



YOUR BUSINESS SERVICES SUPPORT CENTER

We build the operational engine behind your Manila Team.

Recruitment | Payroll | HR Management | Accounting | Business Administration | IT Support

www.optimum-source.com

One Partner. Multiple Business Functions. One Integrated Delivery Model.

How we can help.

Business Support Services	Optimum Source will handle
Business Registration	Incorporation and Statutory Registration
Recruitment & Talent Acquisition	Executive, IT, Technical, Professional & Specialist Hiring
Payroll Services	Payroll Processing & Administration
HR Managed Services	Employee Documentation & Lifecycle Support
IT Support & Helpdesk	User/Desktop Set-up and Technical Support
Accounting Services	Bookkeeping and GL Maintenance
Office Space & Domiciliary	Serviced Managed Offices. Registered Business Address.

BUSINESS REGISTRATION

Incorporation & Statutory Registration Services

- SEC Registration: End-to-end processing of a License to Operate a Representative Office.
- Tax & Local Compliance: Complete setup with the Local Government Unit (LGU) and the Bureau of Internal Revenue (BIR).
- Government Benefit Compliance: Employer enrollment with SSS, Pag-IBIG, and PhilHealth.
- Resident Agent. Coordination with the Agent where required.



Processing Time

- Estimated at 3 to 4 months from the date all required registration documents are fully executed and submitted.

Client Responsibility for Out-of-Pocket Expenses

- All statutory fees, filing charges and local licensing assessments levied by the SEC and local government units shall be for client's account.
- Estimated out-of-pocket expenses, including initial filing fees, permits and licenses estimated at US\$1,000.

Capitalization & Security Deposit Requirements

- Establishing a Representative Office requires a minimum inward remittance of US\$30,000. Additionally, a deposit of PHP500,000 (approx. US\$8,100) in acceptable securities must be lodged with the SEC after release of License to Operate.

RECRUITMENT & TALENT ACQUISITION

Build Your Talent Pipeline Faster

Whether you are building a leadership team, entering a new market, scaling your organization or addressing a critical talent gap, Optimum provides end-to-end executive search and talent acquisition services designed to help you attract, assess and secure high-caliber professionals from critical leadership appointments to specialized and hard-to-find talent.



- C-Level Executives
- President and Managing Director
- VP / SVP / Director-level leadership
- Business Unit Heads and Functional Leaders
- Senior Technology and Engineering Leaders
- Core IT Development, Data, Specialized Roles
- IT Infrastructure, Operations
- IT Security and Support
- Sales and Marketing
- Finance - CFO, CPAs, Auditors, Bookkeepers
- HR and Administration/Operations

Timeline: **4 to 8 weeks** depending on the complexity of the role.

COMPLIANT PAYROLL ADMINISTRATION

End-to-End, Localized Payroll Administration and Statutory Compliance

Bi-Monthly Payroll Processing

Computation of payroll twice a month according to your preferred payroll schedule (15th/30th or 10th/25th), which includes Gross-to-net salary calculation, including statutory tax withholdings and employee contributions (SSS, HDMF/Pag-IBIG, and PhilHealth). Deduction of authorized internal payroll items (e.g., company loans, advances). Bank advice file preparation and facilitation of direct salary crediting to employee bank accounts.



- **Payslip Management**
Generation and distribution of electronic payslips every pay period.
- **Statutory Compliance & Reporting**
Preparation of monthly/quarterly contribution and loan remittance reports for SSS, HDMF (Pag-IBIG) and PhilHealth. Annual preparation and issuance of Certificate of Compensation Payment / Tax Withheld (BIR Form 2316).
- **Employee Certifications**
Issuance of Certificate of Compensation Payment / Tax Withheld (Form 2316), contribution records, and loan repayment certifications upon request.
- **Offboarding & Off-Cycle Services**
End-to-end computation of final pay and clearances for resigned, retired or separated employees.

HR ADMINISTRATION

Optimum Source can act as your remote HR operations extension delivering a more consistent, responsive and auditable employee experience.

Employee Lifecycle Support - 1

Offer Execution & Employment Contracting

Support the client in extending employment offers and managing the signing of labor contracts for new personnel.

