



**LENDING INVESTOR CORPORATION**

*Kaagapay Mo Sa Pag-unlad*

943 Purok II, Brgy. Bagong Buhay, Ormoc City

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**August 05, 2025**

**Mr. Alberto G. Borinaga**

Brgy. Borac,  
Naval, Leyte

**Subject: Confirmation of Permanent Appointment**

Dear Mr. Borinaga,

**Congratulations!** After a thorough review of your performance during your six-month probationary period at Melann Lending Investor Corporation, we are pleased to inform you that your performance has been found satisfactory.

We are delighted to offer you a **permanent position as Credit Investigator (CI) / Collector**, effective today, **August 05, 2025**. Your duties and responsibilities shall include, but are not limited to, the following:

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**As Credit Investigator (CI):**

- Review and assess credit applications.
- Conduct thorough background checks on applicants.
- Confirm financial status before processing any application.
- Make verification calls, conduct field visits, and interview individuals or business owners.
- Validate customer information provided in credit applications.
- Check the credit history and standing of applicants.
- Collaborate with neighbors, local officials, and other lending institutions for information.
- Inquire about the social behavior and credit reputation of applicants.
- Contact debtors and communicate necessary account details.

**As Collector:**

- Collect payments from clients in a professional manner.
- Explain the consequences of non-payment, including potential legal actions, with empathy and clarity.

- Initiate and monitor repayment arrangements in accordance with company policy.
  - Investigate any unauthorized changes in the debtor's residence.
  - Ensure the timely collection of past-due accounts.
  - Perform other related duties as assigned by the Operations Manager or the President.
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**Compensation and Benefits:**

You will receive a **monthly basic salary of Php 13,050.00**, plus a **special allowance of Php 1,000.00**.

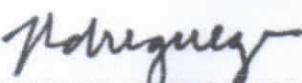
Standard deductions for **SSS, Pag-IBIG, PhilHealth**, and **withholding tax** shall apply in accordance with current government regulations.

All other terms and conditions of your employment shall remain unchanged.

To confirm your acceptance of this permanent appointment, please sign the acknowledgment below and return a signed copy to the HR department.

If you have any questions or concerns, please don't hesitate to contact your supervisor or the HR department. Once again, congratulations on your confirmation. We look forward to your continued contribution to Melann Lending Investor Corporation.

Sincerely,

  
**ROMELITO S. RODRIGUEZ**  
President

**Melann Lending Investor Corporation**

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**ACKNOWLEDGMENT AND ACCEPTANCE**

I hereby accept the terms and conditions stated in this letter and confirm my acceptance of the position of **Credit Investigator / Collector**.

Signed: Romelito Rodriguez

Date: 8-5-25