



PRIVATE & CONFIDENTIAL

18 September 2020

Manuel, Bryan Tristan C.

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Dear Manuel, Bryan Tristan C.

FY2020 Year End Performance Review

As a result of the recently concluded performance review process, your performance rating for FY2020 was determined to be **Meet Target - 3/2**.

FY2020 has proven to be a very challenging year given the impact COVID-19 had on our business. As a result of this, we have had to make the difficult decision to not pay out bonuses or make any salary adjustments.

All other terms and conditions of employment remain unchanged.

The above details are private and confidential and must not be disclosed to others. If you require further clarification, please contact the Human Resources Department.

We would like to take this opportunity to thank you for your contributions and look forward to your continued support and growth with the Company.

Yours sincerely,

Philip A. Gioca
Country Manager

Manuel, Bryan Tristan C. 09-30-2020