



LENDING INVESTOR CORPORATION

Kaagapay Mo Sa Pag-unlad

943 Purok II, Brgy. Bagong Buhay, Ormoc City

Contact Nos. 561-8659, 09464082691

Email Add: melann.lic2016@gmail.com

August 15, 2020

JOSEPHINE R. ARRADAZA

Rudy Rivilla Avenue, Brgy. Can-Adieng,
Ormoc City, Leyte

Appointment Confirmation as CASHIER/General Accounting Clerk

Dear Ms. Arradaza:

Following completion of your more than 12 months observation and training as **CASHIER/General Accounting Clerk** 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 **Cashier** and **General Accounting Clerk** effective **August 01, 2020** with the following **Duties and Responsibilities**:

As Cashier

- Perform Cashier's Duties & Responsibilities as a regular Cashier.
- Secure funds for daily collection and release.
- Deposit or Withdraw funds and balance accounts while adhering to the accounting practices for monies handled.
- Must be available to work on a regular basis and must be willing to work in various branches in the future.
- Do other job functions as necessary upon the advice of Operations Manager or the President.

As General Accounting Clerk

- Verifying the accuracy of invoices and other accounting documents or records.
- Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable). Enters data into computer system using defined computer programs
- Compile data and prepare a variety of reports.

- Reconciles records with internal company employees and management, or external vendors or customers.
- Recommends actions to resolve discrepancies.
- Investigates questionable data.
- Do other job functions as necessary upon the advice of Operations Manager or the President.

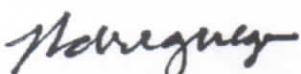
As basis for your permanent employment, the following are your **Compensation and Benefits:**

1. Your monthly basic pay is **Php9,900.00 (Nine Thousand Nine Hundred Pesos)** plus **Php 1,000.00 (One Thousand Pesos)** cost of living allowance (**COLA**) and **FIVE-DAY Company-Approved annual work leave with pay.**
2. Your basic salary will be deducted with the employee's share in SSS, Pag-Ibig, Philhealth and withholding tax.

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
President
August 15, 2020

I accept the company's terms and conditions and confirms my taking up the position of General Accounting Clerk and Cashier effective August 01, 2020.

Signed: 

Date: 8/17/20