

**MCW-COR-FM-003**  
**MCW Admin Services - Probationary Employment Agreement**

Employment Details	
Name of Employee	LUNLE MYLE R. CAÑAMO
Position Title	OPERATIONS
Company Name	MCW Admin Services
Name and Position of Immediate Superior	Muzeyyen Mader
Address	BACAY, TULAY, MINGU ANILLA, CEBU 6046

**TERMS AND CONDITIONS**

After qualifying in the Minimum Requirements established for the position, your application for employment has been approved by MANAGEMENT subject to the following terms and conditions:

1. You are hired as a **PROBATIONARY EMPLOYEE** for a period not exceeding SIX (6) months beginning on the date you signed this Contract and ending six (6) months thereafter.

2. For your full and undivided service, you shall be entitled to receive compensation itemized as follows:

**Basic Salary** : Level 1 and subject to increase after evaluation (*see annex c*)

**Benefits** : HMO plus 1 free dependent (*applicable after probationary period*)

Paid SSS, Philhealth, and Pag-ibig

Paid Australian Public Holidays

20 Holiday Leave and 10 Sick Leave

Long Service Leave (*applicable when employee reaches 10 years with company*)

Php3,000 Birthday Incentive

Php3,000 Anniversary Incentive

3. Your employment status may be converted to **REGULAR STATUS** on or before the end of the six (6) months period at the option of Management after it has evaluated your performance to be **SATISFACTORY**.

3.1. The evaluation criteria to be utilized in objectively assessing your work performance are described in Annex A.

3.2. In case your performance is **NOT SATISFACTORY**, Management reserves the right to terminate your probationary employment at any time within the six (6) month period, or to **EXTEND** your probationary period for another six (6) months to give you a chance to improve. If after one (1) extension your performance is still not satisfactory, Management will terminate your probationary employment.

4. Your inability or failure to achieve the required work objectives/standards set by the Company in Annex A shall be treated as valid grounds for termination and/or non-regularization. In addition, any grave infraction of Company

policies, rules and regulations, as well as similar situations contemplated by the Labor Law, shall constitute sufficient grounds for termination.

- 4.1. In case you are terminated, you agree to surrender immediately all Company records, documents, and properties in your custody, whether these be officially requested or not by MANAGEMENT.
- 4.2. In any case of termination with just cause, you shall agree that the Company reserves the right to publish your photo and address in any major, national or local, newspaper to inform/warn the public accordingly.
5. You shall diligently perform all the duties required of the position you were hired for and perform all other related duties you may be consequently assigned within your Job Description or Deliverables as prescribed in Annex B.
6. You shall work for a period per week as follows:
  - 6.1 Currently, training admin staff are working 8.5 hrs per day equivalent to 42.5 hrs per week,
  - 6.2 Accounts staff are working 9.5 hrs per day equivalent to 47.5 hrs per week,
  - 6.3 Operations staff are working a minimum of 48 hours per week (varies for night and day)
  - 6.4 Work on rest days or holidays shall be allowed only upon the written consent or written request from your Immediate Superior, in accordance with the rules set out in the company handbook.
7. In case the demands of the business or the company will require you to work for more than the regular work schedule, you are required to render overtime work. You shall be compensated for overtime work rendered as provided under the Labor Code of the Philippines, as amended, and applicable labor laws, if overtime has been approved. Everyone is encouraged to finish their work on time and you will only be paid overtime when approved or if you covered for a late or absent employee.
8. You agree to abide by the Company's existing policies, rules and regulations, and those that may be promulgated hereafter. It shall be your duty to know and to implement them immediately upon promulgation/approval by MANAGEMENT.
9. You are entitled to 20 days paid vacation leave and 10 days paid sick leave. Such leaves will be available upon regularization. However, your paid vacation leaves as well as unpaid vacation leaves shall be subject to the approval of the MANAGEMENT depending on the demands of the business. Reasonable non-approval of vacation leaves shall not be considered an act of oppression on your part. 15 days of the paid vacation leaves are convertible to cash. Sick leave is not convertible to cash. Should you be sick for more than three (3) days, you are required to present a Medical Certificate with the contact details of the Doctor / Hospital clearly indicated for verification purposes. In case of failure to present medical certificate, the Company reserves the right to terminate your employment or to mete disciplinary actions.
10. You agree to treat all Company records, documents, and information as CONFIDENTIAL. No unauthorized disclosure, issuance, or reproduction of the same shall be made by you at any time during and/or after your employment with the Company.
11. You agree not to divulge to any person, firm or association at any time during and/or after your employment with the Company any sensitive, confidential, proprietary information, materials, in whatever format that is necessary or obtained as a result of your employment with the Company or in the performance of your services, nor will you bring any unpublished document or information belonging to the Company unless consented to in writing by the Company.
  - 11.1. You agree that at the time of leaving the Company, you will not keep in your position, recreate, or deliver to anyone else any and all devices, records, data, notes, reports, customer list, correspondence, specifications, blueprints, sketches, materials, equipment, research, product plans, other documents or property, inventions, developments, processes, engineering or reproductions of any aforementioned pursuant to your employment with the Company or otherwise belonging to the Company.


