

September 26, 2018

**DIANNA ROSE MATUDIO**

Sta. Maria Village, Calapan City, Oriental Mindoro

Dear Dianna,

**Probation successful**

TAM039 Matudio, Dianna Rose	CAMPAIGN	POINTS	RATING
Mar 23	Solar	61	Unsatisfactory
Apr 23	Solar	48	Unsatisfactory
May 23	Solar	64	Unsatisfactory
Jun 23	Solar	82	Meets Expectations
Jul 23	Solar	82	Meets Expectations
Aug 23	Solar	100	Exceptional
<b>OVERALL</b>		<b>72</b>	<b>Needs Improvement</b>


Congratulations on completing your probation period, which is due to end on August 23, 2018. Your performance review came out to be **Needs Improvement** and we are pleased to confirm your ongoing employment as a regular employee at Tamaraw Technohub effective **September 01, 2018**.

This letter serves as an official acknowledgment to your permanent appointment. The terms and conditions of employment set out in your original Probationary Contract dated Date will continue to apply to your ongoing position, with the additional provisions listed below. These terms remain to be valid unless indicated in future contract amendments.

1. Leave Credits
  - a. You will be entitled to five (5) service incentive leaves with pay upon rendering at least one (1) year of service to the company.
2. Campaign Allowance
  - a. You will be eligible to a monthly campaign allowance as long as you are part of a specific campaign for a given month. Eligibility and amount of the allowance shall be determined by the requirements set by the campaign.

Thank you for your continued dedication and commitment to Tamaraw Technohub, and we look forward to more of your positive contribution to the future success of this company.

Best Regards,

  
**RICKY BALBUENA**  
Human Resource Officer  
TAMARAW TECHNOHUB INC.

Conforme:

  
**DIANNA ROSE MATUDIO**