

PRIVATE & CONFIDENTIAL

December 1, 2020

Ms. Marie Grapes Mantua Navoa
Juana osmeña ext purok 8 kamputhaw Cebu City

Dear Ms. Navoa:

We are pleased to offer you employment with iPloy Incorporated (hereafter called the "Company") subject to the following terms and conditions and to satisfactory references, employment history verification, background and other checks required by the Company.

This Contract together with any attachments, sets out the terms and conditions of your employment in accordance with the rules and laws of the Philippines.

Engagement

1. The commencement date of your employment under this Contract is **November 30, 2020**.
2. Your services are hereby engaged as **CSR - Phone**. The reporting requirements of this role may vary from time to time in accordance with the needs of the Company.
3. You shall undergo a probationary period of six (6) months from commencement date of your employment during which period you will undergo training to be able to perform your duties and tasks accordingly. During this probationary period, you shall be expected to meet the standards imposed by the Company for regularization of your employment and to adequately qualify and pass the training. Your failure to meet the foregoing requirements shall be ground for termination of your probationary employment.

Remuneration

4. Your basic salary is **Php14500** gross plus monthly allowance of **Php2050** you shall be entitled to 10%-night differential (covering the period 10PM to 6AM) and you shall also be eligible to receive 13th month pay in accordance with the Labor Code.
5. The Company shall deduct from your basic salary the amount of withholding taxes, Social Security System contributions and other government mandated contributions or agreed deductions.

Working Schedule

6. Your working days shall be five (5) days a week, with two (2) days as rest days. Your working hours shall be eight (8) hours per day, excluding 1-hour break period or forty (40) hours a week. Your specific work-days and hours will be determined by your immediate supervisor in relation to business needs.

Training

7. Trainees shall undergo 3 months of probationary employment training in the Areas of areas of training necessary to equip them with the skills and aptitude for the job to be undertaken. Trainees' performance shall be graded accordingly as the training progresses. Trainees who shall pass the training shall be expected to continue with their probationary employment until the 6th month when they shall be subject to a performance evaluation necessary for regularization.
8. Trainees who do not pass the training or who shall incur unexcused and unauthorized absences or tardiness in violation of the Attendance Policy and iPloy Code of Conduct shall be asked to discontinue their probationary contract of employment.

Holidays and Leave

9. Upon regularization, you shall be entitled to ten (10) days' vacation leave and ten (10) days sick leave. All unused sick leaves by the end of the calendar year shall be convertible to cash (a maximum of 10 days).

