

August 18, 2021

**Manilyn Pogoy Taneo**  
**Looc Maribago Lapu Lapu City**

Dear Ms. **Taneo**,

Congratulations!

**iPloy Inc.** is pleased to offer you the position as **CSR - Phone (voice)** 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.

- Possible\* Gross Monthly All-in Compensation: **PHP21,000.00**
- Breakdown of Monthly Compensation:
  - Basic: PHP 16,000.00
  - Allowance: PHP 2,400.00
  - Night Differential: 10% from 10 PM to 6 AM (MNL)
  - Attendance Bonus (No Absent, No Late) – PHP 1,000.00
- 25K Sign-On Bonus (50 % to be given on the 6 month-regularization and other 50 % -hiring anniversary)
- Government mandated benefits; SSS, PHIC, and HDMF.
- Expected workdays from Mondays-Fridays\*\*. A total of forty (40) hours a week.

\* Possible gross monthly compensation is based on complete attendance, no tardy and shift covered within night differential, this is before tax, and government mandated benefits deduction.

\*\* Unless specified by the clients.


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 tentative hiring date will be on **August 18, 2021 at 9:00PM.**

**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**  
HR Manager

By signing and dating this letter below, I **Manilyn Pogoy Taneo** accept this job offer as **CSR - Phone (voice)**, for iPloy Inc.

Conforme:



**Manilyn Pogoy Taneo**  
Signature over printed name

Date: \_\_\_\_\_