



Employee Training Agreement

This Employee Training Agreement is made on March 25, 2026 between iPloy, OPC, with its place of business at the 16th Floor One Montage Tower, Archbishop Reyes Avenue, Cebu City (“Employer”) and MICHELLE MORRA [Employee’s Name], an individual with the address of SCAC BUAYA LAPU-LAPU CITY [Employee’s Address] (“Employee”).

Recitals:

- A. The Employer is providing a 3-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 3 to 5 working days training program.
- C. The Employer has agreed to pay the Employee a salary for the duration of the training.
- D. The Employee agrees to the terms and conditions regarding the Pre-Employment Medical Examination (PEME), the submission of employment requirements, and the deduction of government contributions.

Agreement:

1. **Training Obligation:** The Employee agrees to attend and complete the 3-day training program provided by the Employer. The training will commence on March 25, 2026 and conclude on March 27, 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. **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.
4. **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 three (3) days of training.
5. **Government Contribution Deduction:** The employee acknowledges and agrees to a one-time deduction for government contributions if employment begins after the 15th or 30th payroll cut-off. Contributions will be calculated starting from the month the employee joined iPloy. After this initial one-time deduction, government contributions will follow the standard schedule: SSS contributions on the 15th of each month, and Pag-IBIG and PhilHealth contributions on the 30th of each month.
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.

MICHELLE MORRA 03/25/2026
Employee Complete Name & Signature / Date

RHODE JUSTIN D. DEVIVAR
HR Coordinator