



EGATE INC



CONTRACT

Name of employee: 1- Baldwin Salcedo

Position Title:

Department: Information Technology

Contract type: 1st Trial Contract

Contract salary: ₱ 400

Performance Allowance :

Contract Expiration Date: 2019-11-29

Contract content:

In this contract, we would like to inform you that your contract will be for 6 months.

The contract time period shall begin from June 3, 2019; up to November 29, 2019. This contract will provide you additional time to perform the full range of responsibilities and demonstrate your ability to more fully and consistently meet outlined expectations for this position.

It is understood and agreed that during this period the company may, in its absolute discretion, terminate your employment, for any reason without notice or cause.

Contract Rules:

1. 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 contract period that the employee is not qualified for the job; the employee shall be compensated in full with respect to the amount agreed upon.
2. Absent without any reasonable justification will be considered that you are applying to other company.
3. While using company equipment such as CAR, MOTOR and TELEPHONE for your own use, the company will not be liable from such use,
4. You are responsible and you agreed that you are required to pay for any damage occurs.
5. Tardiness is not allowed. Failure to report to work on time in the future will result to disciplinary action.
6. Employee need to learn basic requirement from our company website for work guide. This is provided by video tutorial. Employee need to spend more time to learn work guide. 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.

Resignation Rules:

1. This extension period is still 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.

2. Immediate filing of resignation will not be considered anymore. Based on existing company regulations all outgoing employee should filed his/her resignation at least fifteen (15;) days a head from the effective date and should provide the proper turnover and endorsement. Failed to comply on this will be consider as AWOL or Abandonment of Work.

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. 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.

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.

Contract condition:

6 months contract

Signature of Employee

Signature of Supervisor

Date

Date

Baldwin Salcedo

5/3/19

(05/06/19)

05/03/19