

NAME: CARLO EDUARDO DE GUZMAN
ADDRESS: 225 Iba Este Calumpit, Bulacan

PERMANENT APPOINTMENT

We are pleased to inform you that you have favorably passed the performance standards of the company, **NITYO INFOTECH SERVICES PHILS., INC.** as shown during your probationary contract as a **SOFTWARE DEVELOPER_JAVA**, we are now recommending your employment status to **Regular effective March 2, 2025.**

Upon your permanent appointment, you shall be entitled to the following fringe benefits provided by the Company to all regular Employee/s:

- **HMO** (Maximum of Php130,000.00 hospitalization benefit)
- **+1 Free HMO Dependent upon regularization.**
- **One and One half (1.5) Vacation or Sick Leave earned every month.** Unused leave credits until end of each year (December 31, 2025) shall be forfeited and will not be carried over with the succeeding leave entitlements. Further, upon termination of contract due to resignation/ cessation due to authorized/ just cause and provided that you have rendered at least one (1) year of service, maximum number of leave to be converted is five (5) days only in accordance with Presidential Decree No. 442.
- **Group Insurance Coverage.** Php 10,000.00 Accident Assistance and Php100,000.00 Death Assistance

Nevertheless, you shall be required to conform to the terms and conditions of your employment stated herein.

1. The designation of your position is assigned to the **Support Department**. You will report directly to the **Employee Relations Officer**.
2. You will observe the working hours of the company and shall extend beyond the period specified if required.
3. You agree to be assigned to any work or workstation for such periods as may be determined by the Company and whenever the operations thereof require such assignment.
4. You will abide by the existing Company rules and regulations, which it shall be your responsibility to maintain and accustom with.
5. You agree that all records of the company, its clients and all information pertaining to their business and affairs are **confidential** and that you will not make unauthorized disclosure or reproduction of the same at any time during or after your employment with the company. That all related information of the company, its documents, records and properties in your custody and control shall be immediately surrendered to the Company soon as the termination thereof, whether requested.
6. In case of resignation from the Company, you are hereby required to give the Company an advance notice of at least **(30)** days before the intended date of termination.
7. That the Company reserves the right to **terminate** permanent appointment on account of unsatisfactory performance or violation on the established Company rules and regulations.

It is understood that you shall perform all your duties and responsibilities within the highest standard of efficiency and honesty.

There will be no other agreement and understandings aside from this document between you and the Company or any of its officers or representatives. And that no changes or alterations of the terms thereof shall binding upon the either party unless the same are furnished in writing and signed by both parties.

We congratulate you on your permanent appointment and we highly expect your association with us to be more fruitful and mutually beneficial.

Your signature below in the space provided there under will denote your acceptance of the foregoing terms.

Best regards,

Recommended by:


Orman Malimban
Employee Relations Officer


Ma. Teresa Rosa Geromino
HR Manager

I hereby acknowledge receipt of the original of this letter agreement and accept all the terms and conditions stated herein.

Signature over Printed Name/ Date