



## LENDING INVESTOR CORPORATION

*Kaagapay Mo Sa Pag-unlad*

943 Purok II, Brgy. Bagong Buhay, Ormoc City

Contact Nos. (053)5201131, 09171131000, 09190085182

Email Address: melann.lic2016@gmail.com

Facebook Page: facebook.com/melann.lending

August 15, 2022

**EDDIE P. CABALLES JR.**

Sitio Ipil Curva

Ormoc City, Leyte

### Permanent Appointment/Confirmation

Dear Mr. Caballes:

Following completion of your six (6) months' probation period at **Melann Lending Investor Corporation** we have reviewed your performance and found the same to be satisfactory.

In view of the above, we are pleased to inform you that we are permanently engaging your services as a **Credit Investigator (CI)/Collector** effective **August 16, 2022** with the following **Duties and Responsibilities**:

#### **As Credit Investigator (CI):**

1. Review credit applications and conduct background investigation.
2. Process credit applications only after confirming financial status of applicants.
3. Make phone calls, visit and interview individuals and business owners.
4. Verify information provided by customers for credit.
5. Investigate history and credit standings of loan applicants.
6. Collaborate with neighbors and other lending companies and get required information.
7. Inquire and collect information on social behavior and credit report of individuals.
8. Contact debtor and provide information on their account.

#### **As Collector:**

1. Collect and receive payment from clients.
2. Accurately and sensitively explain the consequences of non-payment, including any legal remedies that may be exercised by the company or agency seeking payment.
3. Make arrangements for repayment.
4. Investigate whether the debtor has changed their residential address without informing the creditor.
5. Propose and initiate a repayment plan in accordance with creditor policies.
6. Make sure that all past due accounts are on its payment plans and collection activities are continued.
7. Do other job functions as necessary upon the advice of Operations Manager or the President.

As basis for your permanent employment, the following are your **Compensation and Benefits**:

1. Your monthly basic pay is **Php 10,500 (Ten thousand Pesos)** plus **Php 1000 (One thousand Pesos) Special allowance.**
2. Your basic salary will be deducted with the employee's share in SSS, Pag-Ibig, Philhealth.

All other terms and conditions of your appointment will remain the same. Please signify your acceptance of these terms and conditions by signing this letter and returning it to me at an earliest convenient time.

In case you have any queries, do not hesitate to reach your manager/supervisor. **Melann Lending Investor Corporation** congratulates you on your confirmation and wishes you well in your position.

Sincerely,

*Romelito S. Rodriguez*  
**ROMELITO S. RODRIGUEZ**  
President  
July 11, 2022

I accept the company's terms and conditions and confirms my taking up the position of CI/Collector August 15, 2022.

Signed: *Eddie P. Caballes Jr.*

Date: *8-15-2022*