



"PERSONAL & CONFIDENTIAL"

September 17, 2024

**MIZELLE P. BALLESTA**

Natappian, Solana, Cagayan

Dear **Mizelle**,

We are pleased to offer you **Probationary Employment** as **Marketing Assistant** with rank of **Staff-Level A** at **Auto Loans**.

1. Your compensation shall be as follows:

	Monthly	Annual
Basic Monthly Salary (BMS)	14, 500.00	174, 000.00
COLA	1, 000.00	12, 000.00
Quarterly Bonus (QB)*		62, 000.00
<b>Total Annual Gross Salary**</b>	<b>15, 500.00</b>	<b>248, 000.00</b>

*\*The quarterly bonus is equivalent to one month BMS + COLA given upon regularization/permanency (pro-rated) during the first week of **March, May, August, and November**.*

**\*\*Subject to applicable tax**

2. For your easy reference, please find enclosed the list of the more important benefits you shall be entitled to during your employment.
3. Should you accept, you will be asked to undergo the usual medical/physical examination in our accredited clinic. We shall likewise require you to submit various pre-employment documents, the list of which is attached to this letter.
4. Lastly, as part of your orientation in BPI and as a probationary employee, you shall be required to undergo the New Employee Orientation (NEO) program on the first week of your employment, in addition to other functional or mandatory trainings as requirements for your regularization.

If the foregoing terms are acceptable to you, kindly signify your conformity thereto by signing on the space provided below and confirm the date of your joining. This offer is conditioned on the favorable results of your background checking and medical exam, including your submission of the various pre-employment documents and forms.

Allow us to extend to you a warm welcome to Bank of the Philippine Islands!

Sincerely,

**Daisy M. Suico**  
**Recruitment Officer**  
Human Resources Management

**CONFORME:**

<hr/> <b>Signature Over Printed Name</b>	<hr/> <b>Date Expected to join the Bank</b>
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**BANK OF THE PHILIPPINE ISLANDS**

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