



SEQVA

PAYROLL SOLUTION

2022



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Who is SEQVA?

SE Qld VA's was established to provide a solution for Small to Medium Enterprises based in South East Qld.

With the cost and headache of employing onshore staff seemingly only increasing, we aim to give you access to a larger pool of workers.

Global companies that are household names have a large presence throughout the Philippines. We've had Virtual Assistants over a number of years and have put what we've learned from our own mistakes into our business model so that you have the best chance of success.



Why SEQVA?

We've partnered with the largest provider of serviced offices in the Philippines – BPOseats.

Offices in Brisbane and Cebu allow us to offer the following:

- Dedicated serviced offices with faster internet speeds than most Australian offices @ 100mbps
- Team of IT service professionals on hand in Cebu
- Air-conditioned offices with backup generators (no service interruptions)
- Data security policies and procedures (Tracking tools, dedicated servers, networks, firewalls, phone policies, and security access for staff)

- With a physical presence in both Brisbane and Cebu.
- Onsite ex-pat staff to assist at every stage of the recruitment process and ongoing HR in Cebu.
- We've put a cap on the number of VA's and clients that we want to work with.
- You can't ask big businesses to understand the requirements of an SME, and
- We don't want to get into a situation where we can't offer a certain level of customer service.

SEQVA is not a call Centre. We have small dedicated spaces, quiet spaces, where staff can think and concentrate.



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Our partnership with BPOseats

SE QLD Virtual Assistants is in partnership with BPOseats.com which offers functional and reliable offices, and seat leasing options.

Services also include:

Human Resources

Legal Matters

IT Services

Payroll Solution

Submission of required reports to government agencies won't be a hassle. Also provides assistance with complying Philippine Statutory labor standards, labor relations and benefits.



Hassle Free Hiring Process

1

Job posting

- Develop a position/job description
- Post the job ad

2

Screening

- Review resumes and screen candidates
- Shortlist for client zoom interviews

3

Interviews

- Conduct interview
- Undertake challenge test
- 2nd round interview if required

4

Job offer

- Notify the successful candidate

5

Onboarding

- Induct and onboard new worker



Government Mandated benefits

Compliance Guide	
Applicable Labor Standards	Service Establishments
Minimum Wage	✓
Holiday Pay	✓
Premium Pay	✓
Overtime Pay	✓
Night-Shift Differential	✓
Service Incentive Leave	✓
Maternity Leave	✓
Paternity Leave	✓
Leave for VAWC (Violence Against Women and Children)	✓
Special Leave for Women	✓
Thirteenth Month Pay	✓
Separation Pay	✓
Retirement Pay	✓
Employees' Compensation Program	✓
Philhealth	✓
Social Security System	✓
Pag-IBIG	✓



Monthly Benefits

Philhealth

The employer and employee (through deductions from his or her salary) share the contribution to the Philhealth funds to enjoy coverage of the benefits.

SSS

The employer and employee (through deductions from his or her salary) share the contribution to the SSS funds and ECC to enjoy coverage of the benefits.

Pag-IBIG

Mutual provident savings system for private and government employees and other earning groups, supported by matching mandatory contributions of their respective employers with housing as the primary investment.



Philippine Holidays

Regular Holidays

- New Year's Day JAN 1
- Araw ng Kagitingan APR 9
- Maundy Thursday MOVABLE DATE
- Good Friday MOVABLE DATE
- Labor Day MAY 1
- Independence Day JUNE 12
- National Heroes Day LAST MONDAY OF AUGUST
- Bonifacio Day NOVEMBER 30
- Christmas Day DECEMBER 25
- Rizal Day RIZAL DAY

Special Non-Working Days

- EDSA People Power Revolution Anniversary FEB 25
- Black Saturday MOVABLE DATE
- Ninoy Aquino Day AUG 21
- All Saints' Day NOV 1
- Feast of the Immaculate Conception of Mary DEC 8
- Last Day of the Year DEC 31

Additional Special Non-Working Days

- January 2
- November 2



Holiday Payment Policy

Regular Holidays

- **If an employee did not work**
- **For work done during the regular holiday**
- **For work done in excess of eight hours (overtime work)**
- **For work done during a regular holiday that also falls on his/her rest day**
- **For work done in excess of eight (8) hours (overtime work) during a regular holiday that also falls on the workers' rest day**

- shall be paid the 100% of his/her salary for that day
- shall be paid 200% of his/her regular salary for that day for the first eight hours [(Daily rate + COLA) x 200%]
- shall be paid an additional 30% of his/her hourly rate on said day
- shall be paid an additional 30% of his/her daily rate of 200%
- shall be paid an additional 30 percent of their hourly rate on said day

Special Non-Working Days

- no pay” principle shall apply unless there is a favorable company policy (CBA) granting payment on a special day.
- shall be paid an additional 30 percent of their daily rate on the first eight (8) hours of work
- shall be paid an additional 30% of his/her hourly rate on said day
- shall be paid an additional 50 percent of their daily rate on the first eight (8) hours of work
- shall be paid an additional 30 percent of their hourly rate on said day



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