



EL-SERBISYO  
MANPOWER OPC

2026

# EL-SERBISYO MANPOWER OPC

“A subsidiary of MAR Employment for  
Good Services Inc”

5th Floor SKK Bldg. Sen. Gil Puyat Avenue  
Barangay 10 Pasay City NCR 4<sup>th</sup> District 1300

Tel. No: 291-0807/277-5309-277-2959  
TIN NUMBER : 652-057-909-000

[elserbisyomanpoweropc@gmail.com](mailto:elserbisyomanpoweropc@gmail.com)

# EL-SERBISYO MANPOWER OPC

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EL-SERBISYO  
MANPOWER OPC

## THE MANAGER

Dear Sir/Madam:

In light of the foregoing, we would like to introduce our business establishment, EL-SERBISYO MANPOWER OPC., which is an expert in providing the best and productive in office, technical, non-technical, skilled, and non-skilled personnel workers from the premium companies like yours. We are confident that we can provide the people suitable to your needs and objectives, with the least labor problems. We are certain that we can fill your manpower requirements with superior people for improved results. Our people have undergone the most rigid selection and training procedures. They are perhaps the best in the industry. After, all the best companies need only the best people.

### **Enclosed for your consideration are the following:**

1. The Salient features of EL-SERBISYO MANPOWER OPC.
2. Billing Rate and Cost Breakdown
3. Company Profile
4. List of Clients
5. Draft Contract
6. SEC Registration
7. Business Permit
8. DO-174
9. BIR 2303
10. SSS/Pag-Ibig/Philhealth Certificate

### **The Salient Features of our services are as follows:**

1. Client-Company will be spared from the normal routine of recruitment, which may begin with expensive Advertisement to rigorous interviews, testing, and selection.
2. Client-Company will be spared from keeping and maintaining employment records, which will include detailed reports to SSS, Pag-ibig Fund, ECC, and Philhealth. We will likewise assume the responsibility for employees' benefit claims and compensation for occupational injuries and illnesses.

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3. Client-Company will have no legal liabilities in case of separation and termination. The worker is solely and exclusively employed by EL-SERBISYO Manpower OPC and considered as its employee/worker. Meaning, that EL-SERBISYO Manpower OPC, admits an employer-employee relationship with its recruited worker/employee assigned to Client-Company as contractual, casual, seasonal, project, janitorial, promo/merchandise, or the like, and Client-Company is free from liability arising from said relationship. (See DOLE Department Order No. 174, Series 2017). Inefficient workers/employees can be replaced upon advice. Should permanent hiring of our employees take place within six (6) months of employment with Client-Company, a recruitment fee of 10% will apply to the total amount of the employee's annual gross income and 13th month pay. Permanent hiring done after six months will automatically be free of charge.

4. Labor Union and collective bargaining are non-existent, and hence Client-Company will spare of demands for fringe benefits and negotiations with our workers.

5. EL-SERBISYO Manpower OPC shall provide Client-Company a service coordinator who will regularly attend to Client-Company's immediate requirements whenever necessary and shall perform the work of close supervision over the works of its supplied workers/employees.

6. EL-SERBISYO Manpower OPC rates are reasonably low and quite competitive in the trade. If, however, EL-SERBISYO Manpower OPC employees are required to work during rest days, special and regular holidays and beyond their eight-hour tour of duty as well as night time, they shall be compensated under the provisions of the labor code using the agreed billing rate as the basis of computation.

Our Company provides **ACCIDENT INSURANCE** coverage to our employees, as follows:

<b>Death or Total Disability</b>	-	P 100,000.00
<b>Hospitalization</b>	-	10,000.00

We are more than privileged to discuss your manpower needs. You can contact us at 8291-0807/8277-5309 and 8277-2959, Biñan, Laguna branch at 0923-745-4095 and Lipa, Batangas branch at 0923-745-4097.

Thank you very much and we will look forward to serving you and your company.

Very truly yours,

**PETER JOHN A. RAMOS**  
President

# EL-SERBISYO MANPOWER OPC

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## BILLING RATE AND COST BREAK DOWN

<b>Direct to Employee</b>	<b><u>NCR</u></b>
Basic Pay	₱ 695.00
13th Month Pay	57.92
	<hr/>
	<b>752.92</b>
<b>Direct to the Government</b>	
SS and EC Contribution	70.38
Philhealth	17.38
Pag-ibig	7.69
	<hr/>
	<b>95.45</b>
<b>Total Workers Pays and Benefits</b>	848.37
Add: Administrative Charges (10%)	84.84
	<hr/>
<b>Total Billing Rate/Day</b>	<b>₱ 933.21</b>
	<hr/> <hr/>

### Note:

1. Unworked legal Holiday shall be reimbursed from the Client.
2. In case the PHILHEALTH deduction in one month is less than ₱ 250.00. The minimum amount of ₱ 250.00 per month and a service fee shall be billed.
3. If PAG-IBIG deduction is less than ₱ 200.00 in a month. The minimum amount of ₱ 200.00 shall be billed.
4. If the salary is less than ₱ 5,250.00 per month, the SSS and EC employer share of ₱ 510.00 will be billed.
5. Five (5) days Service Incentive Leave Pay will be billed after a year of service of the employee.
6. Separation Pay will be billed accordingly.
7. Other Policies and Programs mandated by Laws, such as, but not limited to, Paternity leave, Parental Leave for Solo Parents, Special Leave for Women, and Leave for Victims of Violence for Women shall be billed to the Principal.
8. 12% VAT will be added to the total.

# COMPANY PROFILE



EL-SERBISYO  
MANPOWER OPC

## **Company Overview**

EL-SERBISYO Manpower OPC is dedicated to supporting local communities by supplying highly qualified individuals to meet and exceed the needs of our clients. Known for providing quality services by leveraging the latest technologies, EL-SERBISYO Manpower OPC ensures that clients receive top-notch manpower solutions tailored to their specific requirements.

