

TO: **ANDIE LEE V. GALENZOGA**
MAPI - BAYBAY

RE: **Regularization Contract**

DATE: **April 15, 2025**

Dear Ms. Galenzoga,

Based on your performance during your probationary period, you are hereby issued a regular appointment as **RECEPTIONIST** effective on **April 15, 2025**.

You will receive the same monthly salary for your services.

The scope of your duties and responsibilities will be designated by the **Branch Manager** or his designate who will instruct you on your work assignments.


In consonance with the requirements of the service for efficiency, for harmony among personnel, and for other valid and legitimate reasons, the company may transfer you from one position to another. You will work in any of the company's branches, subsidiaries, or affiliates or on any assignment regardless of geographical location where your service is deemed necessary or convenient.


That during the term of this contract, you are bound to follow the company rules and regulations and disciplinary policies. You understand and acknowledge that any records, documents, and information, written or otherwise, pertaining to **MOTOR ACE PHILIPPINES INC.** are confidential and shall not be disclosed during and after your employment with the company. You agree not to divulge company information to any third party, including but not limited to, salary and remunerations unless legally required by law, statute, or competent authority. Likewise, all documents and properties of **MOTOR ACE PHILIPPINES INC.** in your accountability shall be surrendered upon separation from the company. In case of resignation, a one-month standard notification is necessary to give time for the company to hire and train for a replacement and turnover of functions.

Let us congratulate you on this appointment and reiterate our expectations that you will continue to measure up to the requirements of your job.

Please acknowledge hereunder that you have understood the terms and conditions and that you confirm them.

Very truly yours,
MOTOR ACE PHILIPPINES INC.

By: 
MARBEN L. IRU
HR & LOD Manager

Conforme:

ANDIE LEE V. GALENZOGA

Please return one duly signed copy to HR Department