

March 15, 2022

Carl Lorenz R. Villaluna
Sta. Isabel, Calapan City, Oriental Mindoro

Dear Carl Lorenz:

This serves as your letter of employment for a **Team Leader** position with **Tamaraw Technohub Inc.** with the following terms that will form our agreed-upon employment contract with you once signed. This represents the entire agreement between you and Tamtech and that no verbal or written agreement, promises, or representations that are not specifically stated in this employment offer letter, are or will be binding upon Tamtech.

A **Team Leader** will be responsible for carrying out a broad array of duties and agrees to execute their best judgment in the performance of the said duties. The team leader will help the organization achieve its goals by adhering to the highest ethical standards of business practice and by executing their authority in a manner that reflects the company's written policies.

A **Team Leader** is a professional in charge of guiding, monitoring, and leading an entire group. You are responsible for motivating your teammates as well as inspiring positive communication within them so that they can work together toward achieving goals. You should be able to act proactively to ensure smooth team operations and effective collaboration.

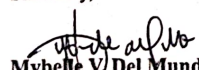
Duties and Responsibilities:

- Initiating and maintaining good communication with the client.
- Reporting the status of the campaign to the higher management on a monthly basis.
- Enforcement of company policies
- Tracking of team members' attendance.
- Verification and compilation of sales.
- Delegate tasks to the team members and oversee day-to-day operation
- Listen to team members' feedback and resolve any issues or conflicts
- Recognize high performance and reward accomplishments
- Discover training needs and provide coaching

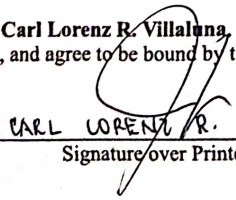
Salary	Daily Rate: ₱400.00 Lead Allowance: ₱2000.00 Spiff: ₱75.00 each sale
Start Date	March 15, 2022
Policies and Standards	You will be bounded by the Tamtech Code of Conduct during the period of your employment with us as well as any future policies and standards that are reasonably introduced by the Company. It is agreed that the introduction and administration of these policies is within the sole discretion of Tamtech and that these policies do not form a part of this Agreement. It is agreed that if Tamtech introduces, amends or deletes employment-related policies as conditions warrant that such introduction, deletion or amendment does not constitute a breach of this Agreement.
Confidentiality and Intellectual Property	Our offer of employment is conditional upon you agreeing to and abiding by the "Confidentiality and Non-disclosure Agreement."
Resignation	Should you wish to resign from your employment with Tamtech, you will be required to provide 45 days written notice to enable us to transition your work.
Termination	Tamtech may terminate your employment at any time for cause, providing you with the minimum notice, or pay in lieu of such notice, and no more.

If you are in agreement with the above employment offer details, please sign below and return this letter to the company. We look forward to working with you at Tamtech and wish you a successful and rewarding career with us.

Sincerely,


Mybelle V. Del Mundo
Human Resources Officer
Tamaraw Technohub Inc.

I, **Carl Lorenz R. Villaluna**, acknowledge that I have read, understood, and accept this offer and the terms and conditions contained in, and agree to be bound by these as outlined therein.


CARL LORENZ R. VILLALUNA
Signature over Printed Name