October 11, 2018

**MR. MARKY MARK S. NERI**

**Bagong Kalsada St. Puncan**

**Carranglan, Nueva Ecija**

Dear Mr. Neri,

We are writing to formally notify you that we are happy to have you on board!

For your employment with us, we are offering you the following terms and conditions:

**CLOUD PANDA PHILS INC.** is offering you a full time employment for the position of **SOFTWARE DEVELOPER**. For your employment contract, we are pleased to offer you the following:

For your **employment contract**, we are pleased to offer you the following:

1. One (1) Month Training
2. Five (5) Months Contractual
3. Six (6) Months Probationary

You will be directly reporting to **Mr. Paul Chua** our **Development and Operations Manager** from **Mondays to Saturday**. You are requested to render to work in 5 days week and **at** **least eight (8) hours of work** on a **flexible Time In** between **08:00 AM until 11:00 AM only** (log In time or start of shift) to 8pm only(log out time).Working time schedule will be based on the time in log and should be complete the 9 hours a day before time log out. For one (1) hour considered unpaid break time. You agree to render extended work hours when so required by the Employer.

For this position, we are pleased to offer you **Php 25,000.00 / monthly**. Salary will be paid in a semi-monthly schedule (every 15th and 30th of the month) and will be released thru Metrobank debit card provided by the Company.

As an employee, you are entitled to the following benefits:

**Mandatory Benefits:**

The employee shall receive all the benefits required by Law which includes SSS, PHIC, HDMF and 13th month pay.

For SSS, PHIC and HDMF, please take note that the employer will deduct a certain amount form your monthly payroll as part of employee share. This deduction will be based on the given salary bracket from the said government agencies.

**Leave Benefits:**

Employee will be entitled to Six (6) days Sick Leave and Vacation Leave with pay after regularization. Unused leave credits are convertible to cash at the end of the calendar year.

**HMO:**The employee shall receive a Health Card with a maximum benefit limit of Php 70,000 per illness per year. This will avail after 2 years of service in the company based on the employment of start date.

Should you be amenable to the above, please affix your signature on the space provided below as your acceptance of this employment offer.

Very Truly Yours,

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**AIDA G. PADILLA**

HR Manager

Conforme:

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**MARKY MARK S. NERI**

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Date