Legal & Statutory Compliance

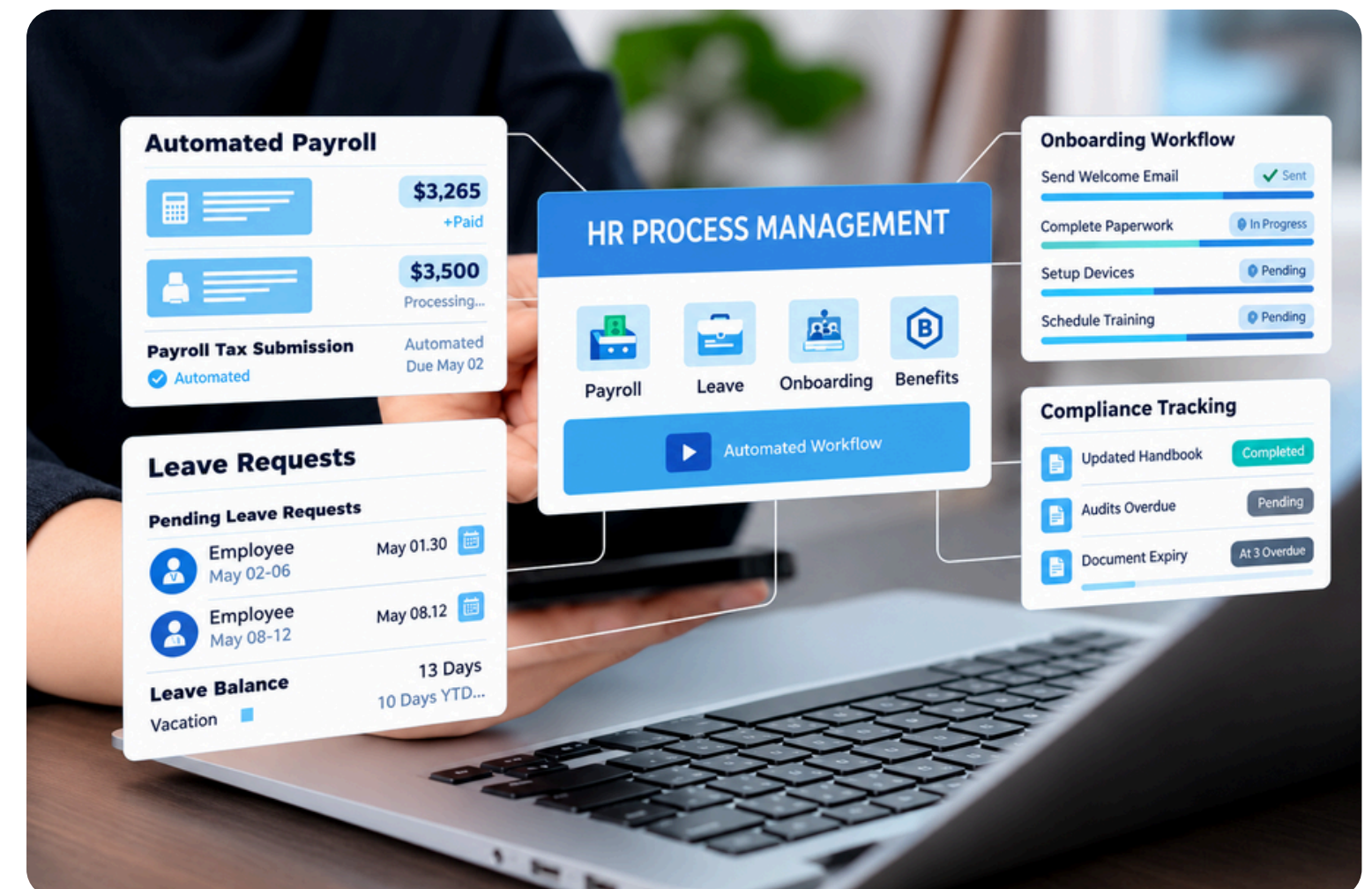
Ensure all contractual salaries, allowances and mandatory employee benefits strictly adhere to existing labor standards and legislation.

Expense Reimbursements

Manage and process employee expense reimbursements and related financial adjustments in accordance with company policy.

