



08/31/2025

Joselito Buenaventura
465A Sta. Scholastica Street. SAV 1
Paranaque
Philippines

Offer Letter

Dear Joselito,

We are pleased to offer you employment with **ING Hubs B.V. Philippine Branch** (the "Company"). This letter sets forth the terms and conditions of your appointment.

1. Position

- Title/ Designation: Senior Test Automation Engineer
- Department: Retail Tech - Belgium 7
- Reports to: Team Lead

2. Employment – Your employment will commence based on the start date as stated hereafter, unless we thereafter agree upon a different date, which should be documented in writing.

- Start Date: 11/01/2025
- Work Schedule: Mid Shift (Philippines)
- Location: Manila (One Ayala Tower 2)

Your six (6)-month probationary period will start on your official start date. Your regular employment shall be confirmed by the Company after successful satisfaction of your job objectives and other standards discussed or will be discussed with you. The probationary period shall be counted as part of your length of service or tenure with the Company.

3. Remuneration*

- Monthly Base Salary: PHP222,000
- Monthly Allowance: PHP8,800
- Total Monthly Remuneration: PHP230,800

An annual Remuneration Review is conducted depending on market, Company, and individual performance and affordability.

**Income taxes will be due as applicable*

4. Background Checks – Your appointment is subject to a background check clearance, and any discrepancy or unfavorable result arising from the background check may lead to the withdrawal of this offer.

The checks that may be performed include, but are not limited to:

- Identity Check
- CV Check
- Educational Check
- Criminal Check
- Creditworthiness Check
- Screening against ING Sanctions
- Employment Check

5. Pre-Employment Requirements – You may refer to the set of forms and checklists accompanying this Offer Letter which you strictly need to comply with before you commence your employment. Your employment with the Company shall be highly dependent on your submission of all necessary documentation and requirements prior to your start date. In the exceptional event that you are allowed to start your employment without completing the Pre-Employment Requirements, you are expected to submit remaining documents at the agreed timeline, otherwise, processing of your employment documents and payroll requirements may be impacted.

6. Confidentiality – You are requested to maintain confidentiality regarding all aspects of this letter. You shall not divulge, communicate or pass on any information regarding the Company, its business, customers, work practices and security practices to any outsider or any external vendor or contractor engaged by the Company.

Should you find the terms of this offer acceptable, please signify your acceptance by signing below and we shall expect you to be onboarded by the agreed start date.

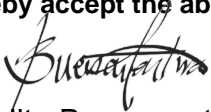
A Contract of Employment will be issued to you after signing this Offer Letter.

We look forward to your anticipated employment with the Company.

Yours sincerely,

Marie Antonette Valenzuela
Head of Human Resource
ING Hubs B.V. Philippine Branch

I hereby accept the above offer



Joselito Buenaventura

Signature over Printed Name

Date:

ANNEXURE I

ING Hubs B.V. Philippine Branch

Schedule of Benefits

Company Benefits

1. 14th Month Pay: Paid out in accordance with the Company's 14th Month Pay Program guidelines.

2. Leaves

- | | |
|--------------------|---------------------------------|
| a. Annual Leave | 20 days per year |
| b. Sick Leave | 10 days per year |
| c. Birthday Leave | 1 day per year |
| d. Emergency Leave | Charged to Annual Leave credits |

3. Allowances

- a. Rice Allowance PHP24,000.00 per annum (non-taxable)
- b. Hybrid Allowance 72,000 per annum (taxable)
- c. Uniform and Clothing Allowance PHP6,000.00 per annum (non-taxable)
- d. Laundry Allowance PHP3,600.00 per annum (non-taxable)

4. Medical and Life Insurance

- a. Medicine Allowance PHP10,000.00 per annum (through a vendor's medicine card)
- b. Health Insurance Plan (under the Company's current Health Maintenance Organization provider)
 - Clinic Consultation/Hospitalization/ Basic Dental Plan
 - Room and Board – Regular Private
 - Dependent Coverage
 - Single/Single Parent Employees – The Company provides premium subsidy up to a certain amount, covering health and wellness related purchases per child or parent dependent up to maximum of 3 dependents, subject to eligibility criteria.
 - Domestic/Same Sex Partner coverage, provided that conditions are met.
 - Married Employees - 100% premium coverage up to 3 dependents, 4th dependent shall be charged through salary deduction.

c. Group Insurance

Life Insurance: 24 x monthly base salary

Company also provides:

Total and Permanent Disability Benefit

Accidental Death and Dismemberment Benefit

Accidental Medical Reimbursement

d. Retirement Plan – Defined contribution plans by the Company

- 5% of your monthly basic pay for the first 4 years of employment
- 8% of your monthly basic pay after the 4th year of employment
- Matching program
 - You can choose to make voluntary contributions of 4%, 7% or 10% of your monthly salary to your retirement fund,
 - The Company will match your contributions at 4% or 7%.

Government Benefits

1. 13th Month Pay: Shall be equivalent to not less than one-twelfth of your basic salary for the entire calendar year. Shall be pro-rated in any calendar year during which you are employed by the Company for less than the full calendar year.

2. Maternity Leave (Per SSS Benefits)

- a. Normal delivery / Caesarean: 105 calendar days (payment based on SSS Benefit Guidelines)
- b. Miscarriage or Emergency Termination of Pregnancy: 60 days (payment based on SSS Benefit Guidelines)

The Company will also provide the following additional support during maternity leave:

- a. Normal delivery/ Miscarriage P5,000 upon submission of the required documents

b. Caesarean delivery P10,000 upon submission of the required documents

3. Paternity Leave 7 working days (per Paternity Leave Act of 1996)

4. Solo Parent Leave 7 working days (per Solo Parent's Welfare Act)

5. Magna Carta Leave Up to 2 months (per Magna Carta of Women Act)

6. Anti-VAWC Leave Up to 10 days (per Anti-Violence Against Women & Their Children Act)

Note: All benefits are subject to annual review and may be amended within the bounds of the Labor Code of the Philippines.