

CSR-Vote @ Myrimo

re-sched 7/24/18  
8:30 PM

7/23/18

46 Catalino Ouano St. Looc, Mandaue City, Cebu - 21 years old  
Mobile +63927 607 0023 by w/ her parents  
Home 032 520 3561

Email: [karen.cabahug22@gmail.com](mailto:karen.cabahug22@gmail.com)  
- willing to work night shift vchds

M: Housewife  
F: Contractor  
3 sibs EDPBT



# KAREN ADLAWON CABAUG

## PERSONAL DATA

no BPO Experience  
2nd & 3rd - studying

Date of Birth: November 22, 1996  
Place of Birth: Cebu City  
Citizenship: Filipino  
Civil Status: Single w/o dependant

4th  
SP: 43  
Acc: 97.3

CS: 5.5

## EDUCATION

Tertiary: Cebu Normal University  
Osmeña Blvd., Cebu City  
Bachelor of Arts in English Literature - Fresh Graduate  
2018  
\* have plans to pursue but not now

Secondary: Mandaue City Comprehensive National High School  
Plaridel St. Reclamation Area, Mandaue City  
2014

Primary: Mandaue City Comprehensive National High School  
Catalino LL Ouano St., Mandaue City  
2009

SE: 15-18k  
(BPO)

DA: ASAP

\* not into sales  
Want to grow  
of intraday  
about the  
position

after 3-5 years?  
\* team leader

## EXPERIENCES

Cebu Public Library  
On-the-Job Training  
Library Staff

xYz! Center for Online English Development  
Part-time ESL Teacher

Agorra Company  
Part-time Content Writer

English Master Online Inc.  
ESL Teacher

## SKILLS

Oriented in Microsoft Office Applications  
Editing pictures and other applications  
Proficient in communication skills  
Flexible in working area and time management

Why BPO?  
- want to experience  
another field  
- enhance her comm skills  
- time management  
Plan/Goal?  
\* grow & learn

Why iPlog?  
- innovating company  
- give her more knowledge  
\* stay as long as the  
company needs her  
her passion is communicating  
to other people

1st time applying BPO

July 24, 2018

**Ms. Karen A. Cabahug**

46 Catalino Ouano St., Looc, Mandaue City

Dear Ms. Cabahug:

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.

|   |                     |
|---|---------------------|
| Basic Pay   | Php14,000           |
| Allowance   | Php1,600            |
| Estimated Night Shift Differential 10% of your hourly rate<br>(10:00 PM to 6:00 AM) | *Php1,400.00        |
| *Attendance Bonus (perfect attendance-no absent; no late)                           | *Php1,000.00        |
| Potential Gross Monthly Compensation  | <b>Php18,000.00</b> |

- 25K Sign-on Bonus (50% to be given on the 6<sup>th</sup> month-regularization and remaining 50%-hiring anniversary)
- Government mandated benefits – SSS, PHIC, HDMF with corresponding deduction for employee share.
- Work days from Mondays – Fridays (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 3<sup>rd</sup> and 5<sup>th</sup> 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 25, 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 **Karen A. Cabahug**, accept this job offer as CSR-Phone, for iPloy Inc.

**Conforme:**

  
**KAREN A. CABAHUG**  
Signature over printed name

Date: July 25, 2018