## **Mission**

Our mission is to create more job opportunities for the local workforce. Specializing in skilled and semi-skilled labor, we cater to various sectors and industries, including Manufacturing, Food Service, Retail, Warehousing, and Logistics. We are committed to empowering the local workforce and contributing to the economic development of the communities we serve.

## **Leadership Team**

Our management team boasts a decade of expertise in the industry and human resources. We consistently deliver highly qualified skilled and non-skilled professional manpower to companies nationwide. Our team is dedicated to providing manpower that is not only eligible but also conscious of their positive role in manpower development.

The company is led by its President, Mr. Peter John A. Ramos, who has decades of experience and deep knowledge in the service providing industry. Under his leadership, EL-SERBISYO Manpower OPC has thrived by maintaining a steadfast commitment to excellence and client satisfaction.

We are dedicated to serving our clients by continually providing them with qualified manpower to meet their needs effectively.

# SERVICES OFFERED



EL-SERBISYO  
MANPOWER OPC

Our businesses have continuously expanded to meet the demands of our Clients for integral services.

## **Contract Cleaning and Special Services**

- Contract Cleaning
- Carpet, upholstery shampooing & maintenance
- Garden cleaning and grass cutting
- Landscaping
- Mechanized car park, street, and pavement sweeping
- Labor supply
- Custodian
- Food court crew
- Semi-conductor environment cleaning
- Pharmaceutical environment cleaning
- Food manufacturing cleaning

## **Mechanical and Electrical Facilities Maintenance**

- Electrical, mechanical, and air-conditioning maintenance services
- Supply of electricians, mechanics, air-conditioning maintenance technicians, welders and painters.

## **OTHER JOB SPECIALIZATION**

- Sales Promo/ Merchandiser
- Office Staff/Clerks
- Encoders
- Production Supervisor/Worker
- Messenger (Motorized/Foot)
- Delivery Driver
- Utility Helpers
- Machine Operator
- QA/QC Personnel
- Food Server
- Forklift Operator

# SERVICES OFFERED



EL-SERBISYO  
MANPOWER OPC

## **Customized Cleaning Program**

**EL-SERBISYO MANPOWER OPC**, an expert management team, will tailor a cleaning program for your premises' specific needs. We offer:

- Daily, weekly, and monthly cleaning schedules that will cover all aspects of office cleaning.
- Floor care program that will keep your hard surface floors protected and shining.
- Carpet care programs that will keep your carpeted floors looking better and brighter for a longer time.
- External and internal window cleaning services that will keep your building's appearance sharp.

## **Safety and Hygiene**

As per the department order of DOLE-BWC 1030, we are now practitioners of Safety in our workplace. We designate a trained Safety Officer in our projects to ensure safe workplace not only for our clients but for our workers as well. We also provide safety program to our clients designed for their workplace, should they require us.

## **Training**

Service personnel are required to undergo a rigid process of selection through pre-employment requirement. Our Psychometrician in preparation for employment also gives them I.Q. and Psychological test. It is also a must for them to submit a favorable NBI, Police, Barangay Clearance and medical and laboratory examination. Re-training is also made available for our employees as per arrangement with the Client as this is done in the Client's premises so as to suit to their needs.

# PJAR GROUP OF COMPANY LIST OF CLIENTS



CATHAY PACIFIC STEEL CORPORATION



## OTHER CLIENTS:

ACCUMASTER	CKU STEEL CORP	BASIC PACKAGING	CONTRACT PACKAGING
ARDY MFG.	QUALIPLAST	EASTER BLEND	
MARITALLA MFG.	CENTURY IRON WORKS	K-ONE METAL	
FOODPACK SYSTEM CORP.	AG CAN PRINT	EASTERN ASIA METAL	

# PJAR GROUP OF COMPANY LIST OF CLIENTS



## SALES / DISTRIBUTION



CATHAY PACIFIC STEEL CORPORATION



### OTHER CLIENTS:

AMSAMM (COLMSEN)	THAMES ENTERPRISES	BRAND EXPORT	WOOD CENTRAL
DISCOVERY IND'T'L	GREPCOR DIAMOND	MAPLEWAY	RED MAPPLE MULTI RESOURCES INC.
HOMMS CONSTRUCTION SUPPLY	FIBERWORLD INC.	QUANTUM	ST. MICHAEL FORWARDER
SOLAR GAS INT'L	HOLLY FARM, INC.	SIV ART	RICH WOOD

# PJAR GROUP OF COMPANY

## LIST OF CLIENTS



# RETAIL/SALES



### OTHER CLIENTS:

CENTROPEL MKTNG	REALWAY ASIA	CONQUEST
CONQUEROR INT'L	ERC INTERNATIONAL	RUSS PROMO
DAVAO MINERAL	ISPECIALIST	CABCO
UNIVERSAL COMSEN (QUADRO)	SAMMCO	BASIC BRANDS PHILIPPINES, INC.

**PJAR GROUP OF COMPANY  
LIST OF CLIENTS**



**WAREHOUSING**



**CONSULTANCY**

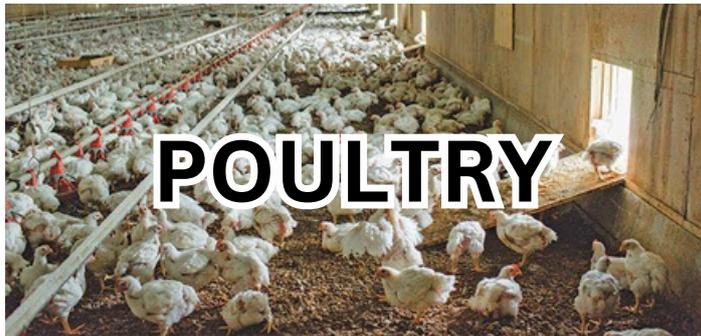


**WCL COLD STORAGE**



**GRAND CHAMONIX INC.**

**RISEFULLY INC.**



**POULTRY**



**BPO COMPANY**



**genpact**



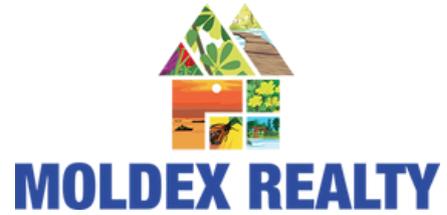
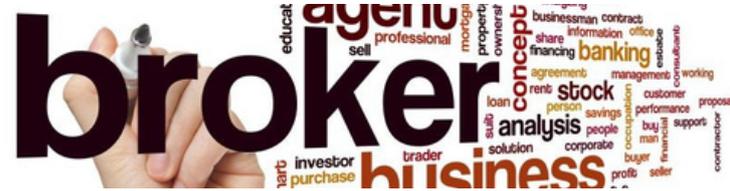
**ALT AIR  
GLOBAL  
SOLUTIONS**

