

September 16, 2025

Nichyl Russ Ocampo Pancho
78-H Cabantan St. Sto. Nino 2 Brgy. Luz Cebu City

Dear Mr. Pancho,

Congratulations!

iPloy is pleased to offer you the position as **Maintenance Staff**. We trust that you will bring your knowledge, skills, and experience to this role with dedication.

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

- Monthly Compensation: **PHP 12,000**
- Attendance Bonus (No Absent, No Late) - PHP 1,000.00 (Conditions Apply)
- Government mandated benefits; SSS, PHIC, and HDMF.
- Expected workdays from Mondays-Fridays**. A total of forty (40) hours a week.

* Monthly compensation is before tax, and government mandated benefits deduction.


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 hiring date will be on **September 16, 2025 at 8:00 AM**.

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.


Sincerely,



Marishka Iris Arcilla
HR Manager

By signing and dating this letter below, I **Nichyl Russ Ocampo Pancho** accept this job offer as **Maintenance Staff**, for iPloy.

Conforme:



Nichyl Russ Ocampo Pancho
Signature over printed name

Date: 9/16/25