

Republic of the Philippines
Department of Labor and Employment

(Name of Office)

SINGLE - ENTRY APPROACH (SENA)

(Per Department Order No. 107, Series of 2010)

**IN THE MATTER OF THE REQUEST
FOR ASSISTANCE OF:**

Requesting Party

SEAD-_____

Responding Party

SETTLEMENT AGREEMENT

In connection with the above-entitled request, the parties fully understand and voluntarily agreed on the following:

- 1. x x x x x x x x
- 2. x x x x x x x x
- 3. x x x x x x x x

The foregoing terms of agreement represent the complete/partial settlement of the issue/s that is/are the subject of the conciliation conference/s. Both parties agree to ensure voluntary and faithful compliance with the above terms of agreement and shall submit a report of compliance to this Office within two (2) weeks from signing by the parties to this agreement.

In case of non-compliance, the parties agree that the settlement agreement shall be enforced by the sheriff of the DOLE Regional Office or NLRC, in accordance with existing rules and procedures on execution of orders and resolutions.

IN WITNESS WHEREOF, the parties hereunto affixed their signatures this ____ day of _____ 20__ at _____, Philippines.

Requesting Party
(Signature over Printed Name)

Responding Party
(Signature over Printed Name)

Assisted by:

Approved by:

SENA Desk Officer
(Signature over Printed Name)

Head of Office or his/her authorized representative
(Signature over Printed Name)