**PJAR GROUP OF COMPANY  
LIST OF CLIENTS**



# PJAR GROUP OF COMPANY

## LIST OF CLIENTS



# PJAR GROUP OF COMPANY

## LIST OF CLIENTS



ALPO ROADMASTER
ARDY TRUCKING
WAREHOUSE SYSTEMS, INC.

I-MALL LEASING (FAMY/CANLUBANG/C AMARIN/NOVALICHES)	I-SQUARE MALL
LC LOPEZ RESOURCES	CHATTRADE DEVT. CORP.

**PJAR GROUP OF COMPANY  
LIST OF CLIENTS**



<b>CPCP</b>
<b>GOLDPAKS, CORP.</b>
<b>ZOLBERG CORP.</b>

<b>IPSOS</b>
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<b>LA TROPICANA</b>
<b>EIFFLE HOUSE</b>

# PJAR GROUP OUR BRANCHES



EL-SERBISYO  
MANPOWER OPC



## North/Central Luzon

- Bataan
- Pulilan

## National Capital Region

- Valenzuela City (Head Quarters)
- Pasay City
- Quezon City

## South Luzon

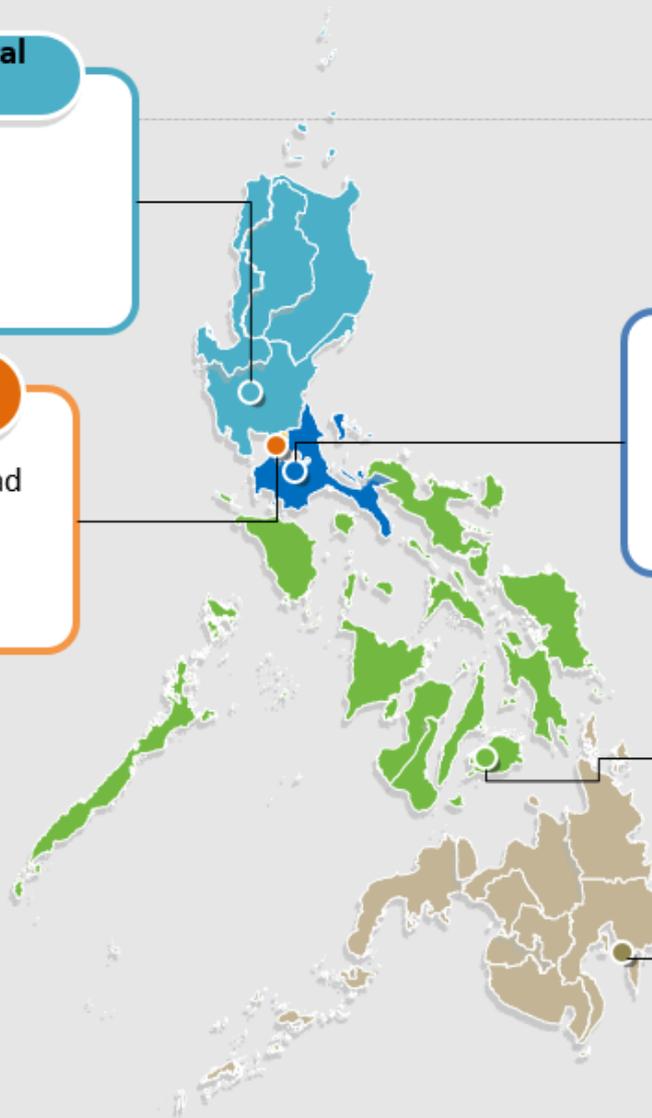
- Biñan, Laguna
- Lipa, Batangas

## Visayas

- Mandaue, Cebu

## Mindanao

- Davao City



# Service Agreement



EL-SERBISYO  
MANPOWER OPC

This Service Contract ("Contract") entered into this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ by and between:

\_\_\_\_\_, a corporation duly organized and existing under and by virtue of the laws of the Philippines, with principal office located \_\_\_\_\_, represented herein by its \_\_\_\_\_, **MR/MS.** \_\_\_\_\_, hereinafter represented to as the "**CLIENT**";

- and -

**EL-SERBISYO MANPOWER OPC**, a corporation duly organized and existing under Philippine Laws, with principal office address 5/F SKK Building Sen Gil Puyat Ave., Barangay 10 Pasay City NCR 4<sup>th</sup> District 1300, herein represented by its President, represented by its President, **MR. PETER JOHN A. RAMOS**, hereinafter referred to as the "**CONTRACTOR**".

Witnesseth, that:

WHEREAS, the Contractor is duly licensed to engaged, as it is engaged, in the business of providing various services to individuals, corporations, partnerships and other entities. It is duly registered with appropriate government agencies, and with the Department of Labor and Employment ("**DOLE**") pursuant Department Order No. 174 series of 2017 ("**DO 174**") with **Certificate of Registration No. NCR-MPFO-78201-120425-1252-N issued by Department of Labor and Employment (DOLE) National Capital Region on December 04, 2025, valid until December 03, 2027.**

The Contractor has and maintains substantial capital, equipment and materials necessary in the conduct of its business;

The Client has an urgent need for the kind of services being offered by the Contractor;

The Contractor has offered to provide the Client with the needed services and the Client has agreed to engage the said services offered by the Contractor.

