



































**Glow WorkSpace**  
(No Support)

**Global OfficeWorks**  
(Fully Managed)

Price includes complete Salary Package (Bonuses, Allowances, 13th Month etc)	✗	✓
Government entitlements Including SSS Provident Fund contribution	✗	✓
Government entitlements payments facilitated	✓	✗
Private Health Insurance (HMO) Included	✗	✓
Private Health Insurance (HMO ) Facilitated	✓	✓
Orientation Call to identify Client's needs	✓	✓
Up to 3 candidates Endorsed	✓	✓
30 Day Placement Guarantee	✓	✓

Fun Work Environment & Company Culture		
Quiet Work Space		
Strong and Stable Internet Connection		
Redundant Internet Connection		
Backup Power Generator		
Regular Social Events		
End of the Year Retreat		
PC, UPS, 2 Monitors, webcam and headset		







Hardware installation		
Software Installation		
Soft Phone Included		
Free Lunch daily		
Time tracking and monitoring (software)		
Project Management Software (Asana)		
Web Based CCTV Access		
GLOW VA Training Academy (Self Assessment)		

VA Training Academy with a personal trainer		
In-house IT Support (Hardware)		
In-house IT Support (Software)		
Employment Contract Template Provided		
Employment Contract preparation, negotiation and execution		
Attendance Accountability (Manual)		
Daily Supervision		
Guided Employee Account On-boarding		

On-boarding Manual Provided		
Shadowing other VA's in the office		
Help from office trainer at any time		
Management supervised Accountability		
Performance Management		
Monthly quality performance review		
Task management		
Task/Project Problem Solving/Analysis by Management		

Quality Assurance	✗	✓
Performance bonus programs	✗	✓
Private health insurance	✗	✓
Client access to and assistance of management team at any time	✗	✓
Employment by a Philippine Corporation with full Department of Labor and Employment Protection	✗	✓
Productivity Reports	✗	✓
New Employee Orientation	✗	✓
Employee Disciplinary actions and due process	✗	✓

Team Building Quarterly Events	✗	✓
Team Leader	✗	✓
Access to a Subject Matter Expert	✗	✓
Regular ongoing coaching and skills development	✗	✓
Employee counseling and resolution (work and personal matters)	✗	✓
Development and implementation of company and processes	✗	✓
Payroll Preparation, Disbursement, Appeal Review & Resolution	✗	✓
13th Month Pay	✗	✓

Preparation and Approval of Time-sheet for Corrections/ Discrepancies /Other Time-sheet Issues		
Pay Disbursement		
Mandatory Autopay		
Counseling regarding Salary package expectations	