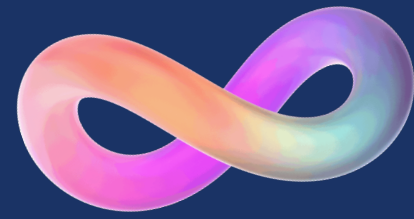


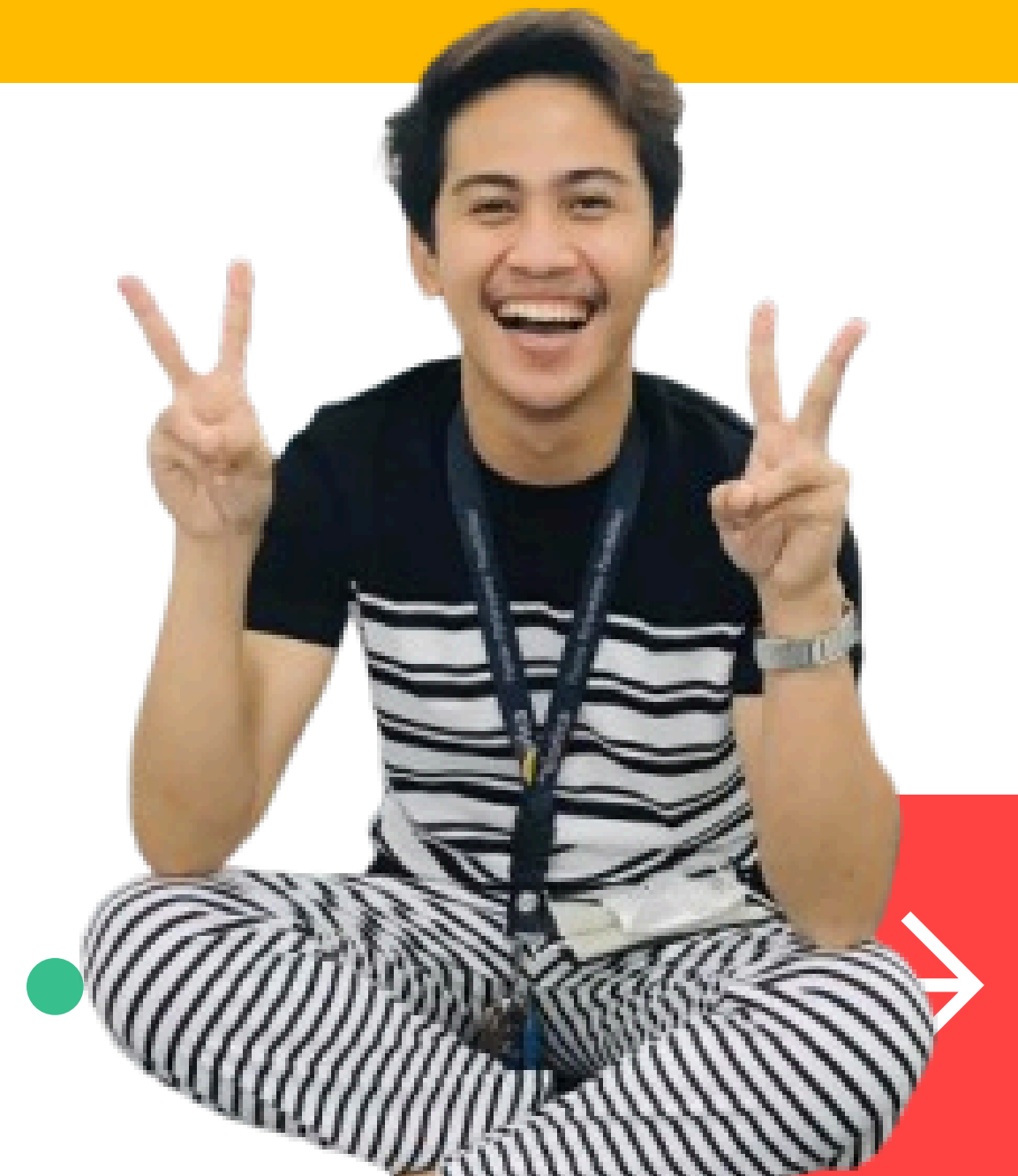
VirtualLead PH

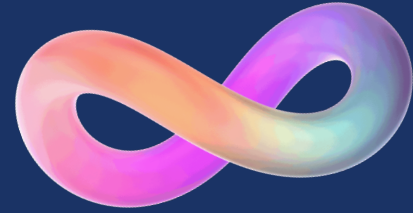
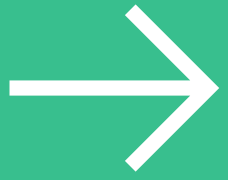




**Hi! How's it going?
We want to set you
up for success.**

So we gathered all the
info you need to know
about us.





