



April 17, 2023

Ma Queen Elizabeth Santillan Dalimit

Dear Ma Queen Elizabeth,

Harmonious with our Company's vision of **providing dynamic career opportunities** to our employees, we are pleased to announce the confirmation of your transfer and movement to **Sr Enroll/Eligi Rep** on a full and regular status effective **April 21, 2023**.

We find guidance in the employment contract, which you signed, which states among others that:

"3.4 You agree that, the Company, at its sole discretion, may assign you additional tasks or to a new manager; modify or remove your assigned duties; or change the place of your employment or your working schedule and to modify your reporting structure, without additional compensation to you, in accordance with the Company's needs."

In your new role, the company expects you to continuously perform your duties diligently and assiduously. The company further expects you to exceed expectations as well as demonstrate technical, behavioral and leadership competencies towards the accomplishment of personal, departmental and corporate goals. Your other duties and responsibilities will be discussed to you in detail by your immediate superior.

Accordingly, you will receive the following adjustments in your salary and benefits that will happen in this manner:

Current Annual Salary: **351,045.00**

New Annual Basic Salary: **386,149.56**

Effective Date: **April 21, 2023**

By signing this Agreement, you also hereby agree that the Company may move the celebration of a holiday to another date, at the complete discretion of the company. You also acknowledge that you have received a copy of and agreed to, the Company's flexi-holiday policy.

We are truly grateful for entrusting your career with Optum Global Solutions (Philippines) Inc. We look forward to your continued support as we mutually reach greater heights in the company.

***As a part of the IJP process if you are transferred to a new location it is mandatory for you to raise a transfer request on ITP tool and obtain a Transfer Letter. For further query, please contact HR Direct team.*

Sincerely yours,

Rainier Y. Tan
Vice President - Human Capital Partner
Optum Global Solutions (Philippines) Inc.

Name: **Ma Queen Elizabeth Santillan Dalimit**

Signature:

Date and Time: