



December 23, 2022

Mia S. Gallegos
Tinago Street, Población,
Merida, Leyte

Permanent Appointment/Confirmation

Dear **Ms. Gallegos**:

Following completion of your six (6) months' probation 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 **IT/Accounting Clerk** effective **December 16, 2022** with the following **Duties and Responsibilities**:

As IT/Accounting Clerk

- Communicate via telephone and other electronic means.
- Respond to telephone and visitor inquiries.
- Type letters, generate reports/documents and maintain accurate files.
- Maintain accurate records of software purchases (license numbers, installation locations, vendors and other items related to software purchasing and use.)
- Receive, return and price orders for the Technology Department Tech Support.
- Provide basic equipment support throughout branch offices as needed including setup and cleaning.
- Provide flexible office coverage as needed in support of department operations.
- 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 Branch and/or Operations Manager or the President.

You may also act as **Cashier** in case of manpower unavailability, with the following **Duties and Responsibilities:**

As Cashier

- Perform the full-time job function 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 Branch and/or Operations Manager or the President.

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

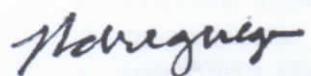
1. Your monthly basic pay is **Php10,500.00 (Ten Thousand Five Hundred Pesos)** plus **Php 1,000.00 (One Thousand Pesos)** cost of living allowance (**COLA**) and **FIVE-DAY Company-Approved annual work leave with pay.**
2. Your basic salary will be deducted with the employee's share in SSS, Pag-Ibig, 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.

If you agree with the above terms and conditions, please indicate your conformity by signing on the space provided below for this purpose.

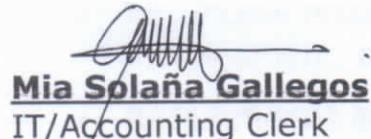
Very truly yours,



ROMELITO S. RODRIGUEZ

President

I HEREBY CERTIFY that I have read and have fully understood the foregoing terms and conditions of my employment with the Company and that I accept the same completely.



Mia Solaña Gallegos
IT/Accounting Clerk