



EGATE INC.

Satisfying your industrial needs



## CONTRACT

**Name of employee:** DIANA T. ROXAS

**Position Title:** Supervisor

**Department:** Admin/Accounting

**Contract type:** 1st Trial Contract

**Contract salary:** P 500

**Performance Allowance :**

**Contract Expiration Date:** 2021-02-08

### Contract content:

It is a standard procedure for a new employee to undergo the On-Trial Qualifying Period since his/her capabilities is not yet known to the Company. This is to determine if the personnel is qualified for the job by means of being subjected to the actual work. On the other hand, the new employee can determine if the job suits him/her.

Notes : If the salary is more than minimum wage. Additional amount will be categorized as allowance to meet your requested salary . The salary could be adjusted while trial period. Since your salary is assigned based on your side. The management need a opportunity to experience about your work performance which is based on actual test , This is just to verify your resume is true or not

It is also during this period that the Company will be able to verify if the information indicated in the employee's resume is true and accurate. Should there be wrong information, tampered data, or fraudulent entries therein, this contract shall automatically be rendered null and void.

Based on qualifications and/or capabilities, the employee's compensation shall be decided. In case that the employee's performance shall be satisfactory, employee shall receive the compensation as agreed upon and shall quality to be a Probationary Employee. However, when the employee opts to withdraw his/her application during the training period, he/she shall only be paid in the amount of **P200;.00; per day**; in order to compensate for the Company's losses in the training.

### Contract Rules:

1. The new employee will be evaluated every week, if the Company find him/her not suitable for the job, his employment will not be continued for the next week automatically without prior notice. or the rate of employee will be adjusted by agreement. But if the Company is satisfied on his/her work, the employment will continue until he/she reached the end of the training period

2. Compensation shall be paid in accordance with the existing Company salary payment schedule. Labor will be paid based on working days for this period. On the other hand, if the Company shall decide at the end of the training period that the employee is not qualified for the job; the employee shall be compensated in full with