NOW THEREFORE, for and in consideration of the foregoing premises, the Parties expressly agree upon the following terms and conditions of this agreement:

1. **SCOPE OF THE SERVICE.** The desired services to be rendered by the Contractor to the Client, subject of this Agreement, are those specifically enumerated in the list of services submitted by the Client needed in its business operation. The list of services is hereto attached as **Annex "A"**
2. **EXECUTION OF THE SERVICE.** The Contractor hereby commits to provide the Client with the needed services for a period of One (1) year. Said services shall be rendered by the Contractor with utmost efficiency and reliability, in accordance with the prescribed output standards already conveyed and made known to the Contractor. It is hereby understood that the Contractor shall have control over the manner and means of performance of the subject service(s) and shall employ the methodology which to its judgment will result in and bring about the accomplishment of the contracted work services.
3. **MANPOWER**
  - a. In the execution of the subject services, the Contractor shall assign its own employees at the premises of the Client, who shall then personally carry out the task designated by the Contractor in such manner as may be necessary to complete the same within a period of one (1) year. Prior to the detail of the employees at the project of the Client, the Contractor shall brief the employee concerned regarding his work assignment and discuss with the latter the results as well as the work output standards expected by the Client. In this regard, the Contractor and the employees shall agree upon the manner by which the result desired by the Client may be obtained. Once at the workplace, the employee shall then perform

# Service Agreement



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his assigned tasks in accordance with the manner agreed upon between him and the Contractor, following the prescribed output standard of the Client;

- b. The Client shall, however, have the right to report to the Contractor any untoward act, negligence, misconduct or malfeasance, by or involving any employee assigned at the work project, and to require the Contractor to cancel/stop his assignment therein and thereafter replace him with another employee qualified to perform the assigned tasks;  
In any case, the Contractor may, on its own cancel/stop the assignment of any employee assigned at the
- c. work project if he fails to abide by with the commitment of quality service, or for failure to perform his assigned tasks or for non-compliance with the productivity standards or if his continued stay at the premises of the Client would in any way adversely affect the harmonious relationship between the Contractor and the Client.

4. **PAYMENT.** In consideration of the performance by the Contractor in favor of the Client pursuant to this Contract, Client shall pay the Contractor a service compensation package. The details of which are indicated in a memorandum attached herewith as "**Schedule of Payment**". The Contractor shall bill the Client weekly and the Client shall pay the Contractor within fifteen (15) days from receipt of the Contractor's Billing Statement. The monthly Billing Rate shall include the Administrative Fee of **Ten Percent (10%)** of the Total Contract Cost excluding overtime rendered referring to the reimbursable cost for the payment of wage-related benefits including social welfare benefits of the workers.

The Five (5) Days Service Incentive Pay (SILP) is likewise reimbursable from the Client after a year of service of the employee.

Other Policies and Programs mandated by the Law, such as, but not limited to, Paternity Leave, Parental Leave for Solo Parents, Special Leave for Women, and Leave for Victims of Violence for Women shall be billed to the Principal.

Payment of Separation Pay shall likewise be billed to client for employees who rendered at least one (1) year of service and has been returned to the Contractor, either for unsatisfactory performance or due to cost-cutting or retrenchment, among others.

5. **RELATIONSHIP OF THE PARTIES.** It is hereby agreed that there shall be no employer-employee relationship between the Client and the Contractor, or between the Client and the Contractor's employees assigned in the premises. The Client interested only in the results to be achieved under this contract. The Contractor, as well as any of its employees assigned at the premises to perform the services subject of this Contract is not entitled to any of the benefits that the Client provides for its own personnel.

5.1 The Contract is non-exclusive. The Client shall have the right to engage other parties as the needs of the Client's business may require and the Contractor is free to contract for similar services to be performed for other persons or entities while it is under contract with the Client.

5.2 The Contractor shall assign a competent and qualified representative who shall give his personal attention to the services being performed by the Contractor at all times. The Contractor's representative shall have the full power and authority to act on behalf of the Contractor in all matters pertaining to this Contract. The Contractor's representative shall coordinate with the Client throughout the duration of this Contract to ensure that the Client's standards are met.

6. **CONTRACTOR'S RESPONSIBILITIES.** The Contractor shall have the following responsibilities:

6.1 The services under this contract shall be performed entirely at the Contractor's risk. The Contractor shall take all precautions necessary and shall ensure the complete, efficient and satisfactory performance of the services under this contract.

6.2 The Contractor shall orient its employees of the Client's rules and regulations, including but not limited to Safety & Health Policies & Programs of the Client which they are expected to observe at all times while in the Client's employ and premises. The Contractor shall also be responsible in providing its employees of the required Personal Protective Equipment (PPE).