- 11.2. Non-contact clause. You agree that upon leaving the employ of the Company you will not contact any employee to pirate, recruit, cause to share any confidential materials, proprietary information, client details, and all other Company owned data. Violation of this provision shall constrain the Company to institute legal actions against you.
12. You acknowledge and agree that the unauthorized use or disclosure of Confidential Information may result in irreparable injury to the Company that may be difficult to exactly quantify. That you therefore agree that in case you violate the confidentiality and non-compete clause of this Agreement shall be grounds for termination and legal actions.
13. Throughout your employment, you shall not engage in any other employment, profession or occupation that is directly or indirectly competing with the Company, nor shall you engage in any other employment or occupation that is not in competition with the Company without MANAGEMENT's prior knowledge and/or approval.
14. At any time during your employment, you hereby agree to be assigned, temporarily or permanently, to any field project or work location where your services are essential to sustain the viability of the Company's operations.
15. In case you decide to voluntarily resign, you are required to submit your written notice at least thirty (30) days prior to your intended date of resignation. Failure to report to work before the lapse of the thirty (30) days period shall make you liable to the Company for damages that may arise as a consequence of your inability or failure to report to work. In such event, you hereby authorize the Company to withhold whatever money due you or property in the custody of the Company until the damages are paid.
16. Non-compete clause. Within one (1) year from the termination of work with, or separation from, the Company, for whatever reason, you shall not engage in service or enter into any contract to render service, directly or indirectly, which competes with or is prejudicial to the Company.
17. In the event you are converted to REGULAR STATUS, it is understood that the terms and conditions stated herein shall continue to govern your employment relationship with the Company, in addition to the terms, conditions, responsibilities, and tasks that may be added by virtue of your being converted to a regular employee.
18. Lastly, it is expressly agreed and understood that there are no verbal agreements or undertaking before you and the Company or any of its representatives affecting this Agreement, and that no alterations or variations of the terms and conditions hereof shall be binding to both parties unless the same are confirmed in writing and signed by you and the Company.
19. Data Privacy Notice. You agree to let the Company process your personal information for internal use and to allow the Company to share your information to the sister Companies for the same purpose;
20. ACCEPTANCE OF TERMS AND CONDITIONS OF EMPLOYMENT. By affixing your signature in this contract, you signify that you have read and fully understood the terms and conditions of the Contract and accepts the same, and the terms and conditions for probationary employment and/or regularization of your employment have been clearly communicated to and accepted by you at the time of your engagement. You acknowledge that you have had the time to review and to consult your own experts to apprise you of your rights and obligations under this Contract before you sign this Agreement.
21. SEVERABILITY. Each paragraph of this Contract shall be and remain separate from and independent of and severable from all and any other paragraphs herein except where otherwise indicated by the context of this contract. The decision or declaration that one or more of the paragraphs are null and void shall have no effect on the remaining paragraphs of this agreement.
22. INTERPRETATION OF AGREEMENT. The laws of the Republic of the Philippines shall govern the validity, interpretation, construction and performance of the contract. This agreement shall be interpreted with all necessary changes in gender and in number as the context may require and shall inure to the benefit of and be binding upon the respective successors and assigns of the parties hereto. Should there be controversies affecting the laws of the


Republic of the Philippines and Australia, it shall be understood that each law of the country shall be applied to the highest extent possible without effecting conflict of laws.

23. VENUE. Any dispute arising out of or in connection with the Contract and the terms and conditions hereof, shall be resolved exclusively in the proper courts of quasi-judicial agency of Cebu City.

By: The Management:

Conforme:

  
SHIRLEY D. ALONA

 07/07/2022  
LUNIE MYLE R. CANAMO




LEVEL 1 PAY

	DAY	NIGHT	PUBLIC HOLIDAY	SATURDAY	SUNDAY
Timings	6:00 to 18:00	18:00 to 6:00	0:00 to 0:00	0:00 to 0:00	0:00 to 0:00
LEVEL 1 RATE	Php 94	Php 117.50	Php188	Php 141	Php164.50



