



June 7, 2023

Jessa A. Reyes  
Block 48 Lot 45 Brgy. Victoria Reyes  
Dasmariñas City, Cavite

Dear Ms. Reyes,

We are pleased to offer you the role of **Accounting Assistant** on probationary status under Jetty Petroleum, Inc. effective **June 26, 2023** with the corresponding compensation and benefits package as follows:

COMPENSATION	
Monthly Base Pay	₱20,000.00
Annual Gross Pay (including 13th month)	₱260,000.00

BENEFITS	
<i>Upon Hiring</i>	
Statutory Benefits	SSS, PHIC, HDMF
Bereavement	₱5,000.00
<i>Upon Regularization</i>	
Vacation Leave	12 days (up to 5 days convertible)
Sick Leave	12 days (non-convertible)
Emergency Leave	5 days (non-convertible)
Life & Accident Insurance	
- 50-50 sharing in Life Insurance premiums	
- Natural Loss	₱500,000.00
- Accidental Death, Dismemberment, and Disablement	₱500,000.00
- Total and Permanent Disability	₱500,000.00
- Terminal Illness Benefit	₱250,000.00
Health Insurance	
- MBL / Illness per year	₱150,000.00
- May enroll up to three (3) dependents: 65% of the premium will be shouldered by the company; 35% by the employee	₱100,000.00
Bereavement	₱10,000.00
Birthday Gift	₱1,500.00

Subject to the submission of the requirements listed in Pre-Employment Checklist (PEC) no later than **June 26, 2023** together with your acceptance of this job offer, your employment will commence upon the signing of the Employment Contract. Unless exempted, failure to complete pre-employment requirements by **June 26, 2023** would mean the automatic withdrawal and cancellation of this Job Offer and that Jetty Petroleum Inc. (the "Company") shall be under no obligation to proceed with the signing of the Employment Contract.

Please indicate your acceptance of this job offer by signing on the space below and return a signed copy to our Human Resources Department no later than **June 13, 2023**.

You shall be required to attend a medical examination (at candidate expenses) and be certified fit for employment prior to the commencement date. Depending on the results of your medical examination and the kind of illness that you may have, if any, the Company, to the extent allowed by law, may or not proceed with this offer of employment without any liability.

By signing this Job Offer Letter, you are giving permission to full background check, contacting previous and current employers, references and others. You are hereby not holding the Company from any liability as a result of such contact. This job offer maybe voided or cancelled contingent to the completion of a satisfactory background check.

To signify your conformity/acceptance of the above-mentioned information, terms and conditions on your employment with Jetty Petroleum, kindly sign on the space provided below. Should you need any clarifications, please feel free to contact our Human Resources Department at Mobile 0917-591-1029

Very truly yours,  
  
Reynaldo P. Medenilla  
Human Resources and Administrative Director

Conforme:   
Jessa A. Reyes  
Date: \_\_\_\_\_

**Jetty Corporate Center**  
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