

SCHEDULE OF BENEFITS FOR GCM 2 & 3		
Company Benefits	Amount	Details
Non-taxable allowance	Php3,983.33	> monthly non-taxable allowance
Language Allowance	for Bilinguals only	> taxable monthly pay
MIP (Monthly Incentive Program) for KPO employees only	10% of Basic Pay	> for KPO employees only > monthly (taxable) > performance based
HMO	MBL: 160k	> employee is covered from date of joining > one (1) company paid dependent upon regularization > voluntary dependent (employee paid) upon regularization > eligible dependents: a. Single employee (Parent/Sibling/Domestic Partner) b. Single parent employee (Child) c. Married employee (Spouse/Child)
Life Insurance	Basic pay x 24 months	> covered from date of joining > death of an employee due to natural cause (illness and accident)
PTO/Leaves	20 days	> monthly accrual of 1.67 days from date of joining > 10 are convertible to cash
Bereavement Leaves	5 days	> applicable to immediate family members identified in the employee handbook
FAP (Financial Assistance Program)	> Loanable amounts per GCM level): a. GCM 2 to 4 - Php30,000 b. GCM 5 - Php50,000 c. GCM 6 & above - Php120,000	> Company initiated loan program > Interest rate of 4.5% per annum > Payment terms to maximum of 18 months (36 payouts)
CAP (Calamity Assistance Program)	> Loanable amounts per GCM level): a. GCM 2 to 4 - Php30,000 b. GCM 5 - Php50,000 c. GCM 6 & above - Php120,000	> for urgent financial needs due to extraordinary circumstances brought about by fire, natural calamities such as volcanic eruption, typhoon/cyclone, earthquake and other fortuitous events. > Zero interest > Payment terms to maximum of 18 months (36 payouts)
Retirement Pay	at least one-half (1/2) month salary for every year of service	> employee upon reaching the age of sixty (60) years or more but not beyond sixty-five (65) years old > has served at least five (5) years in the company
Merit Increase	> up to 10% of basic pay	> based on employee and company performance for the year
Wellness Package	all employees	> when an employee is confined in the hospital due to sickness or accident
Additional PTO for COVID-19	all employees	> additional 10 paid PTO > applicable to employees who is found positive of COVID-19
Annual Christmas Hampers	based on approved budget	> Christmas basket given to all employees in December or during the Year end celebration.
Onsite Team Celebration Fund	Php1,500 annually	> given twice a year (H1 - H2) > An employee is entitled to Php750 per half-year
AGILE/Values awards	Php4,000 - individual Php1,200 - team	> global and quarterly award > through nominations
Employee referral program for IT	GCM 2/3 - 10,000 GCM 4 - 15,000 GCM 5/6 - 30,000 GCM 7 - 50,000	> incentives given to employees who referred a candidate and successfully hired > referral needs to be active for three months
Employee referral program for KPO	GCM 1 - 2,500 GCM 2/3 - 4,000 GCM 4 - 7,000 GCM 5 - 10,000 GCM 6 - 12,000 GCM 7 - 15,000 GCM 8 - 20,000	> incentives given to employees who referred a candidate and successfully hired > referral needs to be active for three months
Titan of the Month (for KPO only)	Php1,298.36	> applicable to KPO employees only (GCM 2-3 levels only) > monthly award > via nominations
Anniversary Award	5 years - Php3,500 10 years - Php7,000 15 years - Php10,500 20 years - Php14,000 25 years - Php17,500 30 years - Php21,000 35 years - Php24,500	> tenure/service-based award
Developmental/Learning Sessions	to all employees	> free developmental/learning session conducted internally > with certification based on the type of training
Work From Home	NA	> employees may be allowed to work remotely or at home on certain situations for the purpose of business continuity. > upon approval of the management
Employee Engagement Activities	NA	> different programs that promotes retention, learning, career opportunities, employee morale and satisfaction. > Some of the activities are: a. Wellness programs b. Fun activities c. Sprays (CSR) d. Career opportunity (through internal job posting) e. HR roadshows
Deputation opportunity	NA	> an employee may be sent to another country to work side by side with a client for a period of time. > performance based

**All statutory benefits per Labor law is likewise applicable.