



## CONTRACT

**Name of employee:** Maribeth M. Paredes

**Position Title:** Senior Staff

**Department:** Sales

**Contract type:** Extension Contract

**Contract salary:** ₱ 15,000

**Performance Allowance :** 3000

**Contract Expiration Date:** 2019-10-14

### Contract content:

We would like to inform you that your contract will be extended for 1 month/s.

The extension time period shall begin from September 14, 2019; up to October 14, 2019. This extension 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.

### 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

Date \_\_\_\_\_