

November 12, 2019

Ms. Melva Tañeca Ruben  
88B Climaco St. Pahina Central

Dear Ms. Ruben,

Congratulations!

iPloy Inc. is pleased to offer you the position as **HR Admin Staff**. 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	Php15,000.00
Estimated Night Shift Differential 10% of your hourly rate (10:00PM-6:00 AM)	PHP 1,300.00
Attendance Bonus (No Absent; No Late)	Php1,000.00
Potential Gross Monthly Compensation	<b>Php 17,300.00</b>

- 25K Sign-On Bonus (50 % to be given on the 6 month-regularization and other 50 % -hiring anniversary)  
\*\*\* The company reserves the right to schedule the release of the bonus.
- 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.

The Company reserves the right to immediately terminate your contract anytime within the probationary period without the need of a 30-Day Notice in the event of a below satisfactory performance, attendance issues (unscheduled absences, tardiness, over breaks etc.), serious disregard of company rules and policies and other reasons critical to its interests.

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 **November 18, 2019 at 10:00 PM**

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,

  
**Marishka Iris Arcilla**  
Human Resources

By signing and dating this letter below, I **Melva Tañeca Ruben**, accept this job offer as **HR Admin Staff**, for iPloy Inc.

Conforme:

**MELVA TAÑECA RUBEN**  
Signature over printed name

Date: November 18, 2019