

## Training

7. Trainees shall undergo 3 months of probationary employment training in the Areas of (areas of training) necessary to equip them with the skills and aptitude for the job to be undertaken. Trainees' performance shall be graded accordingly as the training progresses. Trainees who shall pass the training shall be expected to continue with their probationary employment until the 6th month when they shall be subject to a performance evaluation necessary for regularization.
8. Trainees who do not pass the training or who shall incur unexcused and unauthorized absences or tardiness in violation of the Attendance Policy and iPloy Code of Conduct shall be asked to discontinue their probationary contract of employment.

## Training Bond

9. The iPloy training described in above paragraph is very intensive and exhaustive in order to equip the employee fully and well with the job to be undertaken. The iPloy training shall last three (3) months and costs Thirty-Five Thousand Philippine Pesos(PhP35,000.00).
10. With the corresponding training cost stated in par. 9, this shall constitute a Training Bond. Thereby, the employee shall render at least one (1) year of service after the training period is concluded. In the event that the employee who shall pass the training program is unable, for any reason not attributable to the company, to continue their employment, the employee shall be asked to reimburse in full the training costs amounting to Thirty-Five Thousand Philippine Pesos (PhP35,000.00):
11. The Training Bond shall be immediately payable by the employee in the following instances without need of a demand without prejudice to any other action that the company may take. You hereby specifically authorize the company to deduct or offset the cost of the training bond from any and all amounts that may be due and payable to you by way of final pay.
  - a. employee resigns within one year after training period is concluded
  - b. employment is terminated within one year after training period is concluded

## Holidays and Leave

12. Upon regularization, you shall be entitled to ten (10) days' vacation leave and ten (10) days sick leave. Leaves shall not be convertible to cash except for five (5) days of sick leave if unused by the end of the calendar year.

## Holiday Pay

13. You are entitled to receive holiday pay during days that you report for work which fall on a

