/kasunduan-kasambahay, 24 November 2026. Template only, not legal advice: check RA 10361, current wage orders and contribution tables, or ask DOLE (hotline 1349). Pinoyaya is an app for finding household help; it is not a party to this agreement and is not a government office.