



Name: _____
Address: _____

Sandria's Delicious Concept
Purok 7 Ward IV Minglanilla, Cebu

Dear _____,

We are pleased to inform you that you are hereby accepted as Field Sales Agent. Your contract is under probationary period of (6) six months from _____ to _____. The following are the terms and conditions:

1. **Designation:** _____
2. **Compensation:** Your monthly compensation, payable on a semi-monthly basis, is composed of the following:

 Basic Salary/day Php _____
3. You shall be directly reporting to **MR. ELLIS JOSHUA R. CADUSALE, Vice President-Admin & Operation of Sandria's Delicious Concept** and shall be accountable to him for results of your performance objectives
4. **Benefits:** All government-mandated benefits. SSS, Philhealth, Pag-Ibig,
5. **Duty Schedule.** Your duty schedule is Monday to _____, 48 hours per week. You agree to devote your full time to the management. Further, it is also understood that you agree to report on duty as the need arises (overtime) when your job requires urgency subject to overtime pay.
6. **Performance Evaluation.** There will be a regular performance review evaluation. Performance factors are based on your Job description.
7. **Termination of Employment.** Your employment shall terminate automatically upon the end period indicated above. It is agreed, however, that the management reserves the right to terminate your services even prior to the end of the above period in the event your services will no longer be needed.
8. **Confidentiality.** You agree that all matters becoming known to you through your work shall be held in absolute and strictest confidentiality, and not to divulge, communicate, talk about, share, write about, or discuss, any and all knowledge, data, trade secrets, formulae, places of operations, finance, Inventories, other classified matters that might benefit a competitor or other party to the disadvantage of the management, other information of whatever kind and nature pertaining to the company or any of its activities even when you are no longer in the employ of the company, except when authorized by the management.



9. **Training.** At times when the management sends you to a special training or seminar for a long or short period, you agree to sign a separate contract, wherein you are bound to abide by the provisions written therein for security reasons and generally to safeguard management's business interest.
10. **Physically Fit.** Your employment is subject to your being medically fit as certified by the doctor and compliance with all other pre-employment requirements, in all respects of your employment with the management.
11. **Rules and Regulations.** You agree to abide by all management rules and regulations, which shall be your duty to read and understand upon hiring. You further agree that the rules may be changed, withdrawn, added or interpreted at any time, at the management's sole action and without prior notice to you.
12. **Management Properties.** You agree that all company's records, documents and properties in your custody or control shall be immediately surrendered to the management, if requested during the employment period, upon expiration of employment contract or termination thereof. Stealing, withholding or failure to properly handle company cash/collection or belongings, the amount shall be paid ten times by the employee.
13. You agree to carry out the duties and functions as may be instructed to you from time to time by the management or persons acting in behalf of the management.
14. It is expressly agreed and understood that there are no verbal agreements or understanding between you and the management or any of its agents and representatives affecting this agreement, and that, no alterations or variations of the terms hereof shall be binding upon either party to this agreement, unless the same are reduced in writing and signed by you and the management.
15. You agree that in case you decide to leave Fortune Enterprises, you will give prior notice of not less than 30 days and to settle your accountabilities with the management.



16. You agree to give immediate notice to the Board of Directors of any claim which you have, arising from this agreement before filing the same with government entities like Department of Labor and Employment, National Labor Relations Commission or any Civil Courts.
17. You understand and agree that your employment is for a fixed period and subject to terms and conditions stated above. The management shall in no wise be obliged to extend the period of your fixed-period employment or engage you as a regular employee.

We welcome you to **Sandria’s Delicious Concept**. We trust that your decision to work with this management will contribute to our mutual success.

Very truly yours,

SANDRIA R. CADUSALE
President

I hereby acknowledge receipt of the original copy of this agreement and agree to all the terms and conditions stated therein.

Signature Over Printed Name

Date

WITNESS:

ELLIS JOSHUA R. CADUSALE
VP-Admin & Operations