

**EMPLOYMENT OFFER LETTER**

**May 30, 2025**

**Jamie Christine B. Vergara**

Dear **Ms. Vergara**,

On behalf of the management of iOPEX Technologies Philippines, Inc., we are pleased to offer you the position of a **Sr. Recruitment Specialist**.

The following sets forth the details of the terms which iOPEX is willing to offer.

This offer will be confirmed upon your acceptance of the terms and conditions herein enumerated below. Upon your finalization of joining date, you will be given the standard employment contract with iOPEX along with confidentiality and proprietary agreements for safeguarding the information assets of iOPEX. This offer is being made in the strictest of confidence and we expect that you will refrain from divulging the details and terms to any other person.

The terms of offer are as under:

**1. DUTIES & RESPONSIBILITIES**

: Your job shall be full-time and no other employment or business would be permitted during your employment with iOPEX herein referred to as the "Company". You shall faithfully and diligently serve the "Company" and carry out the duties and responsibilities of your position and such other duties and responsibilities as may be entrusted to you by the "Company" and its duly authorized officers.

**2. PLACE OF WORK**

: Your initial place of work shall be at 12th Floor Six/NEO Building, 5th Avenue corner 26th Street, Bonifacio Global City, Taguig City. However, you may also be deployed to any other location where iOPEX, its clients or associates may have office/s at present or in future.

**3. COMPENSATION**

: Base Salary: Php **33,000.00** per month  
Night Differential: Ten Percent (**10%**) of Base Salary

Non-taxable allowances

Rice Allowance: Php **1,500.00** per month

Clothing Allowance: Php **400.00** per month

Laundry Allowance: Php **300.00** per month

*Payout will be every 10th & 25th of each month of which applicable taxes will be applied. Appropriate contributions as mandated by law (i.e. Social Security, Philhealth, Home Development Mutual Fund, Income Tax) will be deducted from your monthly salary every payout. Any other deductions to be made from your monthly salary shall be mutually agreed upon between you and the company prior to actual deduction.*

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- 4. EMPLOYMENT START DATE** : June 02, 2025
- 5. PROBATIONARY PERIOD** : You will initially be on probation for a period of six (6) months from the date of start of employment with the “Company”.
- During this period, you will be working with the “Company” on a trial basis and your conversion to Permanent Employee shall be determined based on a combination of satisfactory work performance, acceptable attendance records, your work attitude, ability to work harmoniously with others, compliance with “Company” rules, regulations and the terms of this employment, and operational requirements of the “Company”.
- 6. BENEFITS** : You shall be entitled to statutory benefits specifically provided for by labor laws, such as 13th month pay, Statutory/Government Premiums.
- Upon completion of your 3rd month, 3<sup>rd</sup> month review, and pre-employment requirements will you be entitled to avail HMO benefits and make use of your earned leave credits. Details of your Leave Credits will follow what was identified in the company policy.
- 7. GENERAL** : You shall devote the whole of your time, knowledge, skill and attention to the performance of your duties with the “Company”. The “Company” reserves the right to call upon you to work on your scheduled rest days and public holidays and such other days and hours as needed, based on exigencies and need for smooth running of the organization’s business.
- 8. IOPEX INFORMATION POLICY** : Your signature at the last part of this document will confirm that you will abide with the iOPEX Information Policy as also treat this offer with utmost confidentiality.

**Your appointment is subject to a background verification and medical check per company policy. The company reserves its right to terminate the employment with immediate effect and no further obligations if either fails. You need to submit all Pre-employment requirements which includes completion of Pre-employment medical exam and all documents in the Pre-Employment checklist (Appendix A) within 5 business days after signing this Employment Offer Letter otherwise the company reserves its right to rescind the Job Offer with immediate effect and no further obligation.**

We are glad that you have chosen iOPEX Technologies Philippines Inc as your employer of choice; we believe that your presence and expertise will be a good addition to our growing team.

**MANOJ VICTOR JEYASANKAR**  
Site Director

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Please signify your acceptance of this offer by signing and returning one copy of the letter, with your original signature, to your Talent Acquisition representative.

**IMPORTANT NOTE:** If the terms of this offer are acceptable, please sign both the original and copy of this letter. Return the original copy to the Talent Acquisition representative along with all other required documentation, and retain a copy for your file. Your signature will confirm the salary agreed upon and other terms of your appointment specified in this letter or by reference to other documents. Upon our receipt of this letter signed by you, your appointment will be processed through appropriate channels, whereupon notification of your appointment reflecting the terms of this agreement will be endorsed to you.

