

March 16, 2018

**Ms. Joanne Arde C. Novela**  
1391 M.J. Cuenco Ave., Cebu City

Dear Ms. Novela:

Congratulations!

**iPloy Inc.** is pleased to offer you the position as **CSR - Phone**. 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.

- Php 16,000.00 Basic. To be paid every 15<sup>th</sup> and end of the month.
- Php 2,400.00 Allowance
- Night Shift Differential - 10% of your hourly rate (10:00 PM to 6:00 AM)
- 1K attendance Bonus (perfect attendance-no absent; no late)
- 25K Sign-on Bonus (50% to be given on the 6<sup>th</sup> month-regularization and remaining 50%-hiring anniversary)
- Government mandated benefits – SSS, PHIC, HDMF with corresponding deduction for employee share.

You will be hired on Probationary status for six (6) months period. Performance review will be conducted on the 3<sup>rd</sup> and 5<sup>th</sup> 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 hiring date will be on **March 19, 2018**.

**iPloy Inc.** 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 on the details of this offer, please feel free to ask.

Yours truly,

  
**JO HANNA MELECIO**  
Human Resources

By signing and dating this letter below, I **Joanne Arde C. Novela**, accept this job offer as CSR - Phone, for iPloy Inc.

Conforme:

  
**JOANNE ARDE C. NOVELA**

Date: 03-16-2017