



Proposal for WeMove

Prepared for: WeMove

Prepared by: Leanne Frank T. (Business Analyst)

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Introduction

As a growing company, we understand the importance of having a reliable, adaptable team member who can not only provide excellent customer support but also contribute in other areas that strengthen the operations.

This proposal outlines a work arrangement and compensation package that balances WeMove's fast-paced needs with the additional value on what we can offer.

Compensation

- **Initial Offer (WeMove):** ₱ 23,000/month | 5 days/week onsite, 9 hours shift
- **Counter-Proposal:** ₱ 28,800/month | Hybrid + added hours, supervision, more skills, and colleague temp (to test the waters)

This adjustment reflects the expanded role that can be fulfilled. Beyond answering calls, emails, and messages, we are also capable of providing support in administration, data management, and project coordination. In addition, we can assist in training other subordinates to ensure knowledge transfer and consistency in processes. By maximizing one employee across multiple functions, WeMove can save on future hiring costs while ensuring continuity and reliability. View and learn more about our skills and capabilities, please refer to page 2 for detailed overview

Work Arrangement

- **Onboarding Phase (30 calendar days):**
 - Hybrid setup: 2 days online per week, remainder on-site (3 days)
 - This allows for a smooth transition, efficient onboarding, and early process alignment
- **5th week:**
 - Once the hybrid setup proves successful, open to discussing the possibility of increasing online days in the future. (3 days online, extended hours **7:30am to 5:30pm**)
(Note: This may vary on peak month and workforce)

This approach ensures both flexibility and accountability, providing WeMove with a sustainable work model that adapts as the company grows. Should there be regular on-site reporting beyond the agreed hybrid setup, a modest allowance of ₱680 after every three on-site days may be considered to help cover basic transportation and meal expenses.

Expanded Role & Added Value

While the primary responsibility is **Customer Support**, we are also able to assist with:

- **Administrative Tasks** – scheduling, coordination, and office management support.
- **Data Management** – organizing information, reporting, and tracking customer interactions.
- **Project Coordination** – assisting in tasks that require cross-team alignment.
- **Team Leadership** – offering **supervision**, guidance, and effective task **delegation** for streamlined workflow (once a week onsite).
- **Digital Content & Outreach** – sourcing and organizing **User-Generated Content (UGC)** for marketing, and utilizing AI tools to triage incoming communications (e.g., **Messenger** inquiries) or structure candidate data from **resumes**.
- **Information Technology (IT)** related concerns.

These added skills allow us to contribute beyond customer service, providing WeMove with a multi-role support system that is especially valuable for a startup environment.

Performance Review

To ensure transparency and continuous improvement, a **performance review will be conducted every 3 months**. This allows both WeMove and myself to evaluate performance, align goals, and make necessary adjustments to ensure continued success and productivity.

Availability

- **Leanne:** Available for on-site and online work
- **Coach V:** at least 3x a month onsite usually every Wednesday
- **Jade:** at least 6x a month onsite for the first 30 calendar days. Ideally every Wednesday and Thursday

Note: Adjustable based on workload or operational requirements.
Amenable to work after hours and even on weekends
Tuesdays **if possible...** online



Advantages for WeMove

- **Minimal supervision**
- **Character and work ethics**
- **Cost-Effective:** One employee covering multiple roles reduces the need for additional hires
- **Flexible & Adaptable:** Ability to adjust between customer support, admin, and coordination as needed
- **Long-Term Commitment:** Dedicated to supporting company growth and adjusting to evolving priorities
- **Growth Opportunities:** Capacity to take on broader responsibilities, mentor subordinates, and support future team expansion
- **Preparation for Scalability:** Helping establish processes, documentation, and training that prepare WeMove for sustainable long-term growth

This proposal is presented with the intention of creating a **fair and collaborative agreement** that benefits both parties. For further growth and other opportunities we would be glad to discuss this proposal further and make adjustments where necessary to arrive at a **mutually beneficial arrangement**.

Proposed by:

A handwritten signature in black ink, appearing to read "Vernie P. Garcia", is written over the printed name.

Vernie P. Garcia