

October 12, 2024

**Kate Gaco Demecillo**  
**General Aviation Road, Basak, Lapu-lapu City, 6015**

Dear Ms. **Demecillo**

Congratulations!

**iPloy** is pleased to offer you the position as **CSR - Phone (voice)** 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\*GrossMonthlyAll-inCompensation:**PHP21,000.00**
- BreakdownofMonthlyCompensation:
  - Basic:PHP16,000.00
  - Allowance:PHP2,400.00
  - NightDifferential:10%from10PMto6AM(MNL)-PHP1,600.00
  - AttendanceBonus(NoAbsent,NoLate)-PHP1,000.00
- 50KSign-OnBonus(Termsandconditionswillbediscussedonsite)
- Governmentmandatedbenefits;SSS,PHIC,andHDMF.
- ExpectedworkdaysfromMondays-Fridays\*\*.Atotalofforty(40)hoursaweek.

\* 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 **October 14, 2024 at 9:00 PM.**

**iPloy** 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.

Prepared & Noted by:



**Maria Angellie Kaye Edaño**  
Senior Talent Acquisition Specialist

By signing and dating this letter below, I **Kate Gaco Demecillo** accept this job offer as **CSR - Phone (voice)**, for iPloy.

Conforme:

**Kate Gaco Demecillo**

Signatureoverprintedname

Date: October 12, 2024