



Memo No: 2020-027  
Date: 15 July 2020  
To: Recruiters  
From: Rio Rudich  
**RE: COVID19 CARE allowance**

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Greetings!

Everyone is having hardships in working from home. Thank you for remaining positive together with me. Your dedication to our clients, candidates, and coworkers means a lot to us. After deliberations from Management, I am happy to inform you that the company will be giving out COVID19 CARE bonus to each employee paid on the provisions provided below<sup>1</sup>:

1. Available only to work from home employees;
2. Available only during COVID19 pandemic;
3. Allowance will be at Php 1,500;
4. Allowance for the month will be released seven days from the last payroll date or the next working day if the seventh day is a holiday or weekend.
  - a. Example: August 31 pay date for the 2<sup>nd</sup> cut will be released seven days after which is on September 7, Monday.
  - b. The allowance will start August payable on September until December 2020 or after the pandemic whichever comes first<sup>2</sup>;
5. This allowance will help the team provide extra money for grocery or to subsidize electricity bills and/or internet bills or upgrade at your option and preference.

We will do our best to continue supporting everyone so each can focus around the 4 A's Attendance, Attitude, Activity, and Achievement. RPOI is a performance driven organization. We are proving we can deliver value to our staff and value to our clients through a tough situation. Keep strong, well, and Positive. We Got This!

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<sup>1</sup> As this is management's prerogative, provisions may change immediately and payment of allowance depends on company's performance tested quarterly and annually. RPOI reserves the right to cancel any bonus on any instance it may deemed fit.

<sup>2</sup> With provision in reference to above.