# Service Agreement



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- 6.3 The Contractor shall hold the Client entirely free and harmless against any and all claims of its employees' death, injuries, accident, sickness, disease and damages or losses of their properties, except for due to defect and/or failure of the Client's structures and facilities, which may be filed by any of the assigned personnel by reason of laws or obligations pertaining to project workers which may hereinafter be enacted, as well as from claims of government agencies for premiums and dues which should be remitted by the Contractor in behalf of its Owner-Members. In case of vehicular accident wherein the CONTRACTOR's employee is involved, the CLIENT allows the use of the vehicular's insurance policies and limits the liability of the CONTRACTOR to the amount of the participation fee as indicated in the vehicular's insurance policies. It is presumed that the CLIENT'S vehicles are covered by insurance policies."
- 6.4 The Contractor warrants that it has complied, and undertakes to continue in such compliance, and will at all times comply with all applicable national, and local laws, ordinances, regulations and codes in the performance of its obligations under this Contract, including but not limited to all relevant laws and of the Department of Labor and administrative orders, regulations, rules and other issuances Employment relative to independent contractors and the hiring of contractual or project employees, including but not limited to provision on safe and healthful working conditions and the rights and benefits of its employees such as service incentive pay, rest days, overtime pay, 13th month pay, contributions and remittances to SSS, Philhealth, Pag-IBIG Fund and other welfare benefits , and the procurement of permits , licenses and certificates where required, and payment of applicable taxes.
- 6.5 The Contractor shall directly remit monthly its corresponding share and its employees' contributions to the proper offices of the Social Security System, Employees Compensation Commission, Philhealth and Pag-IBIG. For this purpose, Contractor to submit copies of payment and list of names to the Client.
7. ID and PRESCRIBED UNIFORMS. The Contractor shall provide its employees assigned at the work project with identification cards and prescribed uniforms, which shall not contain any reference to the Client.
8. SELECTION, ENGAGEMENT, DISCHARGE. The Contractor shall have discretion in the acceptance, engagement, investigation and discipline, and removal of its employees.
- a. REPLACEMENT. The Client may request for a reliever or the replacement of a worker assigned by the Contractor to perform the services under this contract, if the employee assigned is absent or the result of the services so rendered is not acceptable to the Client, and the non-acceptable result/s of the work can be attributed to the act or omission of such worker, or such worker shows dishonesty, inefficiency, and incompetence.
- Provided, however, that all such requests, whether written or verbal, shall be made directly to the Contractor's principal office and / or thru the Contractor's supervisors, but never directly to the employees of the Contractor. Nothing herein shall prevent the Client from seeking the immediate direct assistance of the police authorities or its own security personnel in case of criminal acts committed by the employee of the Contractor.
- b. Claims due to damage to the Client's properties, theft or losses and / or other criminal acts which may have been committed by the personnel of the Contractor shall be subject to joint investigation to be conducted by the representative of the Client and the Contractor, and shall be completed within a period of fifteen (15) days from the submission or filing of the complaint.
- If found liable, the Contractor agrees to settle or pay such losses and damages incurred. In case of non-payment, the Client may withhold or deduct the amount of the claim from whatever amount is due to the Contractor provided it is proven in the investigation that the damage is due to the wrongful act or negligence of the personnel of the Contractor.
9. SECURITY RULES. The Contractor and its employees are obligated to observe company rules and regulations regarding measures intended to keep and maintain order and discipline inside company premises while inside the Client's premises. For this purpose, the employees' assigned at the work project shall allow themselves to be subjected to bodily searches by the security guards of the Client whenever necessary.
10. Unless sooner terminated for valid reasons and/or as stipulated herein, this Service Agreement shall commence on \_\_\_\_\_ to \_\_\_\_\_, and shall be for a period of one (1) year. It shall be

# Service Agreement



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deemed extended on a year-to-year basis under the same terms and conditions without the necessity of executing another agreement, unless a renewal has been executed under different terms and conditions.

Either party may terminate this Agreement earlier than the period mention herein by serving upon the other a notice in writing thirty (30) days prior to the intended date of termination, provided however in case of violation by either party of the term of this contract, the aggrieved may at its option immediately terminate the same in writing and to claim for any damages that may arise due to the said pre-termination.

11. **DEFAULT.** In case of default by the Client to pay one (1) monthly service compensation package on its due date, and/or in case of breach of any or all conditions, covenants or terms of this Contract, the same shall be automatically terminated and rendered without further force and effect without necessity for notice or demand, at the option of the Contractor, and the Contractor shall have the right to recover all amounts due as service compensation package together with an interest of two (2) percent per month and penalty of three (3) percent per month, compounded monthly, on any and all amounts not paid, until full payment thereof. Moreover, the Contractor shall be entitled to damages in an amount not less than twenty (20) percent of such total amounts due from the Client in case the Contractor is forced to file an action in Court against the Client and in addition thereto, attorney's fee in an amount equivalent to ten (10) percent of such amount due, which shall in no case be less than FIFTY THOUSAND PESOS (Php50,000.00), should such counsel be retained by the Contractor to enforce any condition of this contract, judicially or extra-judicially.

12. **VENUE AND COSTS OF SUIT.** Any action arising from or brought under this Contract shall be filed exclusively at Valenzuela City courts, to the exclusion of other courts. In case of an action or suit filed by any of the Parties hereto due to breach or violation of any of the terms and conditions of this Agreement, the Parties agree that the aggrieved party shall be paid a sum equivalent to twenty (20) percent of the total sums awarded but in no case less than TWENTY THOUSAND PESOS (Php20,000.00) as and by way of attorney's fee, plus the costs of suit and collection or litigation expenses as may be proven in said action and adjudged by the court.

## 13. MISCELLANEOUS

- 13.1 No waiver of any provisions hereunder and no consent by either Party to any departure therefrom shall be effective unless the same is in writing and such waiver and consent shall be effective only in the specific instance and for the purpose for which it was given.
- 13.2 No amendment, revision or modification of this agreement shall be valid and effective unless the same is in writing and mutually agreed to and signed by the Parties hereto.
- 13.3 Neither Party shall assign or transfer its right and obligations under this Agreement without prior written consent of the other.
- 13.4 This Agreement insures to the benefit of, and its binding upon, the successors and assign of the Parties hereto.  
The Contractor agrees to comply with all laws, rules and regulations that are now and any in the future
- 13.5 become applicable to the Contractor or to the Contractor's business, equipment and personnel engaged in the operations covered by this Contract. Further, any all taxes, fees and assessments assessed of or imposed upon the Contractor or the Contractor's business and operations, shall be for the account of and paid for by the Contractor.

14. **PENALTY CLAUSE.** In the event that any of the Parties failed to comply with any of the terms and conditions provided herein, the Agreement is deemed revoked and terminated. The erring party shall be liable to pay the outstanding obligations up to and until the revocation and termination of this Agreement including damages to the innocent party.

In case the Client failed to pay within the stipulated date of payment as provided in this Agreement, the Client shall pay a penalty of five percent (5%) of the unpaid billing for the first month of delay and ten percent (10%) for the succeeding months thereof. The Contractor has the option to terminate this Agreement without prejudice to the collection/payment of the unpaid billing including the penalty thereof.

