



## CONTRACT

**Name of employee:** Baldwin Salcedo

**Position Title:** Staff

**Department:** Information Technology

**Contract type:** Regular Employment Contract

**Contract salary:** ₱ 12,000

**Performance Allowance :** 1000 + *low*

**Contract Expiration Date:** 2020-12-16

### Contract content:

Congratulations for hurdling the Probationary period in flying colors. Your hard work and dedication to work excellence has been observed by the Management. Thus, in recognition for your efforts, you shall now be signing this Regular Employment Contract.

On being a Regular Employee, you are hereby expected to show dedication to work, perform at your best and be an inspiration to new comers. You are now well equipped with training which make you fit to be a team member. However, your passion should not stop at this point, you have to continue to improve yourself and your career.

A Regular Employee has worked hard in order to attain this status, and that's exactly what you have done. You have to take advantage of this opportunity and make each day count. Don't let it rule your head, but instead make it occupy your heart. Please take note that being a Regular does not grant you immunity from sanctions. Therefore, you have to protect your good record, abide by the Company Rules and you will never be lost.

The Management reserves the right to make revisions, additions and/or amendments to this contract at any time later whenever it is deemed necessary.

Upon signing of this Regular Employment Contract, both parties agreed to the following:

Date Signed : \_\_\_\_\_

Salaries / Wages : Php 12,000;.00;

Benefits : Php 1,000;.00; Performance Allowance

Termination of Contract : Upon the discretion of the Management

Employee Resignation : 30; days notice to Management

### Contract condition:

2  
Baldwin Salcedo  
Signature of Employee

Date Jan. 01, 2020

Signature of Supervisor

Date

## CONTRACT

Name of employee: Baldwin Salcedo  
Position Title: Staff  
Department: Information Technology  
Contract Type: Regular Employment Contract  
Contract Salary: \$11,000  
Performance Appraisal: N/A  
Contract Expiration Date: 12/31/21

### Contract contents:

Long-term employment for handling the Probationary period is being granted. Your performance has been observed by the Management. This is recognition for your effort and your ability to work.

As a regular employee, you are hereby expected to show leadership in your position and to be a team player. You are now being equipped with training which makes you an integral part of the team. Your position should not change at this point, you have to continue to work hard and give your best.

A regular employee has a right to attain this status and that's why you were promoted. You have to take advantage of this opportunity and make each day count. Don't let this be a temporary status. Please take note that being a Regular does not grant you a permanent position. Therefore, you have to protect your position, abide by the Company Rules and you will be successful.

The Management reserves the right to make revisions and/or amendments to this contract at any time.

This is a copy of the Regular Employment Contract, both parties agreed to it.

Date: 1/1/20

Contract: Regular - \$11,000

Contract: Regular - \$11,000

Contract: Regular - \$11,000

Contract: Regular - \$11,000

Contract: Regular - \$11,000