

PRIVATE & CONFIDENTIAL

Cherrylyn Figuera
28-F Lorega Lomar Street,
Cebu City

11 April 2016

Dear Cherrylyn Figuera,

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 **11 April 2016**.
2. Your services are hereby engaged as **Customer Service Representative – NJ Authorization**. 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 Php **14,000.00** gross plus a monthly allowance of Php **1,600.00**. You shall be entitled to 10% night differential (covering the period 10PM to 6AM) and you shall also be eligible to receive the 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.

Holidays and Leave

7. Upon regularization you shall be entitled to ten (10) days vacation leave and ten (10) days sick leave. Leaves shall not be convertible to cash except for five (5) days of sick leave if unused by the end of the calendar year.

Holiday Pay

8. You are entitled to receive holiday pay during days that you report for work which fall on a Philippine holiday. Premium computations will be based on what is prescribed by the labor law.

Medical & Insurance Scheme

9. You are eligible for the benefits under the Medical Benefits Plan of the Company's Group Insurance on month of commencement upon the regularization of your employment.

Benefits under the Medical Benefits Plan will be subject to the rules of the plan and terms of applicable insurance policy, which may be varied from time to time, and are conditional upon you complying with and satisfying any applicable requirements of insurers.

The Company reserves the right to vary the terms of the Medical Benefits Plan from time to time.

Annual Physical Exam

10. All employees shall be required by the Company to undergo several medical laboratory tests and examinations as part of its Annual Physical Exam. This APE shall be mandatory

employment.

“English Only” Language Policy

14. As the client's demographic is in North America, all employees shall be strictly required to converse in English **at all times while in the office premises**. The English-only rule must be strictly observed as a non-negotiable policy as follows:
- a. English will be used when communicating with customers, co-workers and other business affiliates who speak only English. Customers who express a preference for another language are an exception to this rule.
 - b. All task directions and work directives will be provided in English. Employees engaged in team-related work efforts or project teams will be expected to communicate in English.
 - c. All safety, facility and security-related materials will be provided in English, and team or departmental meetings that relate to business operations, safety, facility or personal security will be conducted in English.
 - d. The use of the company Internet and intranet, as well as work-related e-mail and other communications that involve company safety and security matters, customer communications, specific work teams or projects, and other business-related group activities, will be in English, unless customer requirements state a preference that another language be used.

Any documented gross non-compliance of the English only policy may lead to termination of employment.

Performance

15. You will at all times faithfully, industriously and satisfactorily perform all duties that may be required of you, pursuant to the express and implicit terms and comply with our Employee Handbook and Code of Conduct made known to you at the commencement of your employment.
16. You agree to devote full time and attention to your work and at all times, protect and maintain the name, reputation, integrity and goodwill of the Company, undertaking to commit no act or omission that will tarnish or bring dishonor or prejudice to the Company. To this end, you agree that you shall not serve or accept any other employment, directly or indirectly, in any manner for the whole duration of your employment with us.

A handwritten signature in blue ink, appearing to be "J. J.", is located in the bottom left corner of the page.

Audio and Video Monitoring

17. The Company shall be under video monitoring through its installed CCTV cameras within the production floor and office premises.
Calls made by its employees shall also be monitored through audio recording and monitoring for audit and evaluation purposes.

Other Conditions of Employment

18. The Company at a minimum will comply with all labor laws and regulations relating to your employment in the Republic of the Philippines. In addition, in entering this Agreement, you agree that the policies and procedures of the Company and its client/s, as varied or added to from time to time, will apply to and govern your employment. You must comply with the individual policies and procedures of the Company's business to which you are assigned.

The Company reserves the right to vary the terms of this letter and your employment from time to time. You will be notified of any such changes.

Termination of Employment

19. You acknowledge that the Company may terminate your employment if you have committed any violation of the Company Code of Conduct that shall be considered as just and/or authorized cause for your dismissal in accordance with the Labor Code after observing due process for termination of employment.
20. In the event that you terminate your employment with the Company, you are required to serve a written notice of at least thirty days (30) to the Company. Failure to serve the notice in accordance with the company policies shall be considered as Absence without Leave (AWOL) on the first day of absence.
21. If your employment ceases for whatever reason, you agree and authorize the Company to make the necessary deductions from your final salary, bonuses, or other benefits that may be due to you to effect settlement or payment of any unpaid accountability or pending obligations that you may have at the time of the cessation of your employment. This is without prejudice to the Company's right to resort to any and all available legal remedies to secure payment or remuneration for any of your outstanding obligations that are not covered by your final salary, bonuses, or other benefits and any damage

A handwritten signature in blue ink, appearing to be "Randy", is located in the bottom left corner of the page.

incurred by the Company by reason of your act or omission.

Return of Property

22. Upon termination of your employment with the Company, for any cause, you must immediately return to the Company or its authorized representative, all its property including equipment, correspondence, documents, records, data software, disks and other information-storing medium, specifications, models and all copies, summaries notes and reproductions thereof, any other property belonging to or relating to the business of the Company which are in your possession, custody or control.

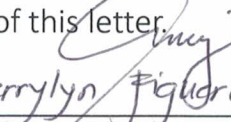
Entire Agreement

23. This document together with any attachments, records the agreement between the parties. No previous negotiations, understandings, contracts, agreements, representations, warranties, memorandum or commitments will affect the terms and conditions of your employment by the Company.

No oral explanation or information provided by either party to the other shall affect the meaning or interpretation of this document; or constitute any collateral agreement, warranty or understanding between any of the parties to this Agreement.

This Agreement and the employment terms and conditions shall be governed and construed in all respects in accordance with the Laws of the Republic of the Philippines.

As formal confirmation of your acceptance of employment and the foregoing terms and conditions, and to signify your understanding thereof, please sign and return to us the duplicate copy of this letter.


Cherrylyn Figuera / 09/23/2016
Employee Name and Signature/Date

Yours sincerely,
For and on behalf of
iPloy Incorporated

Alfredo Camarillo Jr.
Operations Manager

ACCEPTANCE OF OFFER

I confirm I have read and understood the above terms and conditions of this Agreement. I accept the offer, Code of Conduct and the terms and conditions of the employment with the Company.

Signature: Cherylyn Figuera
Signature over Printed Name

ID no. _____
Date: 09/23/2016