

January 16, 2019

Ms. Jeciel Sibuga  
G-111 Sitio Ibaan Banilad Cebu City

Dear Ms. Sibuga,

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	Php16,000.00
Allowance	Php2,400.00
Estimated Night Shift Differential: 10% of your hourly rate (10:00 PM to 6:00 AM)	*Php1,600.00
*Attendance Bonus (perfect attendance-no absent; no late)	*Php1,000.00
Potential Gross Monthly Compensation	<b>Php21,000.00</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, HMO with corresponding deduction for employee share.
- Work days from Mondays - Friday (unless scheduled for 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 V. B. 10 S.) within the year, NSD and HMO.

If you are amenable to this job offer, your hiring date will be on **February 4, 2019**.

**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**  
HR Admin Manager

By signing and dating this letter below, I, Jeciel Sibuga, accept this job offer as **CSR-Phone**, for **iPloy Inc.**

Confirmed

  
**JECIEL SIBUGA**  
Signature over printed name

Date: January 17, 2019