

Employee Training Agreement

This Employee Training Agreement is made on January 21, 2026 between **iPloy, OPC**, with its place of business at the **16th floor One Montage Tower, Archbishop Reyes Avenue, Cebu City** ("Employer's Address") and Eliza Jane Gumalas ("Employee's Name"), an individual with the address of Zone G, Marfa, Cubacub, Mandaue City ("Employee's Address").

Recitals:

- A. The Employer is providing a 5- day training program to the Employee to enhance their skills and knowledge in the field of Customer Service and as part of the Onboarding process.
- B. The Employee has agreed to participate in this 5- day training program.
- C. The Employer has agreed to pay the Employee a salary for the duration of the training. D. The Employee has agreed to the terms and conditions concerning the Pre-Employment Medical Examination (PEME) and the submission of Employment Requirements.

Agreement:

1. **Training Obligation:** The Employee agrees to attend and complete the 5- day training program provided by the Employer. The training will commence on January 19, 2026 and conclude on January 23, 2026.
2. **Salary Payment:** In consideration of the Employee's completion of the training, the Employer agrees to pay the Employee a salary for the duration of the training, payable at the nearest payout schedule (15th or 30th of the month) upon successful completion.
3. **Non-Eligibility for Incomplete Training:** The Employee acknowledges and agrees that if they fail to complete the one-week training program for any reason, they will not be eligible to receive the salary payment for the training period.
4. **Pre- employment Physical Examination (PEME):** The employee acknowledges and agrees that if they fail to reach regularization or (6 months), the cost of the pre-employment examination will be deducted from the final pay.
5. **Submission of Government Numbers:** The employee acknowledges and agrees to pay the monthly penalties in government contributions if he/she fails to submit the government requirements (SSS,TIN,PAG-IBIG & PHILHEALTH) within the five (5) days of training.
6. **Entire Agreement:** This Agreement constitutes the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all prior negotiations, representations, and agreements between the parties, whether written or oral.
7. **Amendments:** This Agreement may be amended only by a written instrument executed by both parties.

By signing below, the parties acknowledge that they have read this Agreement, understand its terms, and agree to be bound by them.

Eliza Jane Gumalas / JANUARY 21, 2026
Employee Complete Name & Signature /Date

Rhode Justin D. Delivar
HR Coordinator