



## LENDING INVESTOR CORPORATION

*Kaagapay mo sa Pag-unlad*

943 Purok II, Brgy. Bagong Buhay, Ormoc City

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**March 28, 2025**

Alberto G. Borinaga

Brgy. Borac

Naval, Biliran

### **Employment Contract – Probationary**

Dear **Mr. Borinaga**,

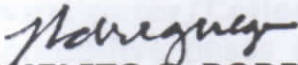
We are pleased to inform you that we are hiring you as a **Credit Investigator/Collector** effective **February 3, 2025**, at a daily rate of Four hundred-five pesos (Php 405.00). You are required to report to the office Monday through Saturday, from 8:00 a.m. to 5:00 p.m.

As part of our commitment to transparency, fairness, and ethical practices, as well as our adherence to the labor laws of the Philippines, the following are the conditions of your employment with the Company:

1. **Probationary Period:** You shall be on probation for a period of six (6) months commencing on your first day of work with the Company. During this period, you will be working with us on a trial basis to assess your fitness for regularization. Your conversion to permanent status will depend on your satisfactory service and performance, which will be evaluated based on honesty, dependability, trustworthiness, efficiency, initiative, attitude towards work, cooperation, client response, judgment, punctuality, quality/quantity of work, educability, articulateness, and professionalism. The Company retains exclusive discretion in determining if your service meets our standards for regularization.
2. **Termination of Employment:** The Company reserves the right to terminate your probationary employment at any time before the expiration of your probationary period for any just and authorized cause as provided by law, or if you fail to meet the aforementioned standards. In such an event, you will be entitled to receive only your salary up to the last day of your actual service.
3. **Compliance with Company Policies:** You must comply with all existing rules, regulations, and policies of the Company, as well as those that may be issued in the future. This includes laws governing order and discipline, honesty, safety and security, work assignments, use of Company property, and confidentiality. Adherence to these policies reflects our core values of trustworthiness, accountability, and integrity.
4. **Flexibility in Role Assignments:** This probationary employment does not entitle you to benefits granted only to regular and permanent employees, except those extended to all employees or provided by law. To ensure flexibility and avoid manpower shortages, you may be assigned to work as an accounting clerk, IT clerk, cashier or other office and field-related tasks as advised by your immediate superior or

Operations Manager. This reflects our commitment to collaboration, teamwork, and innovation in our operations.

5. **Confidentiality Agreement:** You agree that all records, documents, and information about the Company and its customers are confidential. Any unauthorized disclosure or reproduction of such information during or after your employment will be grounds for immediate termination and/or legal action.
6. **Work Assignment and Hours:** You agree to be assigned to any work, workstation, or branch of the Company as needed. Additionally, you understand that your working hours may extend beyond 5:00 PM depending on the Company's operational needs. This ensures that our customer-centric approach and commitment to quality service are maintained.
7. **Resignation Notice:** Should you intend to resign, you must provide the Company with at least thirty (30) days' notice before the effective date of your resignation. Failure to do so may result in liability for damages. However, it is at the Company's discretion to accept your resignation before the expiration of the notice period.



**ROMELITO S. RODRIGUEZ**

President

I HEREBY CERTIFY that I have read and fully understood the foregoing terms and conditions of my employment with the Company and that I ultimately accept the same.



**Alberto G. Borinaga**

Credit Investigator/Collector