I hereby accept employment on the conditions set forth in this offer letter and that this offer is not a guarantee of employment for any specified length of time by either party. Furthermore, I understand that my employment with IOPEX Technologies Philippines Inc is considered "at will," meaning that either the company or I may terminate this employment relationship at any time for any reason with our without cause or notice.

\_\_\_\_\_  
(Signature Over Printed Name)

Date: \_\_\_\_\_

We are pleased that you are joining the company and hope that you will find your employment with iOPEX Technologies Philippines Inc to be fruitful and rewarding.

**Welcome to iOPEX Technologies Philippines Inc!**

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## Appendix A PRE-EMPLOYMENT REQUIREMENTS

FIRST NAME:	Jamie Christine	MIDDLE NAME:	Banares	LAST NAME:	Vergara
CONTACT NUMBER:		EMAIL ADDRESS:	jcbverga@gmail.com		
ACCOUNT/ DEPARTMENT:	HR-TA				
POSITION:	Sr. Recruitment Specialist				
START DATE	June 02, 2025				

*Please accomplish and submit the following requirements before **the start date to avoid delays in pay release***

PRE – EMPLOYMENT REQUIREMENTS		DATE RECEIVED	RECEIVED BY:
	5 PIECES OF 1X1 PICTURE		
	PROOF OF TIN Copy of stamped BIR Form (1902, 1905, 2316 or 2305), Photocopy of TIN ID, verification slip or TIN verification app (secondary only)   N/A for Fresh Grads		
	PROOF OF SSS Copy of E1, E4, E6, Verification Slip, SSS ID, Loan Voucher, stamped PRN or Employee Static Information		
	PROOF OF PAGIBIG Pag-Ibig Loyalty Card ID, Loan Voucher, Verification slip, MP2 enrollment with MID no. Copy of Pag-Ibig Online Member Data Form (MDF) * <a href="https://www.pagibigfundservices.com/pubreg/starter_page.aspx">https://www.pagibigfundservices.com/pubreg/starter_page.aspx</a>		
	PROOF OF PHILHEALTH Copy of Philhealth Member Data Form, Verification Slip or Phil health ID   N/A for Fresh Grads		
	ORIGINAL COPY OF NBI CLEARANCE (Valid as of Date of Hire)		
	PHOTOCOPY OF UPDATED SOLO PARENT ID AND/OR PWD ID		
	PROOF OF RESIDENCE Barangay Clearance: valid for a month and/or Barangay ID bearing the permanent address		
	PROOF OF EDUCATION <b>Primary:</b> Diploma or TOR   <b>Secondary</b> (plus BGV): Copy of Grades, Certification from School, Registration Form, Latest OR Issued by the school, Latest School ID, Statement of Account, Form 137		
	CERTIFICATE OF EMPLOYMENT <b>Primary:</b> Certificate of Employment with Start and End Date from the latest Employer <b>Secondary</b> (plus BGV): Screenshot of Employment History from SSS Website, Clearance & signed resignation letter from previous employer, Copy of Latest Payslip, Employment contract or accomplished clearance form   Letter of Attestation for Fresh Grads		
	PHOTOCOPY OF 2 VALID ID'S (Submit any of the following: Passport, Driver's license, Postal ID, Voters ID, Philhealth ID, TIN ID, PRC ID, OWWA ID, Solo Parent ID, GSIS ID, UMID ID, SSS ID, Barangay ID, Pag-IBIG Loyalty Card ID, Seaman's Book, Police Clearance ID, National ID)		
	PHOTOCOPY OF PSA CERTIFIED BIRTH CERTIFICATE of Employee + Baptismal if copy of PSA is not clear		
	PHOTOCOPY OF PSA CERTIFIED BIRTH CERTIFICATE OF QUALIFIED DEPENDENTS (Children 21 years and below)		
	PHOTOCOPY OF PSA MARRIAGE CERTIFICATE		
	TRANSFER OF RDO STAMPED RECEIPT (BIR 1905) (New employee must visit their RDO Office to have it transferred to their residence address RDO)   N/A for Fresh Grads		
	BIR FORM 2316 (Latest Income Tax Return) Pending Submission of 2316 employee will be tagged on Z exempt (latest income tax returns within the year signed by both employer and employee) Deadline of Submission: October 31 of current year   N/A for Fresh Grads		
	PHOTOCOPY OF VACCINATION CARD		

I fully understand that non completion of the abovementioned requirements would have a direct effect on my employment status and processing of my salary

\_\_\_\_\_  
Signature over Printed Name

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