VLPH Timeline



**August
2023**

Started out as
a company of
Five people

**Sept
2023**

Built our first
engineering
team

**Oct
2023**

Open and
partners to
different
business

**Nov
2023**

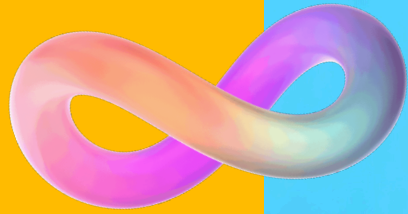
Formed our
Remote design
team

**Dec
2024**

Partners to
healthcare
comapny in the
US market

Present

Continuing the
magic of our
mission and
delivery a
good service
to our client



2 YEARS OPERATIONAL

We're proud to share that Virtuallead has officially been operating for 2 years – and we're just getting started! 🚀 Thanks to our amazing clients and dedicated team, we've grown steadily and are now expanding our virtual workforce. That's right – we're hiring more Virtual Assistants to support our growing list of partners around the world.



3 WORK REMOTELY

We're proud to share that our staffing agency operates 100% remotely, and it's been a game-changer for our team, our clients, and our candidates. From digital onboarding to fully virtual placements, our operations timeline has been built around efficiency, flexibility, and results.

Even more exciting—we're growing steadily, and we couldn't be more thankful.



We've streamlined our remote workflows, built strong virtual partnerships, and continue to place top talent with incredible companies. Whether you're a company in need of great people or a candidate looking for your next opportunity, we're here, wherever you are.



10 PROJECTS

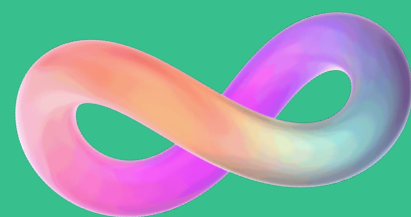
At Virtuallead, we're excited to share that we have a growing number of projects across multiple areas – and our team is rising to the challenge!



EMPLOYEES AND COUNTING

We're proud to announce that Virtuallead is now home to over 150 talented Virtual Assistants, with 100+ active employees across the Philippines — and still growing! From administrative support to customer service and cold calling, our dedicated team continues to deliver world-class virtual solutions to clients around the globe. This milestone reflects the hard work, passion, and professionalism of every VA in our network. We're excited about what's ahead and we're just getting started.





The founders

Bryan Columna

Chief Executive Officer (CEO)
Founder- CPM



Nina Soledad

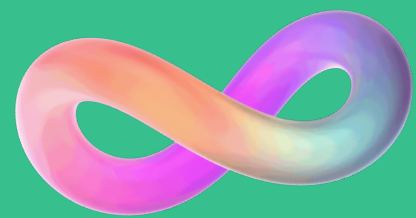
Chief Financial Officer or
Controller (CFO) & - Head
Of Operations



Edeline Andrada

Chief Financial
Officer (CFO)-
Human Resources &
Head Of Operations





Operations



Patrick Ayuman

Workforce Director/ Head Of
Operations- Whole Remote
Operations- US Remote



Jhona Arconado

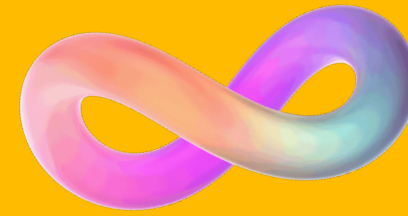
Chief Marketing Officer (CMO)-
Client Partnership Manager



Team Leader

Team Leader-
Whole Remote
Operations

Our cultures



At VirtualLead, Our Culture of Possibilities Drives Everything We Do

It's more than a mindset it's how we work.

Every proposal we craft is built on unlocking potential, not just delivering outcomes. We believe in imagining more, achieving more, and growing together with our clients and our incredible team.

We don't just power ideas we shape the future.

And that future starts with our people.

Just as we prioritize our clients, we prioritize our Virtual Assistants — the heart and soul of VirtualLead.

They're not just part of the team they're our bread and butter. We make sure every VA feels heard, supported, and always updated, because when they thrive, our clients succeed.

Let's imagine more. Let's achieve more. Together.

VirtualLead

Powering ideas. Shaping the future.



VIRTUALLEAD WORKSPACE PRIVACY IS OUR PRIORITY

At Virtuallead, we take client privacy and data security seriously. Protecting our clients' information is at the core of everything we do it's not just a responsibility, it's a standard.

Every member of our team is expected to uphold this commitment.

- ✓ Each employee is required to protect company and client privacy
- ✓ We follow strict internal protocols to safeguard sensitive information
- ✓ We understand that trust is earned and we protect our reputation by protecting yours

By maintaining a culture of integrity, confidentiality, and accountability, we ensure that our clients can trust us, and our company continues to grow with pride and professionalism.

At Virtuallead Workspace, privacy isn't optional it's essential.

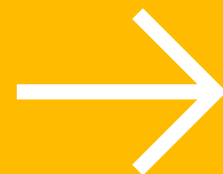
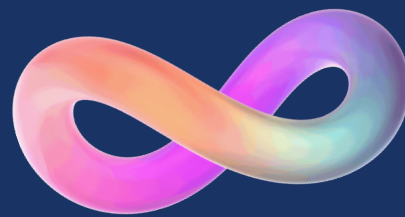
We believe in building a culture where everyone is treated with respect, value, and care no matter the title or position.

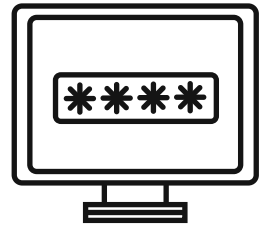
From our dedicated virtual assistants to our executive leadership, we are one team, working together toward shared goals.

To support this culture, we've created an environment including our office recreational spaces where everyone can relax, recharge, and connect. Because when people feel good, they do great work.

- ✓ Equal respect
- ✓ Shared success
- ✓ A space for all to thrive

At Virtuallead, we grow together, we win together as one team.





Requirement 1



Requirement 2

VLPB Culture Book

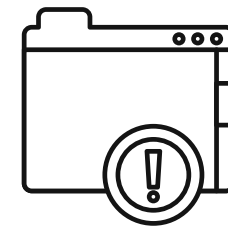


HAVE YOU SUBMITTED THESE?

Pre-employment requirements



Requirement 3



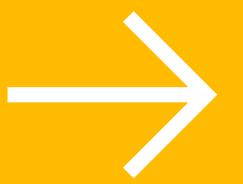
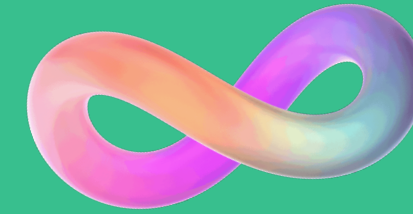
Requirement 4



Requirement 5



Code of conduct



Attendance

At Virtuallead, we uphold a high standard of professionalism and that starts with reliability. To ensure we consistently meet our clients' expectations and maintain strong service levels, we enforce a strict 22-point attendance policy per year.

- ✓ This policy helps ensure that employees are present, engaged, and ready to serve.
- ✓ It promotes accountability and fairness across the team.
- ✓ It protects our ability to meet client needs on time, every time.

We believe in creating a healthy, productive work environment where no one feels overworked or tired, and every client receives the level of service they deserve.

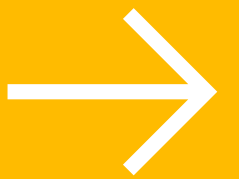
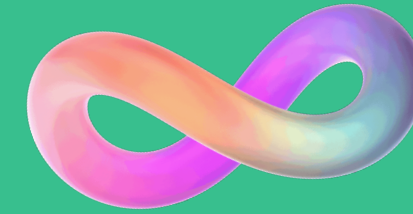
Reliability builds trust and at Virtuallead, trust is everything.

Dress code

At Virtuallead PH, we're not strict with dress codes feel free to wear pajamas, loungewear, or anything that makes you feel comfortable and confident while working from home.

As long as you're focused, professional, and ready to deliver great work, you can dress your way!

Code of conduct



1. Professionalism

- Always represent Virtuallead with respect and responsibility.
- Communicate clearly and respectfully with clients and team members.
- Maintain a positive and solution-oriented attitude.

2. Attendance & Punctuality

- Follow the 22-point attendance policy.
- Be present, on time, and ready to work your full shift.
- Notify your supervisor in advance of any absences or emergencies.

3. Client Service

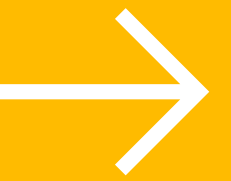
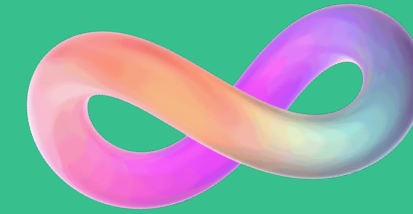
- Prioritize client needs with accuracy, courtesy, and efficiency.
- Maintain client confidentiality and uphold service-level expectations.
- Be proactive in resolving client concerns and escalating issues when needed.

4. Confidentiality & Data Protection

- Safeguard all client and company information.
- Never share confidential data outside of authorized channels.
- Follow all privacy policies and security protocols.



Code of conduct



5. Communication

- Use approved communication tools for work-related matters.
- Avoid unprofessional language or behavior in any virtual setting.
- Keep all interactions respectful and inclusive.

6. Dress Code

- While our dress code is relaxed (yes, pajamas are allowed!), maintain a clean and presentable look during video calls or meetings.

7. Use of Company Tools & Property

- Use work systems responsibly and only for business-related tasks.
- Do not install unauthorized software or misuse work equipment.

8. Integrity & Ethics

- Be honest in your work — no falsifying time logs, reports, or tasks.
- Report unethical behavior or breaches of policy immediately.
- Always act in the best interest of the client and the company.

9. Team Culture

- Treat everyone with fairness and respect — from agents to executives.
- Embrace teamwork, diversity, and continuous growth.
- Celebrate wins and support each other in challenges.

Communications policy

Virtuallead Communication Policy: EOP at All Times

At Virtuallead, clear and professional communication is key to our success — both with clients and within our team. To maintain consistency and professionalism across all channels, we strictly implement an English Only Policy (EOP) at all times.

All internal and client communications — spoken or written — must be in English

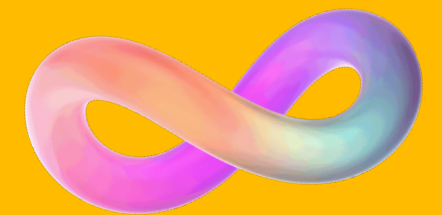
This ensures clarity, inclusivity, and a high level of professionalism

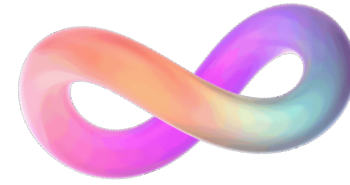
EOP applies across all platforms: email, chats, calls, meetings, and documentation
Whether you're messaging a teammate or speaking with a client, remember:

"If it's work-related, it's English."

By following this policy, we ensure that everyone stays aligned, no one is left out, and we continue delivering world-class service.

Let's communicate clearly. Let's communicate professionally. The Virtuallead way.





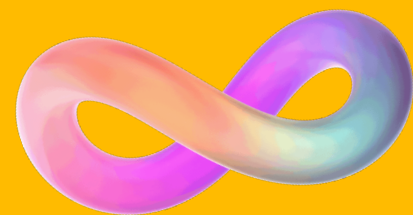
Mental Health awareness

AT VIRTUALLEAD PH, WE UNDERSTAND THAT WORKING REMOTELY BRINGS UNIQUE CHALLENGES AND THAT'S WHY WE BELIEVE MENTAL HEALTH SHOULD ALWAYS BE A PRIORITY.

We're committed to creating a supportive environment where every team member feels seen, heard, and valued. Whether it's through regular check-ins, flexible schedules, or simply encouraging open conversations, your well-being matters.

Because when we take care of our minds, we work better, live better, and grow stronger together. Let's continue supporting each other. At Virtuallead PH, we work remotely, but we're never alone.

Compensation and benefits



Compensation & Benefits at Virtuallead PH

At Virtuallead PH, we believe that hard work deserves fair pay. That's why we make sure everyone is accurately compensated for the hours they work — no exceptions.

1. Transparent tracking of hours
2. Timely and reliable payouts
3. Fair compensation based on role and performance

We also continue to explore ways to enhance our benefits and support systems, because your well-being matters just as much as your work.

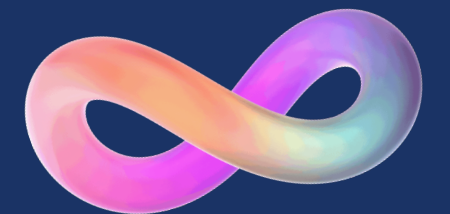
At Virtuallead PH, we value your time, your effort, and your commitment and we make sure it shows.



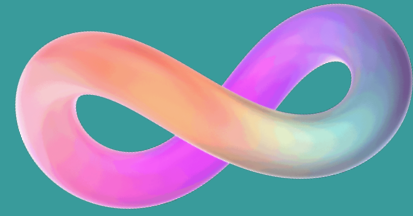
At Virtuallead PH, we love to celebrate our team and create opportunities for fun, bonding, and appreciation. While we enjoy providing perks and team outings, please note that these activities depend on our current company budget, client demands, and overall operational needs.

We're committed to recognizing your hard work in meaningful ways — whether through team rewards, virtual games, wellness breaks, or occasional meetups when possible.

COMPANY
PERKS AND
OUTINGS



VirtualLead PH



Got questions?

Don't hesitate to ask and check our
webiste!
Virtualleadph.com