Personnel Status & Compensation Documentation

Draft and distribute formal notices regarding adjustments to compensation, job titles, organizational roles or allowance structures.



HR ADMINISTRATION

Employee Lifecycle Support - 2

Administrative Services

Employee Onboarding & Offboarding

Execute end-to-end onboarding procedures for new hires.

Time & Attendance Management

Oversee timekeeping, attendance logs and overtime record-keeping.

Loan Administration

Facilitate loan application processing and tracking for government agencies (SSS, Pag-IBIG) and accredited banking institutions.

Leave & Health Administration

Medical & Absence Documentation

Validate and manage employee medical records, health disclosures and leave justifications.

Leave Ledger Monitoring

Maintain accurate, real-time records of accrued, used and remaining leave credits.



HR ADMINISTRATION

Employee Lifecycle Support - 3

Separation & Change Management Scope

Offboarding & Exit Administration

Oversee end-to-end offboarding procedures, including conducting exit interviews to capture feedback and insights.

Clearance

Manage employee clearance.

Statutory Reporting & Separation Processing

Handle formal employment terminations in compliance with legal standards, including required filings with the Department of Labor and Employment (DOLE).

Final Pay Calculations

Liaise with payroll personnel to calculate final pay, accrued leave monetization and applicable severance or separation pay.

Documentation & Certification

Prepare and distribute post-employment documentation, including the Certificate of Employment (COE) and statutory contribution records.



HR ADMINISTRATION

Employee Lifecycle Support - 4

General HR & Regulatory Compliance

Company Policy Alignment

Ensure employee adherence to company rules, regulations and operational guidelines.

Statutory Agency Reporting

Prepare and submit required compliance reports to the Department of Labor and Employment (DOLE), SSS, Philhealth and Pag-IBIG.

Contingent Workforce Administration

Oversight and administrative management of independent contractors, project-based staff and contingent workers.



IT SUPPORT, INFRASTRUCTURE & SECURITY

Optimum Source can provide tailored IT support to ensure device security and access management for your onsite, remote or hybrid tech teams



- **IT Onboarding and Offboarding.**
Account set-up, disabling, deactivation and removal; coordination with application access and asset return; basic workstation configuration.
- **Device, Mobile Device and IT Asset Management**
Laptop procurement, pre-configuration and asset tracking. Hardware remains the property of the Client.
- **Identity & Access Management**
(SSO) and (MFA) setup. Instant access provisioning/deprovisioning upon employee join / leave events.
- **Help Desk & Hardware Support**
L1/L2 technical support for software licenses, network issues and hardware repairs.
- **Security & Compliance Basics**
Password security policy enforcement and anti-phishing training.

ACCOUNTING SERVICES

Our experienced team keeps your financial records accurate and up to date giving you timely and reliable information to make better business decisions.



- **Core Bookkeeping & Financial Reporting**
Transaction Recording, GL Maintenance, Bank Reconciliation, Financial Statements, Books of Account Management.
- **BIR Filing**
Full preparation, computation, eBIRForms/ eFPS submission and payment routing for all mandatory BIR filings
- **Assistance in Year-End Statutory Compliance**
Annual Tax Returns, Audited Financial Statements

OFFICE SPACE & DOMICILIARY

Professional Business address to receive mail and packages including dedicated workstations with standard desks, chairs and lockable storage units. .



Office Address: **Pasig City, Metro Manila**

Minimum of **10 Staff per Shift**

Standard Operating Hours

24/5 Monday to Friday.

24/7 Security

Biometric entry access, secure production area & round-the-clock building security.

Pantry & Common Areas

Shared space featuring a refrigerator, microwave and purified drinking water. Use of conference room, subject to availability.

Utilities Included

High-speed, business internet (Wi-Fi/LAN) with back-up, power, A/C with back-up generator.

IT Procurement Assistance

Assistance with hardware and software acquisition (at client's expense)

Business Address & Mail Handling

Use of Philippine business address. Professional Mailing address with shared staff to receive mail and packages.



**When we shake your hand, we're making
a promise towards your success.**

We look forward to being of service.

THANK YOU.

The Optimum Source Team

www.optimum-source.com