SEPTEMBER 18, 2023

PEDERIZO, CHRISTIAN ERNEST P.

Mobile Bancassurance Sales Executive

Dear **CHRISTIAN**:

Welcome to BPI-AIA!

As you start your career with us, you will undergo the Bancassurance Training Program, your performance in this Training Program forms 15% of your performance appraisal score for regularization. During this time, you are required to strictly comply with the following terms and conditions:

1. Training Performance: Performance standards including but not limited to attendance and exam passing scores are expected to be met at all times.

A. *Receive Licensing Exams*
The Company will only pay for the first take of any licensing exam. Re-taking of the examination shall be for the trainee's account

A.1 *Receive Ordinary Life (OL) License:* You are allowed to take this test up to a maximum of **2 times**. Upon taking and failing to get a passing score on the second retake exam, you are deemed to have failed training, which will result to the termination of your probationary employment.

A.2 *Receive Universal Life Plan (ULP) License:* You are allowed to take this test up to a maximum of **2 times**. Upon taking and failing to get a passing score on the second retake exam, you are deemed to have failed training, which will result to the termination of your probationary employment.

B. *Complete Workday courses*: You must be tagged as complete in all e-learning modules prescribed in the Bancassurance Training program. Should you fail to finish all required modules by the end of the of the Bancassurance Training, you will be mandated to submit a Notice to Explain document to your respective trainer and leader.

C. *Certification to sell BPI-AIA Products through the Comprehensive Product Exam.*

Comprehensive Exam- You are allowed to take this test up to a maximum of **3 times**. You are allowed to retake the exam up to 2 times. If you fail on your second retake, you are deemed to have failed training, which will result to the termination of your probationary employment

Pass the NMA exam: You are allowed to take this test up to a maximum of **3 times**. You are allowed to retake the exam up to 2 times. If you fail on your second retake, you will undergo re-training on the Basics of Underwriting. If after the re-training, you fail to get an 85%, you are deemed to have failed the training which will result in the termination of your probationary employment

D. *Pass the Revalida:* You are expected to pass the validation on the BPI-AIA Sales Process before deployment to the bank. You are allowed to retake the validation up to 2 times. Failure to do so would mean that you need to undergo re-training on specific modules which you failed. If after the re-training, you still fail to pass the Revalida, you are deemed to have failed the training and this may result to the termination of your probationary employment

2. Attendance: Perfect attendance and punctuality on all training days is expected of BPI-AIA trainees.

A. Tardiness, undertime, habitual absenteeism, and absent without leave (AWOL) shall be dealt with in accordance with the company's Disciplinary Policy. Note that habitual tardiness, undertime, absenteeism, and AWOL, under the said Disciplinary Policy may be grounds for termination of your employment.

B. In case you need to take a leave of absence for valid reasons, promptly submit notice and explanation letter to your trainer.

C. You are required to call or send an SMS to trainer at least an hour before the start of class explaining reason for being tardy.

3. **Requirements Submission:** Your continued employment will be dependent on your completion of your pre-employment requirements before your deployment to your respective branch/area assignment. Non-submission and/or unreasonable refusal to comply with pre-employment requirements on time requirements shall subject you to disciplinary action.

A. You'll be given 30 days upon start date to submit all necessary requirement needed before your deployment.

B. Non-submission on the required deadline will affect your employment services and may be immediately terminated for just cause."

4. Behavior in Training: BPI-AIA trainees are expected to comply with all the applicable

provisions contained in the Company's Code of Conduct and the company's Disciplinary Policy.

A. Proper dress code should be observed at all times. BPI-AIA employees are expected to come to work in business attire every day.

B. Violation of any of the provisions contained in the Code of Conduct and Disciplinary Policy shall be a ground for disciplinary action in accordance with the provisions contained therein consistent with the applicable labor laws.

5. Sales Performance: You must attain all of the minimum performance targets or Key Performance Indicators (KPIs) indicated below during your probationary period. Failure to achieve all below performance targets will result to the termination of your probationary employment:

A. **Performance (70%):** As a **Mobile Bancassurance Sales Executive**, you are expected to meet the following Targets:

Key Performance Indicator (KPI)	Minimum Monthly	Minimum during Probation (4 months)
Net Case Count	2	8
Net Annualized new Premium (ANP)	P 100,000	P 400,000
Persistency (Ave M3) – for 0 to 6 months	90% (for regularization)	
Persistency (Ave M13) – for 6 to 15 months	85%	

B. **Behavior (10%):** BPI-AIA employees are expected to comply with all the provisions contained in the Company's Code of Conduct, AIA Group Disciplinary Policy Discipline and Market Conduct Guidelines. Violation of any of the provisions shall be a ground for disciplinary action.

C. **Branch Attendance (5%):** Perfect attendance and punctuality at all times. Only valid absences and tardiness with prior approval from the Company shall be excused.

Your sales performance after training forms 85% of your total appraisal score for regularization. During this time, you are expected to maintain your performance levels within or above the minimum targets at all times.

Should you meet all the qualifications for regularization, and the Company approves of the regularization of your employment, your new KPIs shall be as shown below depending on which category of MBSE you will fall:

PARTICULARS	MOBILE BSE
ANP per month	Php 100,000 Net of cancelled, auto-lapse and full surrenders
CASE COUNT per month	2 case counts Net of cancelled, auto-lapse and full surrenders
PERSISTENCY RATE	6-15mos: Ave M13 (YTD) = 85% 15mos up: Ave M13 = 75%

Notwithstanding the regularization of your employment, your performance will be subject to regular review. The review will be based on your achievement of minimum KPIs as laid down by the Company and made known to you from time to time. Failure to achieve the minimum targets will result in disciplinary action under the company's Performance Improvement Program (PIP). Consistent failure could lead to the termination of employment.

In the course of your employment, the Company may amend your KPIs with prior notice to you or your supervisor. You are mandated to continue to meet all of your KPIs at all times and conform to all of the company policies, standards and guidelines, as maybe amended from time to time. Your failure to meet and conform may subject you to disciplinary action in accordance with company policies and labor laws.

By signing on the space provided below, you agree that that you have read and understood the above terms and conditions of your employment

Christian Ernest Pederizo

Employee Name & Signature

Date: September 19, 2023

LEADER Name & Signature

Date:

Noted:

NICOLE ADELLE C. FAUSTO

Trainer Name & Signature

Date: September 19, 2023