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|  | 錄取職務/相關說明 |  |
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Dear 胡峰，

Further to your interview’s performance with us, we are delighted to offer you employment with DDU **.** This offer is confidential upon the acceptance of the terms and conditions of your assignment as set forth below and the attachments that are incorporated by reference (ifany).

根據您的面試表現， 我們榮幸地通知您已被DDU錄取。此錄用通知書在您接受以下與您職務相關的條款與條件以及此函的附件（如有）後方可生效。

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|  | **General Conditions 綜合情況** |  |
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| **Department**  **部門** |  |
| **Position**  **職位** | 前端 |
| **Job Grade**  **職位級別** | T2 |
| **Onboard Date**  **入職日期** | 以实际入职时间为准 |

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|  | Remuneration Package 月薪酬方案（幣種：RMB） |  |
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| **月薪酬**  **Monthly**  **Compensation** | **基本工資**  **Basic Salary** | **備註**  **Remarks** |
| **試用期（三個月）**  **Probationary (3 months)** | 23000RMB | 若當月 10 號（含）前轉正， 則  當月薪資按轉正薪資結算； 若當月 10 號之後轉正,則當月薪資按照試用薪資結算  If employee regularized by 10th of the month,the current month compensation will be paid according to regularization  compensation; if employee regularized after 10th,the current month  compensation will be paid according to probationary compensation. |
| **轉正**  **Regularization** | 28000RMB |

Offer Letter

**錄取通知書**

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|  | Benefits & Allowance福利津貼 |  |
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| **年度計薪月數Annual compensation** | 年底13-16薪+红包+团建 |
| **年假**  **Annual leave** | 半年假15天,不休补贴10000⼈⺠币奖⾦ |
| **租房補貼Accommodation Allowance** | 公司承担住宿,家电⻬全,宿舍距离公司步⾏5分钟，外宿可补贴，最低17000P/月 |
| **餐標**  **Meals** | 餐补13000PESO/⽉，聚餐标准3000PESO/⽉ ，每日提供下午茶 |
| **生日禮金**  **Birthday Cash Gift** | ⽣⽇当⽉发放礼⾦5000p |
| **佳節禮金**  **Festive Allowance** | 春节礼⾦10000PESO，元旦、中秋、端午礼⾦各8000PESO |
| **其它津貼**  **Other Allowance** | 1. 公司办理9g⼯签。 2. 通讯费: 500PESO/⽉   3、⽣病感冒,公司提供医疗药品，安排就医，每月提供1000PESO医疗补助 |

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|  | **Others 其他** |  |
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* Labor Contract: Employee will sign the contract with company of two – years term and negotiate to renew upon expiration of contract

勞動合同：員工和公司將簽署為期兩年的勞動合同，合同期滿前再商議是否續簽。

* Working Hour: 9 hours, Month 4 days off.

工作時間：9 小時, 月休 4 天

* Salary Payment: Current month salary will be released on or around the 15th day of next month in cash (PESO based on the instant exchange rate of the month)

薪水發放：當月工資在次月 15 號左右發放（披索部分按照當月匯率換算）

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|  | **Employee’s Obligations員工責任** |  |
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* Visa and Flight Ticket Cost: Employee should bear the expense within 3 –months resignation due to non – company factors

員工入職3个月內自行提出離職者，需承擔來菲入職簽證及往返機票費用

* VISA Fee: From the time of visa payment, if the employee has completed 6 months of service and has left the company on his or her own, the corresponding visa benefit is waived; otherwise, the visa benefit is paid according to the corresponding percentage (temporary work visa or regular work visa)

从签证缴费时间算起，員工服務满6个月自行提出離職，对应的签证赔付免赔；否则，按照对应比例进行签证赔付（臨時工簽或正式工簽）

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|  | **Circumstances Make Offer Letter Turn to Null**  **錄用通知書失效的情況** |  |
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* Personal Information or certificate was testified fake by professional organization

經專業機構檢驗或有相關舉證驗證個人資料或證書作假

* Revealed via reference check that candidate that candidate has serious bad record in past work experience

經背景調查顯示候選人在過去的工作經歷中有嚴重的不良記錄

* Those whose physical examination does not meet the job position requirement.

體檢沒有達到本職位的基本要求

* Those who work under same group of companies and not informing the hiring entity

曾在同集團公司工作未依正常流轉流程且未如實告知者。

Remark:

All your personal information and working experience provided to company will be subject to the further verification by company when you accept the offer. The offer letter will be treated as part of any subsequent employment with the company. Any untrue/fake information given here will be resulted in disqualification or termination of employment with the company. This offer letter will become ineffective if no response within one week.

備註：在您接受此錄用通知書時， 公司享有對您的個人資訊及歷史工作經歷進行進一步核實的權力。該錄用通知書將被視為勞動合同的一部分。任何不真實、虛假的資訊都將導致不能勝任該崗位或勞動 合同的終止。如果一周內沒有收到您對於此錄用通知書的回復， 本錄用通知書將自動失效。

Yours

Sincerely,

Niki  
Manager, Human Resources

I, holder of Passport , do accept employment

with DDU according to the above terms and conditions.

我 , 持護照 ，接受DDU 以上合同條款雇傭。

English & Chinese Name Date

英文 & 中文名字拼音 日期