

PRIVATE & CONFIDENTIAL

July 23, 2018

Ms. Rovi Rose A. Catayas
Gemini St., Pleasant Homes Subd., Punta Princesa, Cebu City

Dear Ms. Catayas:

We are pleased to offer you employment with iPloy Incorporated (hereafter called the "Company") subject to the following terms and conditions and to satisfactory references, employment history verification, background and other checks required by the Company.

This Contract together with any attachments, sets out the terms and conditions of your employment in accordance with the rules and laws of the Philippines.

Engagement

1. The commencement date of your employment under this Contract is July 23, 2018.
2. Your services are hereby engaged as CSR-Phone. The reporting requirements of this role may vary from time to time in accordance with the needs of the Company.
3. You shall undergo a probationary period of six (6) months from commencement date of your employment during which period you will undergo training to be able to perform your duties and tasks accordingly. During this probationary period, you shall be expected to meet the standards imposed by the Company for regularization of your employment and to adequately qualify and pass the training. Your failure to meet the foregoing requirements shall be ground for termination of your probationary employment.

Remuneration

4. Your basic salary is Php14,000.00 gross plus a monthly allowance of Php1,600.00. You shall be entitled to 10%-night differential (covering the period 10PM to 6AM) and you shall also be eligible to receive the 13th month pay in accordance with the Labor Code.
5. The Company shall deduct from your basic salary the amount of withholding taxes, Social Security System contributions and other government mandated contributions or agreed deductions.

Working Schedule

6. Your working days shall be five (5) days a week, with two (2) days as rest days. Your working hours shall be eight (8) hours per day, excluding 1-hour break period or forty (40) hours a week. Your specific work days and hours will be determined by your immediate supervisor in relation to business needs.



Training

7. Trainees shall undergo 3 months of probationary employment training in the Areas of (areas of training) necessary to equip them with the skills and aptitude for the job to be undertaken. Trainees' performance shall be graded accordingly as the training progresses. Trainees who shall pass the training shall be expected to continue with their probationary employment until the 6th month when they shall be subject to a performance evaluation necessary for regularization.
8. Trainees who do not pass the training or who shall incur unexcused and unauthorized absences or tardiness in violation of the Attendance Policy and iPloy Code of Conduct shall be asked to discontinue their probationary contract of employment.

Training Bond

9. The iPloy training described in above paragraph is very intensive and exhaustive in order to equip the employee fully and well with the job to be undertaken. The iPloy training shall last three (3) months and costs Thirty-Five Thousand Philippine Pesos(PhP35,000.00).
10. With the corresponding training cost stated in par. 9, this shall constitute a Training Bond. Thereby, the employee shall render at least one (1) year of service after the training period is concluded. In the event that the employee who shall pass the training program is unable, for any reason not attributable to the company, to continue their employment, the employee shall be asked to reimburse in full the training costs amounting to Thirty-Five Thousand Philippine Pesos (PhP35,000.00).
11. The Training Bond shall be immediately payable by the employee in the following instances without need of a demand without prejudice to any other action that the company may take. You hereby specifically authorize the company to deduct or offset the cost of the training bond from any and all amounts that may be due and payable to you by way of final pay.
 - a. employee resigns within one year after training period is concluded
 - b. employment is terminated within one year after training period is concluded

Holidays and Leave

12. Upon regularization, you shall be entitled to ten (10) days' vacation leave and ten (10) days sick leave. All unused sick leaves by the end of the calendar year shall be convertible to cash (a maximum of 10 days).

Holiday Pay

13. You are entitled to receive holiday pay during days that you report for work which fall on a Philippine holiday. Premium computations will be based on what is prescribed by the labor law.



Medical & Insurance Scheme

14. You are eligible for the benefits under the Medical Benefits Plan of the Company's Group Insurance on month of commencement upon the regularization of your employment.

Benefits under the Medical Benefits Plan will be subject to the rules of the plan and terms of applicable insurance policy, which may be varied from time to time, and are conditional upon you complying with and satisfying any applicable requirements of insurers.

The Company reserves the right to vary the terms of the Medical Benefits Plan from time to time.

Annual Physical Exam

15. All employees shall be required by the Company to undergo several medical laboratory tests and examinations as part of its Annual Physical Exam. This APE shall be mandatory for all regular employees.
16. Further thereto, the Company may require random drug testing for all its employees when it deems necessary. Employees shall be expected to submit themselves to a random drug test whenever required.

Employee Handbook and Code of Conduct

17. You undertake to abide by the Employee Handbook and the Code of Conduct issued by the Company which may be amended from time to time. Such Employee Handbook and Code of Conduct shall form an integral part of this Contract. Hence, you further agree, in case of any violations thereof, to the disciplinary sanctions, which includes suspensions, reprimands and dismissal as contained therein.

In addition, you agree that you may be placed in preventive suspension by the Company should it find that your continued employment poses a serious and imminent threat to the life and/or property of the Company including the latter's directors and officers.

Confidentiality

18. In entering this Contract, you agree and undertake:
- to maintain the confidentiality of the contents of this Contract, and
 - that at all times during and after your employment under this Contract you will keep confidential and not disclose matters on compensation and benefits or any Confidential Information to your client or any person other; and
 - that immediately upon the request of the Company or upon the termination of your employment with the Company you will deliver to the Company all confidential Information, stored in hard copy or in any electronic, magnetic or optical form, which is in your control or possession.

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

in your possession, custody or control.


Entire Agreement

28. This document together with any attachments, records the agreement between the parties. No previous negotiations, understandings, contracts, agreements, representations, warranties, memorandum or commitments will affect the terms and conditions of your employment by the Company.

No oral explanation or information provided by either party to the other shall affect the meaning or interpretation of this document; or constitute any collateral agreement, warranty or understanding between any of the parties to this Agreement.

This Agreement and the employment terms and conditions shall be governed and construed in all respects in accordance with the Laws of the Republic of the Philippines.

As formal confirmation of your acceptance of employment and the foregoing terms and conditions, and to signify your understanding thereof, please sign and return to us the duplicate copy of this letter.

 / Aug. 2, 2018
Rovi Rose A. Catayas
Employee Name and Signature/Date

Yours sincerely,
For and on behalf of
iPloy Incorporated

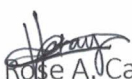

JO HANNA MELECIO
Human Resources

Noted by:


ALFREDO CAMARILLO, JR.
Director of Operations

ACCEPTANCE OF OFFER

I confirm I have read and understood the above terms and conditions of this Agreement. I accept the offer, Code of Conduct and the terms and conditions of the employment with the Company.

Signature: 
Rovi Rose A. Catayas
Signature over Printed Name

ID no. 655


Date: Aug. 2, 2018

Training Bond Acknowledgement

I Ravi Rose Catayas am employed with iPloy Inc. as
CSR- Phone (position) effective July 23, 2018 (start date).

In accordance with my Contract of Employment, I hereby acknowledge my Training Bond worth Thirty-Five Thousand Pesos (PhP35,000.00). In the event that I will resign, or my employment is terminated during the period covered by the Training Bond, I hereby authorize iPloy Inc. to deduct from my last pay the total amount of the Training Bond.

I understand and agree that any amount due and owing due to the Training Bond shall be payable to iPloy without need for a demand.

Ravi Rose Catayas 
(Employee printed name and Signature)

Date: Aug. 2, 2018