

June 27, 2018

Mr. Soame Jad B. Guido

Basubas St. Tipolo Mandaue City

Dear Mr. Guido:

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.

- Php16,000.00 Basic. To be paid every 15th and end of the month.
- Php2,400.00 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 6th month-regularization and remaining 50%-hiring anniversary)
- Government mandated benefits – SSS, PHIC, HDMF with corresponding deduction for employee share.
- Work days from Mondays – Friday (unless specified by clients). A total of 40 work hours a week.

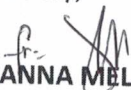
You will be hired on Probationary status for six (6) months period. Performance review will be conducted on the 3rd and 5th month of your employment with the company to check your suitability to the position. If your performance meets our standards then you will be converted to regular status. Furthermore, 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 **July 2, 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.

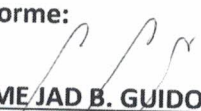
Should you have any concerns regarding on the details of this offer, please feel free to ask.

Yours truly,


JO HANNA MELECIO
Human Resources

By signing and dating this letter below, I **Soame Jad B. Guido**, accept this job offer as CSR-Phone, for iPloy Inc.

Conforme:


SOAME JAD B. GUIDO
Signature over printed name

Date: JUNE 28, 2018



For Compensation Payment With or Without Tax Withheld

Fill in all applicable spaces. Mark all appropriate boxes with an "X".

1 For the Year (YYYY) **2017**

2 For the Period From (MM/DD) **01/01** To (MM/DD) **12/31**

Part I Employee Information

3 Taxpayer Identification No. **941 563 862**

4 Employee's Name (Last Name, First Name, Middle Name) **GUIDO, SOAME JAD BONGCARAS**

5 RDO Code **043**

6 Registered Address **5A Zip Code**

6B Local Home Address **6C Zip Code**

6D Foreign Address **6E Zip Code**

7 Date of Birth (MM/DD/YYYY) **11/51/88**

8 Telephone Number

9 Exemption Status: Single Married

9A Is the wife claiming the additional exemption for qualified dependent children? Yes No

10 Name of Qualified Dependent Children

11 Date of Birth (MM/DD/YYYY)

12 Statutory Minimum Wage rate per day **12**

13 Statutory Minimum Wage rate per month **13**

14 Minimum Wage Earner whose compensation is exempt from withholding tax and not subject to income tax

Part II Employer Information (Present)

15 Taxpayer Identification No. **004 639 744**

16 Employer's Name **TELEPHILIPPINES, INC**

17 Registered Address **2ND FLOOR, EDSA CORNER UNITED STREET, GREENFIELD DISTRICT, Mandaluyong City Metro**

17A Zip Code

Part III Employer Information (Previous)

18 Taxpayer Identification No.

19 Employer's Name

20 Registered Address

20A Zip Code

Part IV-A Summary

21	Gross Compensation Income from Present Employer (Item 41 plus Item 55)	365,829.29
22	Less: Total Non-Taxable/Exempt (Item 41)	42,727.76
23	Taxable Compensation Income from Present Employer (Item 41)	324,101.53
24	Add: Taxable Compensation Income from Previous Employer	0.00
25	Gross Taxable Compensation Income	324,101.53
26	Less: Total Exemptions	125,000.00
27	Less: Premium Paid on Health and/or Hospital Insurance of applicable	0.00
28	Net Taxable Compensation Income	199,101.53
29	Tax Due	37,275.38
30	Amount of Taxes Withheld	
30A	Present Employer	37,275.38
30B	Previous Employer	0.00
31	Total Amount of Taxes Withheld As adjusted	37,275.38

Part IV-B Details of Compensation Income and Tax Withheld from Present Employer

A. NON-TAXABLE/EXEMPT COMPENSATION INCOME

32	Basic Salary: Statutory Minimum Wage Minimum Wage Earner (MWE)	32	0.00
33	Holiday Pay (MWE)	33	0.00
34	Overtime Pay (MWE)	34	0.00
35	Night Shift Differential (MWE)	35	0.00
36	Hazard Pay (MWE)	36	0.00
37	13th Month Pay and Other Benefits	37	20,034.96
38	De Minimis Benefits	38	12,000.00
39	SSS, GSIS, PHIC & Pag-ibig Contributions, & Union Dues (Employee share only)	39	10,775.60
40	Salaries & Other Forms of Compensation	40	-82.80
41	Total Non-Taxable/Exempt Compensation Income	41	42,727.76

B. TAXABLE COMPENSATION INCOME REGULAR

42	Basic Salary	42	204,999.64
43	Representation	43	0.00
44	Transportation	44	0.00
45	Cost of Living Allowance	45	0.00
46	Fixed Housing Allowance	46	0.00
47	Others (Specify)	47	
47A		47A	0.00
47B		47B	0.00

SUPPLEMENTARY

48	Commission	48	2,600.00
49	Profit Sharing	49	0.00
50	Fees including Director's Fees	50	0.00
51	Taxable 13th Month Pay and Other Benefits	51	-2,600.00
52	Hazard Pay	52	0.00
53	Overtime Pay	53	119,101.69
54	Others (Specify)	54	
54A		54A	0.00
54B		54B	0.00
55	Total Taxable Compensation Income	55	324,101.53

We declare, under the penalties of perjury, that this certificate has been made in good faith, verified by us, and to the best of our knowledge and belief, is true and correct pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof.

56 Mary Catherine Zagal-Labina R - Payroll Director
Present Employer: Authorized Agent's Signature Over Printed Name
Date Signed: _____

CONFORME:
57 SOAME JAD BONGCARAS GUIDO
Employee Signature Over Printed Name
Date Signed: _____
CTC No. _____
at Employer: _____ Place of Issue: _____

Date of Issue: _____ Amount Paid: _____

I declare, under the penalties of perjury, that the information herein stated are reported under BIR Form No. 1504CF which has been filed with the Bureau of Internal Revenue.

58 Mary Catherine Zagal-Labina R - Payroll Director
Present Employer: Authorized Agent's Signature Over Printed Name
(Head of Accounting/ Human Resource or Authorized Representative)

I declare, under the penalties of perjury, that I am qualified under substituted filing of Income Tax Return (BIR Form No. 1700), since I received purely compensation income from only one employer in the Philippines for the calendar year; that taxes have been correctly withheld by my employer (tax due equals tax withheld); that this BIR Form No. 1504CF filed by my employer to the BIR shall constitute as my income tax return; and that BIR Form No. 2316 shall serve the same purpose as BIR Form No. 1700 had been filed pursuant to the provisions of RR No. 72002 as amended.

59 SOAME JAD BONGCARAS GUIDO