



## CONTRACT

**Name of employee:** Baldwin Salcedo

**Position Title:** Staff

**Department:** Information Technology

**Contract type:** Notice of Allowance

**Contract salary:** ₱ 12,000

**Performance Allowance :** 2000

**Contract Expiration Date:** 2021-01-08

**Contract content:**

Congratulations!

You are entitled to get an additional allowance amounting of P1,000; per month effective on January 2021;.

Your Total Allowance Amounting Php 9.62; per hour ( 2000; / 26; days/8 hrs )

Detailed Rules :

1. This allowance is computed based on your working hours but it will not be taxable . This allowance will not be included in computation of 13;th month
- 2 .Since Allowance is initiated by your current good performance or expected performance. It could be adjustable based on your future performance .but there will be prior notice before adjustment
3. If employee will have late or absent, 8 hours of allowance will be deducted

**Contract condition:**

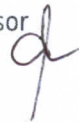
Additional Allowance of P1,000/month, Total Allowance effective January 2021 is P2,000/per month.

Signature of Employee



Date 01/13/2021

Signature of Supervisor



Date 1-13-2021