

RELEASE WAIVER AND QUITCLAIM

I, **JEAN MAICA RAMOS**, of legal age, with postal address at Comunal, Calapan City, Oriental Mindoro on account of my lawful separation from employment with **INDRA Philippines, Inc.** (hereafter "Employer"), manifest and declare that:

1. I acknowledge having received from my Employer to my full and complete satisfaction, all amounts due me from my Employer in the total amount **FIFTY-TWO THOUSAND TWO HUNDRED TWENTY-NINE 37/100 ONLY (PHP 52,229.37)**

2. I hereby declare that I have been fully paid my salaries, allowances and other benefits including any financial assistance that may be due me, whether such amounts are due me by virtue of my contract of employment or any laws, rules on equity, company programs and/or company practices.

3. In consideration of the foregoing payments, I hereby release, remise, waive and forever discharge my Employer, its principals, stockholders, officers, directors, agents, employees, associates, contractors, consultants, partners and affiliates from any action, whether civil, criminal, administrative or otherwise, or from any claim of any kind or character arising out of or in connection with my employment, such as, without limitation, salaries, allowances, holiday pay, fringe benefits, gratuity pay, retirement pay or any financial assistance.

4. I undertake not to do anything prejudicial to the interest of my Employer, its principals, stockholders, officers, directors, agents, employees, associates, contractors, consultants, partners and affiliates. I also agree that whenever so requested, without any expectation of compensation, I will assist said persons or entities in a reasonable manner that may be requested of me relative to any matter of which I have personal knowledge.

5. I will not at any time in any manner whatsoever, directly or indirectly, disclose to any person or entity, any information of any kind relating to the business of my Employer or any of its affiliates or related companies, including but not limited to information concerning their businesses, their manner of operation, plans, processes or data of any kind which I acquired, learned, and received during my employment.

6. I shall render every cooperation necessary in any claims/actions that my Employer has against any of its accounts/customers whom/which I have, in one way or another, handled, either directly or indirectly.

7. I also obligate myself to turn over and account for all records, books, money, properties, and assets of my Employer which are in my possession.

8. I hereby declare that I have no cause of action whatsoever against my Employer, its principals, stockholders, officers, directors, agents, employees, associates, contractors, consultants, partners and affiliates in respect of any matter incident to or arising out of my employment or due to the cessation of said employment.

9. I further declare that if I commit an act contrary to any provision of this document, I will hold my Employer, its principals, stockholders, officers, directors, agents, employees, associates, contractors, consultants, partners and affiliates free and harmless from any and all liabilities, and will pay for all damages suffered by them.

10. I have read this document entitled Release Waiver and Quitclaim, and fully understood every word of it and its meaning and have affixed my signature hereunder voluntarily and freely with the full and complete knowledge of the meaning, intent and consequences of this document and of my rights under existing laws and rules on equity.



Calapan City, December 6, 2023


JEAN MAICA RAMOS

SUBSCRIBED AND SWORN to before me this ___ day of _____ affiant
exhibiting to me his/her _____ issued on _____ at
_____.

NOTARY PUBLIC

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