



LENDING INVESTOR CORPORATION

Kaagapay mo sa Pag-unlad

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MEMORANDUM

September 01, 2022

RAMIL M. LANGRES

P-10 New World Vision

Linao, Ormoc City, LEYTE

New Work Assignment

Dear Mr. Langres:

In line with the company's effort to give every employee a chance to handle higher responsibility, the company is pleased to assign you to the position of **Acting Branch Manager (Officer-In-Charge)** for a period of **six (6)** months starting August 15, 2022, in **Naval, Biliran Branch**. During that period, your work performance will be appraised every three months to determine your capability as a manager.

In your present work assignment, you will be responsible for all operational strategies and activities of the branch. The company expects you to be a strategist and capable to think out of the box; capable to solve amicably customer complaints; should be persuasive, goal-oriented, assertive, innovative, adaptable, and analytical; can work under pressure and handle challenging situations and must be computer proficient.

Below are some of your job functions and responsibilities:

- Manages and oversees the branch and subordinates to ensure effective completion of their responsibilities.
- Conducts daily operation assessments to ensure the growth of the branch.
- Monitors daily production and releases of the branch and provides updates on the branch operations status.
- Plans, creates and implements programs/processes for branch employees and clients actively participates in them.
- Maintains business partnerships between the company and its business partners such as loan consultants, second-hand car dealers, and other organizations.
- Conducts final checking and review of a loan application, Credit Approval Memorandum, and loan documents.

place on said position. Your other job functions may be performed dependent upon the advice of the Ormoc Branch Manager, or the undersigned.

With your new assignment, you will now receive a basic rate of **Php 420.00** per day, including Sundays with pay. You will also receive an additional total monthly allowance of **Two Thousand Pesos (Php2,500.00)**.

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

Sincerely,

Victorio L. Reloba, Jr.
Operations 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 any time for unsatisfactory performance, misconduct, or other reasons.

RAMIL M. LANGRES

Signed: _____

Date: _____