January 14, 2020

**ANGELICA A. ECLIPSE**

San Juan City

Dear Ms. Eclipse,

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:

Juanawork Manpower Services Inc. is offering you a full-time employment for the position of **HUMAN RESOURCES ASSISTANT**. You will be deployed at **JC PREMIERE BUSINESS INTERNATIONAL INC.**, located at 2/F Unit 201 Mahogany Place, Pope John Paul II Ave, Mabolo, Cebu City Cebu.

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

1. One (1) Month Training – DAILY PAID COMPUTATION
2. Five (5) Months Contractual – DAILY PAID COMPUTATION
3. Six (6) Months Probationary – MONTHLY PAID COMPUTATION

You will be directly reporting to **MS. AIDA G. PADILLA,** our **HR MANAGER** from **Mondays to Saturdays**. You are requested to render at least **eight (8) hours of work** starting **01:00 PM to 10:00 PM**

For this position, we are pleased to offer you **PHP 10,000.00.** Salary will be paid in a weekly basis for the Training and Contractual period (cut off will be every Saturday to Friday of the week) and will be released thru BDO cash card provided by the Company. If your evaluation is satisfactory and approved, transfer from Daily to Monthly paid will be processed. You will be informed via email which will be asked during contract signing at Juanawork Manpower Services.

Kindly see sample computation for Daily paid and Monthly paid which is aligned via DOLE.

**COMPUTATIONS**

DAILY PAID

SALARY PAYABLE MONTHLY SALARY NO. OF WORKING DAYS

**PHP 10,000.00**  x **6**

**26**

Daily Rate = **PHP 384.62**

Weekly Salary = **PHP 2,307.69**

MONTHLY PAID

SALARY PAYABLE MONTHLYSALARY NUMBEROFABSENT

**PHP 10,000.00** **0**

**2**

Every 5th and 20th = **PHP 5,000**

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. 13th Month pay will be only be based on the Monthly Basic and Representation allowance and all future increases shall be put into another allowance.

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. The exact amount will be stated in your employee update form at Juanawork Manpower Services Inc.

**Appraisals:**

The employee shall only have a salary review annually, and appraisals are depending on the management assessment on your performance evaluation.

**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 after two (2) years of service. HMO has a maximum benefit limit of Php 70,000.00 per illness per year.

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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**SHANE P. SO**

*President*

Noted by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AIDA G. PADILLA**

*HR Manager*

Conforme:

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**ANGELICA A.ECLIPSE** Date