



CONTRACT

Name of employee: Jelly Mie V. Agustin

Position Title: Accounting Officer

Department:

Contract type: Regular Employment Contract

Contract salary: ₱ 13,000

Performance Allowance : -

Contract Expiration Date: 2021-02-27

Contract content:

Congratulations for hurdling the Probationary period in flying colors. Your hard work and dedication to work excellence has been observed by the Management. Thus, in recognition for your efforts, you shall now be signing this Regular Employment Contract.

On being a Regular Employee, you are hereby expected to show dedication to work, perform at your best and be an inspiration to new comers. You are now well equipped with training which make you fit to be a team member. However, your passion should not stop at this point, you have to continue to improve yourself and your career.

A Regular Employee has worked hard in order to attain this status, and that's exactly what you have done. You have to take advantage of this opportunity and make each day count. Don't let it rule your head, but instead make it occupy your heart. Please take note that being a Regular does not grant you immunity from sanctions. Therefore, you have to protect your good record, abide by the Company Rules and you will never be lost.

The Management reserves the right to make revisions, additions and/or amendments to this contract at any time later whenever it is deemed necessary.

Upon signing of this Regular Employment Contract, both parties agreed to the following:

Date Signed : 2-27-2021

Salaries / Wages : 13,000

Benefits : SSS, Philhealth

Termination of Contract : Upon the discretion of the Management

Employee Resignation : 30; days notice to Management

Contract condition:

Signature of Employee

Signature of Supervisor

Date 2/27/2021

Date 2/27/2021

CONTRACT

Name of employee Kelly M. Adams
Position Title Accounting Director
Department:

Contract type Regular Employment Contract
Contract salary: \$11,000
Performance Allowance:
Contract Expiration Date: 02-27-21

Contract conditions

Congratulations for having the opportunity to work in this position. Your past work and education in this position has been recognized by the Management. This is recognition for your skills and your ability to perform.

On being a Regular Employee, you are fully entitled to show dedication to work, maintain a good work and be no exception to new contract. You are now well equipped with training which make you fit to be a Regular Employee. However, your position should not stop at this point, you have to continue to improve yourself and your skills.

A Regular Employee has worked hard in order to attain this status and that's why you have done. You have to take advantage of this opportunity and make each day count. Don't let a day go by without making a worthy contribution. Please take note that being a Regular does not grant you immunity from discipline. Therefore, you have to meet your good record, abide by the Company Rules and you will never be let.

The Management reserves the right to make changes, additions and/or deletions to this contract at any time. This contract is a binding document.

After signing of this Regular Employment Contract, both parties agreed to the following:

Date Signed: 2-27-2021
Signature: Kelly M. Adams
Signature: [Signature]

Witness of Contract: Upon the signature of the Management

Employee Registration: 30 days notice to Management

Contract conditions