

EMPLOYMENT CONTRACT

for

Sample

[00/00/00]

[0000]
[0000000]

Dear Ms./Mr.: _____

We are pleased to inform you that after undergoing our thorough process, you have initially passed the pre-employment standard. We believe that you will be a valuable asset to our company and will make significant contributions to the achievement of our goals. We are pleased to offer you a job as a (000) with our Company beginning on (00/00/00).

Your starting salary for this position will be **PHP** [000,000.00] per month. Your benefits will be:

Basic Salary
ECOLA
Laundry Allowance
Rice Allowance
Total Compensation

Kindly read the Terms and Conditions of Employment attached herewith. Should you accept this offer, please sign and return the attached. Your reporting on (00-00-00) is subject to the terms of this employment relationship.

We at 000 (hereinafter referred to as "Company") are pleased that you will accept this job offer and look forward to having you with us. We thank you for considering the company and we hope that this will be the beginning of a long, successful and pleasant working relationship. All the Human Resources Department

Sample

TERMS AND CONDITIONS OF EMPLOYMENT

Probationary Period

Benefits

As a probationary employee, Employee is paid during holidays (both regular and special) but is not entitled to a vacation leave and sick leave. If Employee wishes to take a leave, this would be subject to the approval of management and considered a leave without pay.

The company shall provide each regular employee with the following benefits: ○ leaves or vacation leaves and ○ (○) days sick leave per year of service with the company.

Unused vacation leave and sick leave earned by Employee during the year of service with the company shall be carried over to the following year. Unused vacation leave and sick leave earned by Employee at the end of the service shall be converted to cash at the end of the service.

Unused vacation leave and sick leave earned by Employee during the second year of service with the company shall be carried over to the following year. Any unused vacation leave and sick leave earned by Employee at the end of the service shall be converted to cash at the end of the service. The same rules apply to the third year of service with the company. In no case shall an employee be entitled to more than ten (10) days in any given year.

Likewise, Employee shall be entitled to a pro-rata benefit for one month with the company. If Employee works for less than one month and if Employee works only for a pro-rata benefit, the benefit shall be computed pro rata.

Opportunity for career advancement to all

Employee will undergo six (6) months probationary period from the date he/she is hired and during this period, we will observe his/her work attitude and evaluate his/her performance.

The Company reserves the right, during this period to terminate the employee's services without prior notice and without liability to the Company for any reason, in his/her part to meet our Company's standard policy or you have violated the Contract and procedures and/or for any misrepresentation, fraud, dishonesty, or for any just or authorized causes for dismissal provided by law, including but not limited to, any violation of the rules and regulations that the company may promulgate from time to time. The Company shall pay the salaries and benefits that Employee is entitled to at the time of termination from the service of the Company.

Before the end of the probationary period, the Company shall determine if the employee is qualified for permanent employment.

General Conditions of Work

All employees are paid on the 15th day of the month, or the next business day that a regularly scheduled payday occurs. Employees who do not work will receive pay on the last working day of the month.

Contributions for your Social Security, Health Insurance, and Retirement Development Mutual Fund and Income Tax shall be deducted from your monthly salary based on existing company policy. Contributions shall be made from employee's monthly salary. The amount of contributions shall be determined upon between employee and the company.

The company's normal working hours shall be from 8:00 a.m. to 5:00 p.m. from Monday to Friday. Employees shall comprise eight (8) hours in a day and forty eight (48) hours in standard work week.

Employees are allowed to lunch break of not more than one (1) hour. Lunch breaks are taken between the hours of 12 p.m. to 1:00 p.m.

Employees must strictly observe their prescribed work hours and comply with the management of the company.

Employee agrees to devote full time to the Company. Full time shall be defined to mean the regularly established working hours of our Company, plus any overtime dictated by the needs of our Company. Worked performed for the Company outside the regular working hours and holidays shall be compensated based on existing laws on overtime and holiday pay. The overtime may include scheduled rest days which are Sundays or legal holidays.

In case of any dispute arising in respect of the interpretation of the conditions of your service in the Company, the decision of the Management shall be final and binding on you.

Employee will intimate in writing to the Management his/her residential address immediately from change of address. Any communication sent on employee's last recorded address shall be deemed to have been properly served.

It shall be the employee's sole responsibility to notify the Company of changes in his/her personal details.

Employee's employment is subject to the medical examination at the time of his/her appointment and re-examination as required by the Company Medical Officer. The Company reserves the right to terminate the employee's employment if the employee is found to be medically unfit for the job.

Employee agrees to keep confidential all information relating to the Company and its clients and all information which is confidential. Employee agrees to keep confidential, not to reveal such confidential information to any person, company, corporation, or entity. If the employee reveals this information, the Company reserves the right to terminate the employee from disclosing the same. The Company reserves the right to whom said information has been disclosed to seek an injunction to secure an injunction is not available, and any other remedies it has against the employee. This condition, including the recovery of costs, shall be enforceable.

Employee shall not engage in or have any other business or occupation which may render employee a conflict of interest.

competitor nor enter into any transaction which may, in any manner, compete with Company.

Duties and Responsibilities:

Employee's duties and responsibilities shall be determined by the management. Employee's duties and responsibilities shall include but not limited to the following.

(ADMINISTRATIVE STAFF)

1. Ensure that all office equipment is in good working condition.
2. Coordinate with appropriate service providers for maintenance of office equipment.
3. Custodian of all office supplies to ensure availability.
4. Ensure the daily cleaning and maintenance of office and pantry.
5. Answering telephones and messages and directing to the relevant person or staff member.
6. Scheduling and coordination of meetings and communication between the Management, staff or other relevant parties.
7. Create and maintain office records.
8. Perform other duties such as photocopying and faxing.
9. Perform other duties as may be assigned to ensure the proper organization of the office.

(STAFF)

...ations of company based on the source of receipts, vouchers, bank statements, etc.