



Kaagapay mo sa Pag-unlad

943 Purok II, Brgy. Bagong Buhay, Ormoc City
Contact Nos. (053)561-8659, 09190085182, 09176794449
Email Address: melann.lic2016@gmail.com
Facebook Page: facebook.com/melann.lending

March 14, 2024

BERNARDITO A. BAÑEZ
Purok 3 Brgy. Donghol
Ormoc City

Temporary Work Assignment

Dear Mr. Bañez,

In line with the company's effort to give each and every employee a chance to handle higher responsibility, the company is pleased to assign you to a position of **Credit Investigator (CI)/Collector Supervisor** for a period of (6) months to determine your capability as a supervisor.

In your present work assignment, you will oversee and coordinate your team of CI/Collectors ensuring to meet the collection goals, particularly past due accounts. In your team, you will also assist in troubleshooting overdue accounts. You may also do marketing activities for new clients. You may also do other job functions such as relieving CI/Collector who is absent. Your other job functions may be performed dependent upon the advice of the Branch Manager or the undersign.

With your new assignment, you will be receiving a temporary additional monthly allowance of eight hundred pesos (Php 800.00).

If you have any question about your temporary work assignment, please do not hesitate to contact me.

Sincerely,

Victorio L. Reloba Jr.
Operation Manager

My signature below indicates my acceptance of this assignment and my understanding that the continuation of the position is dependent, in part, upon continued satisfactory performance. I acknowledge that my employment is at will, that this is not an employment or promotion contract, and that my position/assignment may be terminated or I may be replaced at anytime for unsatisfactory performance, misconduct, or for other reasons.

BERNARDITO A. BAÑEZ

Signee