

**ADDENDUM**

**NEGOTIATED ENGAGEMENT AGREEMENT FOR  
SPECIFIC SCOPE OF WORK  
(NLRC / DOLE / LABOR CASE)**

We, **Sangalang & Gaerlan, Business Lawyers**, hereby confirm our availability to act as your **LITIGATION ATTORNEYS** in consideration for the following **negotiated fixed Professional Fees** (*in lieu of our Hourly Fees*) for the **SCOPE OF WORK** described hereunder:

- **CASE TITLE OR NAME OF ADVERSE PARTIES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- **OFFICE WHERE THE CASE IS PENDING:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Acceptance Fees:** Our Acceptance Fee shall be **PhP35,000.00 (+12% VAT)** payable immediately upon notice to proceed. We shall be entitled to additional Acceptance Fees of **PhP5,000.00 (+12% VAT)** for each additional complainant.

**PLUS: PhP15,000.00 as Out-of-Pocket Expenses (OPE) Deposit subject to liquidation (and/or subject to replenishment, as needed).**

**Pleading / Motion Fees:** Our Pleading / Motion Fees shall range from **PhP5,000.00 (+12% VAT)** to a maximum of **PhP15,000.00 (+12% VAT)** per pleading, motion or document submission depending on the time spent, difficulty, or urgency attending the preparation thereof. Due to their complexities, all affidavits, letters and supporting documents that we prepare or draft in connection with the case shall be considered as pleadings or motions for purposes of assessment of additional Pleading / Motion Fees.

**Appearance Fees:** Each of our lawyers shall be entitled to Appearance Fees in the amount of **PhP5,000.00 (+12% VAT)** for every hearing, meeting or conference attended in courts, quasi-judicial bodies and/or administrative agencies, and for every meeting with the client, witnesses,

adverse parties, their lawyers and/or public officers, whether online or offline. If the physical venue is outside Metro Manila, then additional fair and reasonable Appearance Fees shall be charged to account for the time spent and the distance traveled.

- **IN CASE OF APPEAL:**
- **NATIONAL LABOR RELATIONS COMMISSION (NLRC)**

**Professional Fees: PhP100,000.00 (+12% VAT)**

Inclusions:

Preparation/submission of Appeal (or Opposition to Appeal)  
Preparation/submission of Reply/Rejoinder (if necessary)  
Preparation/submission of Motion for Reconsideration  
Preparation/submission of all other pleadings and motions  
Preparation of all affidavits and supporting documents  
Appearance in all Hearings and Conferences  
Attendance in all meetings with client and witnesses  
Negotiation/documentation re: amicable settlement (if any)

Exclusions:

Pleadings/motions/letters/documents re: Execution  
Hearings/conferences/meetings re: Execution

**Progress Billing Method:**

Upon Notice to Proceed: **50%** of above Professional Fees (PF);

*Plus PhP15,000.00 as OPE Deposit* subject to liquidation  
(and/or subject to replenishment, as needed).

Upon Submission of Appeal (or Opposition to Appeal):  
**50%** of above PF.

- **IN CASE OF EXTRAORDINARY/CERTIORARI REMEDIES:**
  - **NATIONAL LABOR RELATIONS COMMISSION (NLRC)**
  - **COURT OF APPEALS (CA)**
  - **SUPREME COURT (SC)**

**Professional Fees: PhP150,000.00 (+12% VAT)**  
**PER EXTRAORDINARY/CERTIORARI CASE**

Inclusions:

Preparation/submission of Petition (or Comment to Petition)  
Preparation/submission of Reply/Rejoinder (if necessary)  
Preparation/submission of Motion for Reconsideration  
Preparation/submission of Memorandum (if required)  
Preparation of all affidavits and supporting documents  
Appearance in all hearings and conferences  
Attendance in all meetings with client and witnesses  
Negotiation/documentation re: amicable settlement (if any)

Exclusions:

Pleadings/motions/letters/documents re: Execution  
Hearings/conferences/meetings re: Execution

**Progress Billing Method:**

Upon Notice to Proceed: **50%** of above Professional Fees (PF);

*Plus PhP25,000.00 as OPE **Deposit** subject to liquidation  
(and/or subject to replenishment, as needed).*

Upon Submission of Petition (or Opposition/Comment to Petition):  
**50%** of above PF.

**NOTE 1:** The provisions on **Success/Settlement Fee (SF)** and **Out-of-Pocket Expenses (OPEs)** in our **Service Agreement (SA)** shall be applicable to this Addendum. SF is **PhP35,000 (+12% VAT)** or **15%** of savings, whichever is higher.

**NOTE 2:** In case of early settlement, the succeeding items in the Progress Billing schedule shall no longer be billed to you, the client.

**NOTE 3:** Should you request any service from us that is outside or beyond the above Scope of Work, then we shall bill you based on our Hourly Fees (unless our professional fees for such service have been negotiated or are part of our Retainer Agreement).

**As your LITIGATION ATTORNEYS, we shall exert our best effort to ADVISE you on how to avoid or prevent unnecessary and expensive lawsuits and other legal**

**risks, including incidents that may lead to regulatory compliance violations, especially in the field of LABOR AND BUSINESS LAWS.**

This Addendum (re: Engagement Agreement) shall commence on **DATE OF RECEIPT OF NOTICE TO PROCEED AND INITIAL PAYMENT OF PF AND OPE DEPOSIT.**

You may end this Addendum anytime for whatever reason by sending to us a written notice of termination. Likewise, we may end this Addendum in the same manner. The effective date of termination is **30 calendar days** from the date of receipt of such written notice. Notice by email is acceptable. The termination of this Addendum does not necessarily terminate our Service Agreement (SA). But the termination of our Service Agreement (SA) necessarily terminates this Addendum. Such termination is without prejudice to the payment of any professional fee or reimbursement of any OPE that you may still owe us.

Should you find the foregoing terms acceptable, please sign on the space provided below and on each and every page, and then transmit to us a signed copy for our record.

Thank you.

We *WIN With INtegrity*,



**APOLLO X.C.S. SANGALANG**  
For the Firm

**CONFORME:**

Client Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Please print name of client and authorized signatory and then affix signature and date)

*NOTE 1: This Addendum is a supplement to our Service Agreement (SA), consisting of the Essential Terms and Conditions and the General Terms and Conditions (ANNEX A). Please read them both.*

*NOTE 2: Please sign or initial all the pages of this Addendum. Thank you!*