# Service Agreement



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IN WITNESS WHEREOF, the parties represented by their duly authorized officers have signed this Service Contract at the place and on the date above written.

\_\_\_\_\_

**EL-SERBISYO MANPOWER OPC**

By:

By:

\_\_\_\_\_

*President*

**PETER JOHN A. RAMOS**

*President*

Signed in the presence of:

\_\_\_\_\_

\_\_\_\_\_

## ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

\_\_\_\_\_ ) S.S.

BEFORE ME, a Notary Public personally appeared the following persons:

NAME	GOVT ID NO.	PLACE/DATE ISSUED
1. PETER JOHN RAMOS	_____	_____
2.	_____	_____

Known to me and to me known to be the same persons who executed the foregoing SERVICE CONTRACT, consisting of \_\_\_\_\_ pages, including the page which this Acknowledgment is written and they acknowledge to me that the same is free and voluntary act and deed of the Contractor and Client they respectively represent.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_ In \_\_\_\_\_ Philippines.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_ ;  
Page No. \_\_\_\_\_ ;  
Book No. \_\_\_\_\_ ;  
Series of 2023.



REPUBLIC OF THE PHILIPPINES  
SECURITIES AND EXCHANGE COMMISSION  
The SEC Headquarters  
7907 Makati Avenue, Salcedo Village,  
Barangay Bel-Air, Makati City , 1209, Metro Manila



COMPANY REG. NO.: 2024050153244-02

CERTIFICATE OF FILING  
OF  
AMENDED ARTICLES OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Amended Articles of Incorporation of the

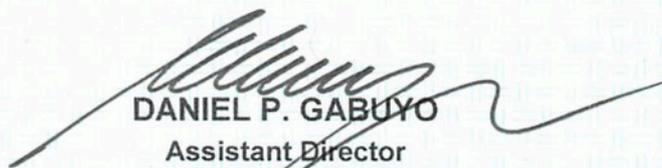
**EL-SERBISYO MANPOWER OPC**  
(Primary and Secondary Purpose)

copy annexed, adopted by the single stockholder/director on March 3, 2025, and certified under oath by the Corporate Secretary, was approved by the Commission on this date pursuant to the provisions of Section 15 and 115 of the Revised Corporation Code of the Philippines, Republic Act No. 11232, which took effect on February 23, 2019, and copies thereof are filed with the Commission.

Unless this corporation obtains or already has obtained the appropriate Secondary License from this Commission, this Certificate does not authorize it to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing/lending company and time shares/club shares/membership certificates issuers or selling agents thereof; nor to operate a fiat money to virtual currency exchange. Neither does this Certificate constitute as permit to undertake activities for which other government agencies require a license or permit.

IN WITNESS WHEREOF, I have set my hand and caused the seal of this Commission to be affixed to this Certificate at The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Barangay Bel-Air, Makati City , 1209, Metro Manila, this 2nd day of July, Two Thousand Twenty-Five.



  
DANIEL P. GABUYO  
Assistant Director  
Company Registration and Monitoring Department



REPUBLIC OF THE PHILIPPINES  
**CITY OF PASAY**  
 METRO MANILA  
 OFFICE OF THE MAYOR  
 BUSINESS PERMITS AND LICENSING OFFICE



# PERMIT TO OPERATE 2025

## DISPLAY IN PLAIN VIEW



Status	Business Account no.	Date of Issuance	Date of Expiration
RENEWAL	24-001361	April 02, 2025	December 31, 2025
Official Receipt	O.R. Date	Amount Paid	
8874630	01/21/2025	7,038.20	

<b>TAXPAYER'S NAME</b>
EL-SERBISYO MANPOWER OPC
<b>BUSINESS NAME</b>
EL-SERBISYO MANPOWER OPC
<b>NATURE OF BUSINESS</b>
Manpower Services
<b>ADDRESS</b>
5/F SKK BUILDING, SEN. GIL PUYAT AVE., BRGY. 010 PASAY CITY National Capital Region 1300

Failure to comply with the terms and conditions written at the back hereof shall cause the immediate revocation of this permit. Any erasure and/or alteration will invalidate this permit.



By Authority of the City Mayor:  
**Hon. IMELDA "EMI" CALIXTO-RUBIANO**

PASAY CITY HOTLINE: 888-PASAY (72729)  
 PNP Pasay Emergency Hotline Number  
 0998-598-7922 / 0956-800-5277

**SUBJECT TO INSPECTION**  
 Recommending Approval:

**ATTY. PATRICK M. LEGASPI**  
 OIC-BUSINESS PERMITS AND LICENSING OFFICE



Permit No. :

**00118**



Republic of the Philippines  
DEPARTMENT OF LABOR AND EMPLOYMENT  
National Capital Region  
DOLE-NCR Building, 967 Maligaya St., Malate Manila

This

## CERTIFICATE OF REGISTRATION

Numbered: NCR-MPFO-78201-120425-1252-N  
TIN: 652-057-909-000

issued to

**EL-SERBISYO MANPOWER OPC**  
5/F, SKK Bldg., Sen. Gil Puyat Ave., Brgy. 010, Pasay City.

For having complied with the requirements as provided for under the Labor Code, as amended, and its Implementing Rules and having paid the registration fee in the amount of **ONE HUNDRED THOUSAND PESOS (PHP 100,000.00)** per Official Receipt Number **2677404** dated **December 4, 2025**.

In witness whereof, and by authority vested in me by the Labor Code, as amended, and its Implementing Rules specifically **Department Order No. 174, Series of 2017** entitled Rules Implementing Articles 106 to 109 of the Labor Code, as amended, I have hereunto set my hand and affixed the Official Seal of the National Capital Region, Department of Labor and Employment, Malate, Manila on this **4th** day of **December 2025**.

This Certificate of Registration shall be valid from **December 4, 2025** until **December 3, 2027** subject for renewal every two (2) years based on Section 20 of the Department Order No. 174, Series of 2017.

