

DATE : June 02, 2017
TO : MR/MS.
ADDRESS
SUBJECT : EMPLOYMENT CONTRACT

We are pleased to inform you that **YAMANG BUKID FOOD PRODUCTS** is engaging your services as a member of its **SALES STAFF** effective **June 02, 2017** with remuneration as follows:

Basic Rate	-	PXX,XXX.00/month
Allowance	-	

You are hereby assigned under the supervision of the Area Manager, who shall discuss with you details of your responsibilities as well as the performance standards required in your assignment.

The following are the conditions of your employment with the Company;

1. ***You are required to comply with all existing rules, regulations and policies of the Company as well as those which may hereafter be issued, including but not limited to those governing order and discipline, dishonesty, safety and security, working hours, break and rest periods, work assignments and standard operating procedures, uniform, use of Company properties and access to matters of confidentiality, and such other deemed necessary in the conduct of our business.***

You must, therefore, refer to Yamang Bukid's Code of Discipline attached herewith as Annex "A. In addition, you are required to attend an orientation with the Human Resources Department on or before the effective date of this Employment Contract to ensure that you are fully aware of the rules and regulations set forth in the said Code of Conduct.

2. You shall render no less than eight (8) hours of work per day, six (6) working days a week on the shift assigned by the Company.
3. You likewise agree to render overtime/extra work on any day in case there are urgent need including rest days and holidays.
4. Except for your compensation above stipulated and the minimum labor standards as may be provided for by law, any and all privileges and fringe benefits granted to our regular employees are not deemed part of the terms and conditions of your employment until you have rendered one year of continues service effective on the date you reported for work.

5. It is expected that all information you submitted to the Company before and in the course of your employment is correct, complete and accurate. It is understood that any misrepresentation of facts called for on your application for employment or in the course of your employment shall be ground for your dismissal.
6. You shall not engage in or have any share or ownership in a business or occupation which may render yourself a competitor of the Company nor act or enter into any transaction which may, in any manner, compete or help any person to compete with the Company or with any of its business/es; and that you shall not use your position in the Company for your own personal interest.
7. You agree that all records and documents of the Company and all information or secret processes pertaining to its business or affairs are confidential and unauthorized disclosure or reproduction of the same will not be made by you at any time during or after your employment. You agree that any breach of confidentiality will constitute ground for immediate termination of your employment for cause, without prejudice to any liability for civil damages.
8. You agree to be transferred and/or to accept any assignment to another department or to any location, if and when so requested by the Company as may be dictated by business exigencies.
9. Should you resign from the Company, you agree to the company's policy of submitting the appropriate written notice thirty (30) days prior to the effective date of resignation.
10. You consent to submit yourself to body search when coming in or going out of the Company premises and that your refusal to do so shall be subject to disciplinary action in accordance with Company's Rules and Regulations.
11. It is agreed that in cases of disputes which may arise between parties herein with respect to the interpretation and enforcement of Company personnel policies or matters concerning wages, hours of work and other conditions of employment, the same should be initially resolved through the Company's grievance machinery.

If you agree with the above terms and conditions, please indicate your conformity by signing on the space provided below for this purpose.

I HEREBY CERTIFY that I have read and fully understood the foregoing terms and conditions of my employment with the company and that I accept the same completely.

EMPLOYEES' SIGNATURE OVER PRINTED NAME