

# JOB OFFER

Cebu City

We are pleased to inform you that we are offering you an employment opportunity with Tate Publishing and Enterprises (Philippines), Inc. Below are the details of the job offer:

Details		Effectivity
Position Title:		Upon Start Date
Start Date:		N/A
(A) Monthly Basic Salary:		Upon Start Date
(B) Clothing Allowance:		Upon Start Date
(C) Rice Allowance:		Upon Start Date
(D) Laundry Allowance:		Upon Start Date
(E) Medical Cash Allowance:		Upon Start Date
(F) Meal Allowance:		Upon Start Date
(G) Gross Monthly Income:		Upon Start Date

Benefits	Effectivity
<b>Mandated Benefits:</b> SSS, PhilHealth, HDMF contributions	Upon Start Date
<b>Night Differential and Other Premiums Due</b> shall be given to employee in accordance to the requirement of the DOLE Handbook and Labor Code.	Upon Start Date
<b>Health Insurance:</b> <ul style="list-style-type: none"><li>➤ Company pays 100% of employee’s premium</li><li>➤ Dependent enrollment is voluntary, employee pays 100% of dependent’s premium</li></ul>	After 6th month of employment
<b>Leave Credits:</b> 10 days paid Time-Off. Convertible to cash if unused by anniversary date. Renewed on anniversary date. Specific guidelines apply. Refer to Code of Conduct and Policy Manual.	Upon Regularization
<b>Mandated Leaves:</b> SSS Maternity Leave, SSS Paternity Leave, Leave for Solo Parents, Leave for Victims of Violence Against Women and their Children, Special Leave Benefits for Women. Specific guidelines apply. Refer to Code of Conduct and Policy Manual.	Upon Start Date
<b>Medical Reimbursement</b> <ul style="list-style-type: none"><li>➤ Up to Php 3,000.00 reimbursement for prescribed medicines, excluding maintenance medicines. Renewed on anniversary date.</li><li>➤ Non convertible to cash if unused by anniversary date.</li></ul>	Upon Regularization
<b>Incremental Leave Benefit:</b> Employee earns an additional one (1) leave credit upon anniversary date. The incremental leave is not convertible to cash if unused by anniversary date. Employee can earn up to 5 incremental leaves. Specific guidelines apply. Refer to Code of Conduct and Policy Manual.	Upon Start Date
<b>Employee Referral Bonus:</b> Employee is awarded Php2,000.00 for every successful referral. Fifty percent (50%) is released upon hire, fifty percent (50%) is released upon referral’s regularization. Specific guidelines apply. Refer to Code of Conduct and Policy Manual.	Upon Start Date
<b>13<sup>th</sup> month pay:</b> To be released at the end of the year, before December 24 <sup>th</sup> .	After 1 month of service.
<b>Offsetting of Work Schedules:</b> Employee may be allowed to “offset” valid absences when they have no more available leave credits. Employee may work extra hours to make up for valid absences. Specific guidelines apply. Refer to Code of Conduct and Policy Manual.	Upon Regularization

Work Environment
<b>Work Hours:</b> Night shift: 9:00 PM to 6:00 AM. Day shift: 7:00 AM to 4:00 PM. Daylight savings time may cause shifts to adjust accordingly. Admin, managerial, and supervisory personnel may occasionally swing shifts, or work in the mid shift to meet operational needs.
<b>Work Days:</b> Mondays to Fridays. No work on Saturdays and Sundays except when required due to weather disturbances, or to make up for missed workdays due to holidays.
<b>Dress Code:</b> Smart casual. Dress-code-free days may be announced. Refer to Code of Conduct and Policy Manual.

<b>New Hire Orientation</b>
All employees are required to join the New Hire Orientations that are scheduled regularly. All immediate supervisors are required to allow their staff to join a New Hire Orientation within the employees’ 90-day probationary period.
<b>The Probationary Period</b>
<b>90<sup>th</sup> day review:</b> Employee’s performance will be reviewed on his/her 90 <sup>th</sup> day of employment. The probationary period may be extended up to a maximum of 6 months.
<b>Performance Based Salary Adjustments</b>
Salary adjustments are based on performance. Performance evaluations must clearly show that expectations are exceeded to justify the recommendation for salary adjustment.
<b>Opportunities for Promotion and Lateral Transfers</b>
Employee may be promoted to a position of higher responsibility upon department recommendation or voluntary application to an open position. For promotions, an <b>interim period</b> must be successfully completed.
<b>The Code of Conduct and Policy Manual</b>
All employees are required to read, fully understand, and comply to the Code of Conduct and Policy Manual upon start date.
<b>Disciplinary Procedures</b>
Tate Publishing and Enterprises are careful to comply to the due process. Whenever possible, coaching, verbal and written warnings are to be given prior to resorting to sterner disciplinary measures.
<b>Termination of Employment</b>
Employee may terminate his/her employment with Tate Publishing and Enterprises by submitting a resignation letter to his/her immediate supervisor. Immediate supervisors are prohibited from approving resignations with less than thirty (30) days notice. Resignations with less than thirty (30) days notice are to be approved by the VP for Tate Publishing, International Operations, or by the Director of Operations, in the absence of the former.
<b>Financial Restitution</b>
For voluntary termination of employment, in the event that an employee fails to complete the approved notice period without proper notification to and approval from The Company and/or his/her immediate supervisor, the employee shall be liable and agrees to pay damages amounting to Php 4,576.45 as compensation to The Company’s investment in the employee’s hiring and training. This applies to employees who leave without proper notice of resignation (AWOL).
<b>Confidentiality and Non Disclosure</b>
The information contained in this document is intended solely for the use of the individual or entity to whom it is addressed and others authorized to receive it. It may contain confidential or legally privileged information. By signing this document, you acknowledge and understand that any disclosure, copying, distribution or taking any action in reliance on the contents of this information is strictly prohibited and may be unlawful, and you agree to keep all the information herein strictly

We are very excited to have you in our dynamic team of talented individuals! Please carefully read and fully understand the details of the job offer above and do not hesitate to ask your recruitment officer for clarifications.

Please sign and return the attached copy of this letter. Your signature is confirmation that you have read, understood, and accepted all the details, terms and conditions set out in this letter and in the Employment Agreement. Please note that failure to report to work without proper notice on your scheduled start date indicated in this job offer shall render this job offer null and void.

We are very excited to welcome you onboard!

Very truly yours,  
  
Tate Publishing and Enterprises (Philippines), Inc.  
  
**Josiah Caare**  
Human Resources Manager

Conforme:

\_\_\_\_\_