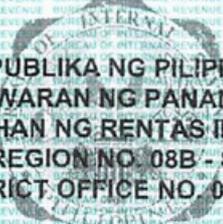
  
*Sarah Buena S. Mirasol*  
**ATTY. SARAH BUENA S. MIRASOL**  
Regional Director

NOT VALID AS PRIVATE EMPLOYMENT AGENCY LICENSE

BIR FORM  
2303

REVISED: APRIL 2019

REPUBLIKA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS  
REVENUE REGION NO. 08B - SOUTH NCR  
REVENUE DISTRICT OFFICE NO. 051 - PASAY CITY



OCN: 051RC2024000003687

Date OCN Generated: June 19, 2024

CERTIFICATE OF REGISTRATION

<b>TIN &amp; BRANCH CODE</b> 652-057-909-00000	<b>NAME OF TAXPAYER</b> EL-SERBISYO MANPOWER OPC	<b>TIN ISSUANCE DATE</b> June 19, 2024
<b>REGISTERING OFFICE</b> Head Office	Branch	
<b>REGISTERED ADDRESS</b> 5TH FLOOR SKK BLDG SEN GIL PUYAT AVE BARANGAY 10 1300 PASAY CITY NCR, FOURTH DISTRICT PHILIPPINES		

TAX TYPES	FORM TYPES	FILING START DATE	FILING FREQUENCY	FILING DUE DATE
CORPORATE INCOME TAX	1702	January 1, 2025	ANNUALLY	On or before the 15th day of the 4th month following the close of the taxpayer's taxable year.
CORPORATE INCOME TAX	1702Q	July 1, 2024	QUARTERLY	Within sixty (60) days following the close of each of the first three (3) quarters of the taxable year.
VALUE ADDED TAX	2550Q	July 1, 2024	QUARTERLY	Not later than the 25th day following the close of each taxable quarter.
WITHHOLDING TAX - COMPENSATION	1601C	July 1, 2024	MONTHLY	On or before the 10th day of the month following the month when the withholding was made except for taxes withheld for December which shall be filed and paid/remitted on or before January 15 of the succeeding year.
WITHHOLDING TAX - COMPENSATION	1604C	January 1, 2025	ANNUALLY	On or before January 31 of the year following the calendar year in which the compensation payment and other income payments were paid or accrued.
WITHHOLDING TAX - EXPANDED/OTHERS	0619E	July 1, 2024	MONTHLY	On or before the 10th day of the month following the month in which withholding was made.
WITHHOLDING TAX - EXPANDED/OTHERS	1601EQ	July 1, 2024	QUARTERLY	Not later than the last day of the month following the close of the quarter during which withholding was made.
WITHHOLDING TAX - EXPANDED/OTHERS	1604E	January 1, 2025	ANNUALLY	On or before March 1 of the year following the calendar year in which the income payments subject to expanded withholding taxes or exempt from withholding tax were paid or accrued.
<b>TAXPAYER TYPE/S</b>	ONE PERSON CORPORATION			

BIR FORM  
2303

REVISED: APRIL 2019

REPUBLICA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS  
REVENUE REGION NO. 08B - SOUTH NCR  
REVENUE DISTRICT OFFICE NO. 051 - PASAY CITY

OCN: 051RC2024000003687

Date OCN Generated: June 19, 2024

CERTIFICATE OF REGISTRATION

<b>TIN &amp; BRANCH CODE</b> 652-057-909-0000	<b>NAME OF TAXPAYER</b> EL-SERBISYO MANPOWER OPC	<b>TIN ISSUANCE DATE</b> June 19, 2024
<b>REGISTERING OFFICE</b> Head Office	x Branch	
<b>REGISTERED ADDRESS</b> 5TH FLOOR SKK BLDG SEN GIL PUYAT AVE BARANGAY 10 1300 PASAY CITY NCR, FOURTH DISTRICT PHILIPPINES		

BUSINESS INFORMATION DETAILS		CATEGORY	REGISTRATION DATE
<b>TRADE NAME 1</b> (PSIC)	<b>EL-SERBISYO MANPOWER OPC</b>	Primary	June 19, 2024
<b>Line of Business</b>	<b>78101-LABOR RECRUITMENT AND PROVISION OF PERSONNEL, LOCAL</b>		

- REMINDERS:**
- An annual registration fee shall be paid upon registration and every year thereafter on or before the last day of January, using BIR Form No. 0605.
  - Filing of required tax return/s to conform with the above tax types, whether with or without business operation to avoid penalties.
  - For new business registrants, application for registration of manual Books of Accounts (B/A's) shall be before the deadline for filing of the initial quarterly income tax return or annual income tax return whichever comes earlier, from the date of registration. Registration of new set of manual B/A's shall be before its use.
  - Immediately inform the district office in case of transfer/cessation of business and other changes in registration information by filing BIR Form No. 1905.
  - For Self-Employed Individuals (SEI) whose gross sales and/or receipts and other non-operating income does not exceed P3,000,000 and who opted to avail of the 8% Income tax rate, the tax type Percentage Tax (PT) shall not be reflected in the Certificate of Registration (COR). However, at the start of each taxable year, such SEI shall be automatically subjected to graduated income tax rates and required to file quarterly percentage tax return (BIR Form No. 2551Q) and option to replace the COR to reflect "PT", unless qualified and opted to avail of the 8% Income tax rate annually.

I hereby certify that the above named person is registered as indicated above, under the provision of the National Internal Revenue Code, as amended.



ESTHER RHODA C. FORMOSO  
REVENUE DISTRICT OFFICER  
(Signature over Printed Name)  
RUDOLPH D. MENDOZA  
OIC-CHIEF CLIENT SUPPORT SECTION

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS.



