

June 12, 2019

Ms. Xairie Nicole Dimakiling Navaja  
Block 5 Lot 40 Palm Heights Subdivision Tabok, Mandaue City

Dear Ms. Navaja,

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	Php14,000.00
Allowance	Php 1,600.00
Estimated Night Shift Differential 10 % of your hourly rate (10:00 PM-6:00 AM)	PHP 1,400.00
Attendance Bonus (Perfect attendance-no absent; no late)	Php1,000.00
Potential Gross Monthly Compensation	<b>Php 18,000.00</b>

- 25K Sign-On Bonus (50 % to be given on the 6 month-regularization and other 50 % -hiring anniversary)
- Government mandated benefits – SSS, PHIC, HDMF with corresponding deduction for employee share.
- Work days from Mondays-Fridays (unless specified by the clients). A total of 40 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 **June 17, 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,

  
**JASMINE MAE CANILLO**  
HR Supervisor

By signing and dating this letter below, I **Xairie Nicole Dimakiling Navaja**, accept this job offer as **CSR-Phone**, for iPloy Inc.

Conforme:

  
**XAIRIE NICOLE DIMAKILING NAVAJA**  
Signature over printed name

Date: 06/13/19