



LENDING INVESTOR CORPORATION

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

January 21, 2022

Ramil M. Langres

World Vision, Linao

Ormoc City, Leyte

Permanent Appointment/Confirmation

Dear Mr. Langres:

Following completion of your more than six (6) months' observation 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 Supervisor** effective **January 16, 2022** with the following **Duties and Responsibilities**:

As Credit Investigator (CI)/Collector Supervisor:

1. Oversee and coordinate your team of CI/ collectors ensuring to meet the collection goals, particularly past due accounts.
2. Assist your team in troubleshooting overdue accounts.
3. Do marketing activities for new clients
4. Do other job functions such as relieving CI/Collector who is absent.
5. Investigate and make reports on the history and credit standings of loan applicants.
6. Direct reporting to the Operations Manager for problems or potential problem that may be encountered in the field.
7. Do other job functions as maybe necessary or required by the branch Operations Manager or the President.

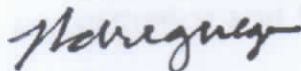
As basis for your permanent employment, the following are your **Compensation and Benefits**:

1. Your monthly basic pay is **Php10,500.00 (Ten Thousand Five Hundred Pesos)** plus **Php1,800 (One Thousand Eight Hundred Pesos)** cost of living allowance (**COLA**). You are also given **5 (Five) days leave with pay every year.**
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 managers. **Melann Lending Investor Corporation** congratulates you on your confirmation and wishes you well in your position.

Sincerely,



ROMELITO S. RODRIGUEZ

President

January 21, 2022

I accept the company's terms and conditions and confirms my taking up the position of CI/Collector Supervisor as of October 01, 2020.

Signed:

Date:

