

# PROJECT-BASED EMPLOYMENT CONTRACT

This **Employment Contract** is made and entered into this 09th day of December, 2024, by and between:

**MK International Non-Specialized Wholesale Trading** a company duly registered under the laws of the Philippines, with principal office at unit 1511 and 1512 Parkway Corporate Center, Filinvest Alabang, Muntinlupa City, Philippines herein referred to as the "Employer";

AND

**Virgil Paul G. Lacsamana** of legal age, residing at B20 L18 Summit Ridgecrest Subdivision, Pasong Buaya II, Imus Cavite, Philippines, herein referred to as the "Employee."

Both parties agree to the following terms and conditions:

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## 1. Nature and Term of Employment

- 1.1 The Employee shall be employed on a project-based basis to work on the development of multiple websites and other IT-related projects for the Employer's group of companies.
- 1.2 The employment shall commence on 09<sup>th</sup> of December, 2024 and shall end on 08<sup>th</sup> of June, 2025 or upon completion of the project, whichever comes first.
- 1.3 The Employee acknowledges that the work is temporary and not part of the core functions of the Employer.

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## 2. Duties and Responsibilities

- 2.1 The Employee shall be employed as IT department staff and perform the following tasks and responsibilities as part of the project:
- Design, develop, and deploy responsive websites for the Employer's group of companies, adhering to specific branding and functionality requirements.
  - Conduct testing, debugging, and optimization of website performance to ensure seamless user experiences.
  - Manage and update the company's web content and ensure proper functionality of hosted platforms.
  - Develop IT solutions, such as creating internal tools or platforms that streamline company operations and improve productivity.
  - Provide technical support for the maintenance and updates of existing websites and IT systems.
  - Research and implement new technologies or trends to enhance the Employer's digital presence.
  - Prepare project documentation, including system designs, user guides, and final reports.

- Collaborate with other teams or departments to gather requirements and align the IT project goals with business needs.
- Undertake additional tasks or responsibilities as assigned by the Employer, aligned with the scope of the project and the Employee's expertise..

2.2 The Employee shall adhere to deadlines, project milestones, and quality standards set by the Employer.

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### **3. Work Hours and Salary**

3.1 The Employee shall work 40 hours per week, with working days and times agreed upon with the Employer.

3.2 The Employee shall have a 30-minute lunch break each working day.

3.3 The Employee shall receive a salary of PHP 850.00 per day, payable every 15<sup>th</sup> and 30<sup>th</sup> of the month.

3.4 As a project-based employee, the Employee is not entitled to benefits such as 13th-month pay, SSS, PhilHealth, Pag-IBIG, or any other statutory benefits.

3.5 The Employee shall not be entitled to holiday pay or any other statutory leave benefits. Compensation shall be based strictly on a 'no work, no pay' basis in accordance with the terms of this contract.

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### **4. Confidentiality and Non-Disclosure Agreement (NDA)**

4.1 The Employee shall treat all information, documents, and data obtained during the course of employment as strictly confidential.

4.2 The Employee agrees not to disclose, share, or use such information for any purpose other than the completion of the assigned project, without prior written consent from the Employer.

4.3 This confidentiality obligation shall survive the termination or expiration of this contract.

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### **5. Intellectual Property Rights**

5.1 Any work product, design, code, or material created by the Employee during the term of this contract shall be the sole property of the Employer.

5.2 The Employee waives any rights to claim ownership or royalties for the work produced.

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### **6. Termination**

6.1 The Employer may terminate this contract at any time for just cause, including but not limited to misconduct, unsatisfactory performance, or breach of contract.

6.2 The Employee may terminate the contract by providing written notice at least 30 days in advance.

6.3 If the project is completed before the specified end date, the contract will automatically terminate without further obligation on either party.

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**7. General Provisions**

- 7.1 This contract is governed by the laws of the Philippines.
- 7.2 Any disputes arising under this contract shall be settled amicably or through mediation.
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**IN WITNESS WHEREOF**, the parties have signed this contract on the date and place indicated below.

**For the Employer:**

Name: MARY GRACE PAREDES

Designation: Chief Executive Officer

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For the Employee:**

Name: VIRGIL PAUL G. LACSAMANA

Signature: \_\_\_\_\_

Date: \_\_\_\_\_