



iPlay Incorporated  
 11th Floor MYSY Tower  
 Pescadores Road Cebu Business Park,  
 Cebu City 600

November 6, 2019

To : ALL EMPLOYEES  
 FROM : OPERATIONS MANAGEMENT  
 SUBJECT : HOLIDAY ATTENDANCE TOKEN OF APPRECIATION 2019

We are pleased to reward a **Holiday Attendance Token of Appreciation** with our very best gratitude to employees who will show commitment and dedication for this coming holiday season. We would like to say "Thank You" in the amount of **FIFTEEN THOUSAND PESOS (Php 15,000)**. This will be on top of the 13<sup>th</sup> Month Pay and Attendance Bonus.

These are the prerequisites to be eligible for the Holiday Attendance Token of Appreciation:

1. This is applicable only to employees who started before November 30, 2019 and was assigned to Operations (Adapt Health and other clients).
2. Employee should be an Immaculate Awardee and eligible for the Attendance Bonus for December 2019 and January 2020.
3. Employee did not take any approved leaves (Vacation, Paternity, Maternity, Bereavement, Medical LOA and Solo Parent etc.) in December 2019 to January 10, 2020.

4. The Holiday Attendance Token of Appreciation will be released to ACTIVE employees ONLY on **March 30, 2020 payday**.

- a. Employees who tendered resignation on or before the release date will be ineligible to claim the Holiday Attendance Token of Appreciation.
- b. Any resignations that takes place on or before the release date will also make the employee ineligible to claim the Holiday Attendance Token of Appreciation.
- c. Holiday Attendance Token of Appreciation is excluded from the Final Pay of the resigned and/or resigning employee.

Should you want to take advantage of this wonderful opportunity, please sign this memo and submit it to HR through your respective Leads.

*Diocora Abayon*  
 (Printed Name & Signature)  
 Employee

*Christina Torres*  
 (Printed Name & Signature)  
 STL / TL / POC

Sincerely yours,  
*Alfredo Amarillo Jr.*  
 Operations Manager

Noted By:  
*Alfredo Amarillo Jr.*  
 Director of Operations

Approved By:  
*Jim Gisinger*  
 Chief Executive Officer