

August 12, 2022

Kloe Abenasa Urtezueta
L. Jaime St. Bakilid II Mandaue City, Cebu 6014

Dear Ms. **Urtezueta**

Congratulations!

iPloy OPC is pleased to offer you the position as **Front Desk / Admin Staff** We expect you will impart your knowledge, skills, and experience to your work.

Should you accept this job offer, per company policy you will be eligible to receive the following beginning on your hire date.

- Possible* Gross Monthly All-in Compensation: **PHP17,600.00**
- Breakdown of Monthly Compensation:
 - Basic: PHP 15,000.00
 - Night Differential: 10% from 10 PM to 6 AM (MNL) – 1,600.00
 - Attendance Bonus (No Absent, No Late) – PHP 1,000.00
- 25K Sign-On Bonus (Terms and conditions will be discussed on site)
- Government mandated benefits; SSS, PHIC, and HDMF.
- Expected workdays from Mondays-Fridays**. A total of forty (40) hours a week.

* Possible gross monthly compensation is based on complete attendance, no tardy and shift covered within night differential, this is before tax, and government mandated benefits deduction.

** Unless specified by the clients.

You will be hired on Probationary status for a six (6) months period. Performance review will be conducted on the 3rd and 5th month of your employment with the company to check your suitability to the position. If your performance meets our standards, then you will be converted to regular status. Furthermore, you will get a proportionate of (10 VL & 10 SL) within the year, NSD and HMO.

If you are amenable to this job offer, your tentative hiring date will be on **August 15, 2022 at 9:00 PM**.

iPloy OPC through the Human Resources Department will provide you with a written employment contract and personally discuss with you full details of your employment.

Should you have any concerns regarding the details of this offer, please feel free to ask.

Yours truly,



Lady Fair Pazon
HR Recruitment Supervisor

By signing and dating this letter below, I **Kloe Abenasa Urtezueta** accept this job offer as **Front Desk / Admin Staff**, for iPloy OPC.

Conforme:



Kloe Abenasa Urtezueta

Signature over printed name

Date: August 12, 2022