## General Expectations:

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1. You are required to report to work on time;
  2. You are required to complete your tasks in a professional and timely manner;
  3. You are required to meet all the performance metrics of your job;
  4. You are to be a team player and/or strive to have a positive contribution;
  5. You are required to follow the Company rules, code of conduct, Management instructions, and other communications by your superiors, at all times, whether they be in electronic, written, or verbal format;
  6. You are required to be courteous and respectful towards the Management, your colleagues, your subordinates, and the customers, at all times;
  7. You are required to inform Management if you plan to leave your station and/or the Company premises during work hours. You must indicate the purpose and the length of time you will be away. Management has the discretion on whether to approve your request or not;
  8. You are required to inform Management at least five (5) days before your intended vacation leave. Utilizing leaves without informing the Management within the five-day required period shall be considered as absent without pay. Submitting leave request below the five-day required period shall be automatically rejected and disapproved, unless otherwise approved by Management. Approval of leave request below the five-day required period shall not be construed to be a waiver or estoppel on the part of Management for future leave requests;
  9. If you are sick and cannot report to work, you must inform Management at least three (3) hours before your work schedule in order that your paid sick leaves can be applied. Failure to inform within the three (3) hour required period shall mean that you are absent without pay;
  10. If you are sick but can still work, you are allowed to enter the Company premises BUT you are not to report to work when you have a contagious illness / sickness;
  11. You must not access your personal phones during work hours;
  12. You are not to take pictures of Company clients, materials, proprietary information, and all types of confidential documents, data, device, or machinery;
  13. You are not to bring any dangerous and/or hazardous arms/waste/materials into the Company at all times;
  14. You are not to bring any prohibited, illegal, hallucinating, and/or intoxicating substances / materials / liquids / devices into the Company at all times;
  15. You are not to smoke cigarettes, vapes, or e-cigarettes in the Company premises at all times;
  16. You are not allowed to report to work intoxicated or under the influence of any drugs/substances;
  17. You are not to bring pornographic materials, be it soft or hard in nature, and you are not to access pornographic sites during work hours and/or inside the Company premises;
  18. The Company reserves the right to call law enforcement and/or institute legal action against you should you bring arms/waste/materials, prohibited/illegal substances/materials/devices, cigarettes/e-cigarettes/vape devices, into the Company or if you report to work intoxicated or under the influence of any drugs/substances;
  19. You are not to loiter, engage in horseplay, or be a busybody during work hours and/or within the Company premises. If your shift ends, you are expected to go home, unless you are required to perform overtime work.
  20. No fighting among employees is allowed. Fighting shall mean automatic suspension or termination depending on the severity of the infraction;
  21. You are not to steal Company property, whether it be big or of insignificant value;
  22. You are not to waste Company resources. You are expected to turn off the lights, water, heater, air-conditioning system, purifiers, or any kind of electronic devices that consume electricity or water, when they are not in use;
  23. No romantic relations are allowed among all employees across all levels. Violation of this shall be a ground of termination of the employment of one of the lovers, unless, there are valid grounds for terminating both lovers;

24. You are to report to the Management any suspicious behavior or any violation committed by any employee of the Company;
25. You are not to aid, abet, assist, or conspire with anyone to violate the Company rules;
26. You are not to destroy Company property, especially those that were entrusted to your care;
27. You are to keep your stations clean and orderly;
28. You must handle all information with appropriate confidentiality;
29. You are not to bring any personal property into the Company and use them in your daily work;
30. You must not sell any products, food, goods, services, insurance, investment schemes, or the similar kind to your superiors, colleagues, subordinates, or to the clients, thereby creating a conflict of interest;



## Job Specific Performance Metrics

**Finance:****Payroll:**

- Check and Compiling timesheets for PSS employees
- Entering data into excel
- Calculate wages
- Entering data into MYOB (payroll software)
- Chasing up payroll discrepancies
- Replying to PSS employee queries
- Producing bank files to enable payment of PSS staff
- Process newly hired staff documents
- Journalize payroll payments
- Schedule applicants for interviews

**Accounts Receivable:**

- Issue invoices
- Respond to customer's invoice queries
- Issue credit notes if required
- VISA and AMEX Bank reconciliations
- Superannuation lodgement
- Invoice reports
- Pay Cebu government contributions

**Accounts Payable:**

- Prepare bills for payment
- Prepare ABA file for payment
- Record payments
- Reconcile remittances
- Record expenses
- Cebu payroll
- Reconcile main bank records
- Cebu HR tasks
- Cebu bills and office related concerns

**Training Administration:**

- Responsible for enrolment process for PSTA students
- As much as possible, enrol all inquiries.
- Answer all incoming training related calls.
- Upload training schedules in Powerpro and download confirmed students to their specific schedules and classes.
- Send email to students and training materials once payment has been done
- Monitor students on their attendance and update documents |
- Daily reports
- Prepares Sign in/ Attendance Sheet every time new classes start.
- Do statistics call for all students who did training course
- Publish marketing stuffs through our official facebook page.
- Make sure to follow up with students while on training. Making sure to get feedback for improvements.
- Send application links to all our students who got License already.
- Make sure all in house guards can avail FREE trainings
- Cold calls to all previous inquiries and students for referrals.
- Assist operations for sign in/out and alarm response

**Operations Staff:**

- Respond to calls and email inquiries
- Sending Daily customer reports
- Make quotations based on customer requirements
- Organize guards and mobile patrol requests
- Organizing patrol runs and making sure no jobs are missed
- Checking of guard's logbook
- Check guard's attendance
- Welfare check
- Making internal reports
- Dispatching guards to the alarms
- Organizing Dropped Shifts
- Reporting Driver's Demerits
- Sending handover after shift
- Attending Weekly meetings
- Sending Incident Reports
- Monitoring daily runs
- Monitoring Sentry Alarms
- Checking guards availability
- Rostering of guards
- Sending Rosters
- Monitoring and responding to operations emails

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