

Date: 29 June 2020

To: All Directors

From: Atty. Angelique ~~Margret~~ T. Natividad, HR Director

Re: Extension of the Probationary Period

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Quarantine measures have forced us to temporarily suspend operations, which made it difficult for us to have our probationary team members render service that we can evaluate for regularization.

In practicing the value of Team, we want to give our probationary team members more opportunities to showcase their knowledge, skills, and attitudes to be used as basis for their regularization. The company also wishes to have more time to observe their performance.

Please discuss with your probationary team members the possible extension of their probationary period for two (2) months from the original expiration date of the probationary period. If they agree, please let HR know so we can prepare the necessary addendum to their contract. A sample is attached to this memo. If they disagree, they will serve the remainder of the probationary period and we will use that as basis to decide on their regularization.

Directors may want to regularize those who have already served at least five months before the quarantine started in March. All directors are also given the discretion to regularize specific probationary team members instead of extending their probationary period if they feel that the team member had enough evaluation time. Please inform HR so that the proper documentation for regularization can be prepared.

You may get in touch with Ma'am Wiggy for memo and contract-related questions and Ma'am Monique for records questions.

Thank you.

SAMPLE ADDENDUM



**ADDENDUM TO EMPLOYMENT CONTRACT**

KNOW ALL MEN BY THESE PRESENTS:

This agreement executed and entered into, this \_\_\_\_date\_\_\_\_, in the City of Zamboanga, Philippines, by and between:

**SOPHIA JEWELLERY, INC.**, herein represented by its President, **ANGELA MONETTE T. NATIVIDAD**, hereinafter referred to as the EMPLOYER.

And

**CHERRYL JANE F. ABUNDO** of legal age, Filipino, married, and a resident of **Zone 2, Kauswagan, Cagayan de Oro City**, herein referred to as the EMPLOYEE.

**WITNESSETH:**

That due to the emergence of the COVID-19 virus, the operations of Sophia Jewellery, Inc. were temporarily suspended for around two (2) months from March to May 2020;

That due to the suspension of operations, the EMPLOYEE was unable to render service during what was intended to be her probationary period;

That due to the lack of opportunity to render service, the EMPLOYER was likewise unable to accurately evaluate the EMPLOYEE's performance at work;

Due to the foregoing considerations, both parties hereby agree to extend the EMPLOYEE's probationary period by a period of two (2) months from the original date of expiration as written in the EMPLOYMENT AGREEMENT to which this Addendum is appended.

IN WITNESS WHEREOF, We have hereunto affixed our signature, this \_\_\_\_ day of June 2020, in the City of Zamboanga, Philippines.

**SOPHIA JEWELLERY, INC.**

Employer

Represented by:

**ANGELA MONETTE T. NATIVIDAD**

**CHERRYL JANE F. ABUNDO**

President

Employee

Signed in the presence of:

**ATTY. ANGELIQUE MARGRET T. NATIVIDAD**  
HR Director

Cc: Employee

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