



## CONTRACT

**Name of employee:** Anna Marie D. Germino

**Position Title:** Staff

**Department:** Admin/Accounting

**Contract type:** Extension Contract

**Contract salary:** ₱ 15,000

**Performance Allowance :** -

**Contract Expiration Date:** 2021-01-04

### Contract content:

We would like to inform you that your contract will be extended for 1 months

The extension time period shall begin from December 4, 2020; up to January 4, 2021;. 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

outgoing employee should filed his/her resignation at least fifteen (15;) days a head from the effectivity 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.

Sincerely,

Young Jin Kang

General Manager

I/We hereby acknowledge acceptance of this Contract renewal, and agree to be bound by all requirements, terms, and conditions as-set forth in the above referenced Contract.

Company: Signed:

Date: Print Name:

#### Contract condition:

Signature of Employee

Signature of Supervisor

Date 12-4-2020

Date