



IPM CONSTRUCTION & DEVELOPMENT CORP.

Penthouse, The Taipan Place, F. Ortigas Jr. Road, Ortigas Center, Pasig City
Tel No.: 8424-2550 to 59; 8633-4372

April 11, 2025

John Christian D. Nuarin
Blk 153 lot 20 South Ville 8b San Isidro Montalban Rizal

Subject: OFFER OF EMPLOYMENT

Dear Mr. Nuarin,

We are pleased to extend our offer of employment to you as I.T Technical Support, of IPM Construction & Development Corporation. We believe that your knowledge, skills and experience would be an ideal fit for our team.

Please take the time to review our offer which includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with us.

- 1. Probationary Period** – You shall be on a probation period of six (6) months commencing on your first day of work with the Company. Conversion to permanent status shall be primarily conditioned and dependent upon your satisfactory service and performance of the work assigned to you and it is within the exclusive discretion of the Company to determine whether or not such service is satisfactorily performed and on your having successfully passed/complied with our established standards for regularization which include, among others, the following criteria: dependability, trustworthiness, efficiency, initiative, attitude towards work/ the public/ the Company, its officers and co-employees, cooperation, client response, judgment, punctuality, quality/ quantity of work, educability, articulateness and professionalism.
- 2. Compliance to Company Rules, Regulations and Policies** - 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, honesty, safety and security, work assignments and standard operating procedures, use of Company properties and access to matters of confidentiality, and such other rules deemed necessary in the conduct of our business.
- 3. Duties and Responsibilities** – As I.T Technical Support, you will be expected to perform the duties and responsibilities detailed in the attached Job Description (Annex "A").

This list in Annex "A" is by no means exclusive, and Management has the prerogative to assign work and tasks depending on the requirements of business.
- 4. Compensation** – You will receive a basic monthly salary of Php 18,000.00 & Php 50.00. Motorcycle Parking allowance (Per day) Said salary shall be payable every 15th and 30th day of each month, subject to any withholding or other taxes, SSS, PhilHealth, Pag-Ibig contributions and any other government mandated deductions required by law to be deducted therefrom.


Penthouse, The Taipan Place, F. Ortigas Jr. Road
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Tel No.: 8424-2550 to 59; 8633-4372
Email Address: info@ipmconstruction.com
Website: www.ipmgroup.com.ph



Management System
ISO 9001:2008
ISO 14001:2004
OHSAS 18001:2007

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5. **Other Benefits** – You will also receive thirteenth (13th) month pay, and other mandatory benefits granted under the Philippine law. The Company, in the exercise of its exclusive discretion and Management prerogative, may grant bonuses or other additional privileges and benefits from time to time.

Reimbursement of official business expenses, such as but not limited to representation, transportation and lodging expenses.

Upon regularization you will be entitled to a total of ten (10) days' leave which you can use on either vacation or sick leave.

6. **Place of Work** – Your primary place of work will be at **Taipan Head Office**, however, at Company's own discretion you may transfer to any other location as may be required by the exigencies of the business, the organizational requirements of the Company and the responsibilities you are handling.
7. **Days and Hours of Work** – Your work will be **Monday to Thursday 8:30am to 6:30pm, Friday 8:30am to 5:30pm and Halfday on Saturday.**

This offer of employment shall not be considered legal and binding until the presentation of an Employment Contract reiterating the same conditions stated herein. Confirmation of employment shall depend on the satisfactory completion of all HR pre-employment procedures.

If you accept this offer of employment, please sign the conformé portion as provided below and return it as soon as possible. We look forward on working with you.

Congratulations and we are happy to have you on board!

Sincerely,

Francis Neil P. Mercado
SVP – Admin & Finance

Conformé:

Signature over printed name

Date: _____

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