COV-01315 (03-2017)

Republic of the Philippines  
SOCIAL SECURITY SYSTEM

**2025**  
NOVEMBER

## CERTIFICATE OF REGISTRATION

*This is to certify that*

**EL-SERBISYO MANPOWER OPC**  
5TH FLOOR SKK BUILDING SEN. GIL PUYAT AVE., BARANGAY 10, PASAY CITY,  
METRO MANILA 1304

has been duly registered with the Social Security System (SSS) as employer on  
**05 November 2025** with Employer Number **80-0445200-9-000**.

Pursuant to the Social Security Law, the employer has the responsibility to report all its employees to the SSS for coverage, deduct from their monthly salaries their respective shares of the SS contributions and, with the corresponding employer's share, remit the same to the SSS. It also has the responsibility to deduct from the salaries of its employees, their monthly loan amortization, if any, and remit them to the SSS.

This certification is issued this 6<sup>th</sup> day of November, 2025.

  
**ROBERT JOSEPH MONTES DE CLARO**  
President and CEO



# EMPLOYER'S DATA FORM (EDF)

FOR Pag-IBIG Fund USE ONLY	
Pag-IBIG EMPLOYER ID NO.	211619920001
REGISTRATION TRACKING NO.	800177337784

### INSTRUCTIONS

1. Accomplish this form in one (1) copy.
2. Type or print all entries in BLOCK or CAPITAL LETTERS.
3. On the "CONTACT DETAILS" portion, indicate available contact information.
4. All fields which are marked with asterisk (\*) are mandatory.
5. On the "INDUSTRY" portion, indicate industry based on the List of Industry at the back of the form.
6. Submit duly accomplished form and present required supporting documents based on the Checklist of Requirements found at the back of the form.

<b>*EMPLOYER/BUSINESS NAME</b> EL-SERBISYO MANPOWER OPC
--

ADDRESS AND CONTACT DETAILS			
<b>*EMPLOYER/BUSINESS ADDRESS</b> Unit/Room No., Floor		Building Name	AREA CODE TELEPHONE NUMBER Business (Direct Line)
5F		SKK BLDG	
Lot No.,	Block No.,	Phase No.	House No
Street Name			Business (Fax)
SEN. GIL PUYAT AVE.			
Subdivision		Barangay	Business (Trunk Line) Local
		BRGY 010	
Municipality/City			*Cell Phone
PASAY CITY			0998 9779345
Province		ZIP Code	Business Email Address
		1300	elserbisyoafsesub@gmail.com

EMPLOYER/BUSINESS DETAILS			
<b>START OF BUSINESS OPERATION</b> 11/03/2025	<b>DTI/SEC/CDA REGISTRATION CERTIFICATE No.</b> 202405015324402	<b>DATE OF ISSUANCE</b> 07/02/2025	<b>*INDUSTRY</b> OTHER SERVICE ACTIVITIES
<b>*BRANCH/OFFICE</b> <input checked="" type="checkbox"/> Head Office <input type="checkbox"/> Branch (Please Specify)	<b>*TYPE OF EMPLOYER</b> <input checked="" type="checkbox"/> Private <input type="checkbox"/> Government		<b>*BUSINESS TAXPAYER IDENTIFICATION NUMBER (TIN)</b> 652057909000
<i>For Private Employers</i> <b>*LEGAL PERSONALITY</b> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Cooperative/Trade Association <input type="checkbox"/> Foreign-owned Corporation			<i>For Private Employers</i> SSS Employer Number  Date of Registration
<i>For Government Employers</i> <b>*CLASSIFICATION</b> <input type="checkbox"/> National Government <input type="checkbox"/> Local Government Unit (LGU) <input type="checkbox"/> Constitutional Office <input type="checkbox"/> Government-Owned and Controlled Corporation (GOCC) <input type="checkbox"/> Government Financial Institution (GFI)			<i>For Government Employers</i> GSIS Business Number  Agency/Branch/Division Code

### CERTIFICATION

I hereby certify that the information given, and all statements made herein are true and correct. Likewise, I hereby authorize Pag-IBIG Fund to collect record, organize, update/modify, consult, use, consolidate, block, erase or destruct company's personal data as part of its information. I hereby affirm my right to: (a) be informed; (b) object to processing; (c) access; (d) rectify, suspend or withdraw our company's personal data; (e) damages; and (f) data portability pursuant to the provision of R.A. No.10173 (Data Privacy Act of 2012).

\_\_\_\_\_  
\*Head of Office/Authorized Signatory  
(Signature over Printed Name)

\_\_\_\_\_  
\*Designation/Position

\_\_\_\_\_  
Date

FOR Pag-IBIG FUND USE ONLY			
<b>RECEIVED BY</b>			
_____ (SIGNATURE OVER PRINTED NAME)		_____ BRANCH/UNIT	
_____ (POSITION/DESIGNATION)		_____ DATE AND TIME	

THIS FORM MAY BE REPRODUCED. NOT FOR SALE.



Republic of the Philippines

**PHILIPPINE HEALTH INSURANCE CORPORATION**

Sikatuna Building, 6762 Ayala Avenue, Legazpi Village, Brgy. San Lorenzo | Makati City

**CERTIFICATE OF REGISTRATION**

**This is to certify that**

**EL-SERBISYO MANPOWER OPC**

*(Company / Employer Name)*

**5TH FLOOR SKK BUILDING SENATOR GIL PUYAT AVENUE, BARANGAY 10, PASAY CITY, METRO MANILA - 1300**

*(Complete Address)*

**00-103001587-8**

*(PhilHealth Employer Number)*

has been duly registered as Member-Employer of the National Health Insurance Program (NHIP).

As such, all employees and workers thereof are entitled to the benefits and privilege appurtenant to all members and their qualified dependents, pursuant to and in accordance with the provision of the National Health Insurance Act of 2013 (R.A. 7875, as amended) and the Universal Health Care Act (RA 11223).

Given under the hand and seal of the Philippine Health Insurance Corporation

this 7<sup>TH</sup> day of NOVEMBER 2017 Year Two Thousand and

**EDWIN M. MERCADO, MD, MHA, MMSc.**  
*Acting President and CEO*