



## CONTRACT

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

**Position Title:** Supervisor

**Department:** Admin/Accounting

**Contract type:** 1st Trial Contract

**Contract salary:** ₱ 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 **₱200;.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

respect to the amount agreed upon.

3. In addition to this, if the employee passes the One(1) month trial contract, the employee shall undergo/subject for another months probation period. Employee who already end their One(1) month trial contract and has not yet sign a Two(2) months extension contract will not be allow to report/work.

4. Absent without any reasonable justification will be considered that you are applying to other company.

5. Employee need to learn basic requirement from our company website for work guide . This is provided by video tutorial . for this trial period . Employee need to spend more time to learn workguide. for this period, Employee need to render overtime after office hours to learn how to manage work . This training time will not be considered as overtime --> After learning of work tutorial . if employee can not pass the test . The contract will be finished anytime

### **Resignation Rules**

This trial period is considered as training period & the employee has no contribution to work. But the company need to pay for your labor cost & for the trainer cost. With these the employee should respect the company's effort and expense. If the employee did not follow the company rules (Resignation without notice, No justification that the employee contribute to work, etc.), the labor cost for the employee will be held, and also there is possibility that the employee should pay for the expense of the time that the company spent. - But it depends on the case.

### **Termination of Contract**

1. If the data of your resume is fake or not true. the company can terminate anytime.

2. If your work is required to be endorse to someone , Employee should endorse properly in required period , if not remaining salary will not be released . then this payment will be expired after required endorse date. Due to damage to our company work procedure, We spent payable to recover the work endorsement. This will be effective up to the end of employment.

### **Appendix**

Your salary was decided on capability which you mention at first. But It could be adjusted after finish this trial contract . It could be decreased or increased. after evaluation period.

### **IMPORTANT**

**Company decide your salary based on your responsibility and performance not by time . You should find your own way to look for job assignment . Do not wait until someone ask you to do something**

**Contract condition:**

Signature of Employee

*Signature* 01/08/2021

Signature of Supervisor

*Signature*

1-8-2021