Introduction

Name and Address of Business

In today's new normal setup, people are opting for jobs that are related to online services and since social activities can now be done virtually, everyone stays in touch with one another. CodeX is the company that will assist people in reducing and lightening their workload. Because the platform's goal is to provide better service to people, it is easier for them to reach out to others by using the company's web, Windows app, and Android app. This business can benefit businessmen, teachers, students, and other entrepreneurs in making business, investments, and projects as easy as one-two-three**.**

Company Logo

Mission

The mission of CodeX is to give an approachable service to those people who seek help with regards to creating websites. We will provide them the desired and customized online pages they want. With the application of our programming skills, the websites to be created will serve as a promotion and marketing strategy to other businesses, more specifically the company's products, and/or services same as to students' blog requirements in school.

Vision

The CodeX business envisions itself to be considered as one of the businesses in the line to be the greatest and reliable of industrial competency. Competing in others fairly and equally to ensure a good reputation and good insight in services, we will ensure to provide a valuable and good quality at any cost. Continue to improve and moving forward to serve good services and have a better outcome as a result.

Name and Addresses of Principals

Earl Mark Asaria, Gerald Carillo, Stephen Cresencio, Monsal Dawa, Rex James Ferolino, Minron Hasan, Neil Allech Hortel, Jim Vincent Labrador, and Mario Maratas are the people behind CodeX. They are currently enrolled in the Bachelor of Science in Computer Science Program of STI College of General Santos and are continuing their education to improve their skills. Mario Maratas and Jim Vincent Labrador have a background in programming C#, Java, Python, and PHP from their Senior High School years at STI College of General Santos' Technical Vocational Strand.

Nature of Business

The company's goal is to create, develop, and improve software to provide a dependable, effective, and efficient product to serve the people of General Santos City. Complex tasks done in computers can cause program breakdown, error, and miscommunication. Every program serves a specific purpose, such as making a complex task simple or creating business development programs or applications that will reduce the risk when confronted with the real world of technology through the integration of standardized systems and processes.

The most useful thing in today's generation is technology. With most people relying on technology to make everything easier, numerous valuable programs with more advanced features are created. This company aims to create and innovate unique ideas using the members' experience and knowledge to provide help and aid people in performing their tasks. CodeX is a General Santos City-based IT solution provider that focuses on developing applications and other technology-related services to meet the needs of its clients, such as Android applications and programs. The company will do everything possible to meet the client's requirements and to be able to stand out.

Statement of Financing Need

As a business grows, it requires a location for forums or formal meetings where the planning, decision-making, and creating or testing programs and other business services happen. Finding a location, such as an office, with a fast, stable, and reliable internet connection and a suitable computer for providing any type of service is essential. In addition, the tables on the next pages provide complete details for the

essential start-up and estimate cost. The company will use four (four) computers that can program and perform other tasks. These four computers will be utilized to create activities that are faster and more reliable.

Statement of Confidentiality of Report

The undersigned reader of CodeX business acknowledges that the information provided is confidential and agrees not to disclose anything found in the business plan without the express written consent of the principal owners.

Executive Summary

Brief Description of the Project

CodeX aspires to be regarded as one of the best and most dependable companies in terms of industrial competency. It aims to compete fairly with others to ensure a good reputation and good insights on products in terms of their technological performances. The company's products, having good quality, are economically and environmentally friendly. Moreover, CodeX continues to improve and move forward in order to provide good services and achieve a better outcome.

Brief Profile of the Entrepreneurs

In terms of website design, the entrepreneurs are open to different project proposals. They are dedicated to creating designs that will satisfy their customers. Professionalism is their most valuable asset in every way.

Project's Contribution to the Economy

This project will help the economy become more globally competitive in web design, web app development, and android app development. It also assists people who are in need of assistance with web design and other programming issues.

Chapter I

Description of the Product/Services

The company's services include technologies that businesses and projects can use to reduce workload, increase online visibility, and make their work easier. The company offers support for a wide range of system platforms, including the website, Windows application, and Android application. The fees are determined by the complexity, size, and length of time they want to complete the work, i.e. whether they wanted to rush it or not. The customers will be able to contact the company in two ways: through online and face-to-face interactions. However, in this time of the pandemic, the company prohibits physical contact to protect the customers and its employees.

Comparison of the Product with its Competitors

CodeX	Fiverrr	Freelance.com	Dice
- Has multi-online platforms like Web page, Windows application, and Mobile application - Provides online services and fixes bugs and errors. - Focuses on the objectives of the client to solve the problem. - Focuses on developing an	- Focuses on freelancers who want to make jobs and make services. - Focuses on the development, design, artwork, and other jobs that are related to computers.	- Focuses on freelancing by finding jobs and services. - Provides products like logo design, web design, product design, etc. - Focuses on hiring freelancers for	- Focuses on engineers who want to find a job according to their skills and field. - Focuses on desktop application. - Focuses on online freelancing for computer

application and web design.		any online job.	Engineers.
Uses online platform for marketing (International or local)			
- Focuses on developing a website, designing a web page, and fixing errors or bugs.	- Focuses on freelancing services.	- Focuses on freelancing services.	- Focuses on engineering freelancing services.

Location

Lady M Building located in Phil-Am Ave, General Santos City, South Cotabato will house the company. As our workspace, we will rent the upper floor. To ensure customer safety, the building will be sanitized and safety protocols will be followed. The company will have six desktop computers and three laptop computers.

Market Area

Before delving into the marketplaces, it is critical to understand what retailing entails. A retail store or market for any commodity intends to provide a place where people can look at and buy anything on display for sale. Specifically, it aims to:

- Provide opportunities for rural producers to exchange commodities and sell their wares.

- Develop options for bulking up and exporting commodities and production to other parts of the world at assembly marketplaces.

- Provide consumers with easy access to a diverse range of products.

Main Customers

This chapter introduces CodeX's main customers, with whom we are conducting business in the online world or virtual reality. The company's target customers are those who require assistance in developing a program and those who want to make their work easier and faster in terms of productivity.

List of the Company's Target Customers:

•Teachers
•Students
•Professionals
•Employees
•Families
•Business Organizations or Companies

Types of Clients or Customers	Purpose
Students	• for requirements in a specific subject • for school projects
Professionals	• for online projects like making websites and other projects related to the computer • for easy access in their business
Employees	• for faster communication between employers and employees • for transparency of the company cycle
Families	• for easier addressing of needs
Business Organizations or Companies	• for easier transaction

Market Share

Market Share= Company's Revenue/Entire Market Revenue x 100

1,201,000/3,927,062.5x100 = 30.58

Selling Price

To proceed with the services, a contract should be signed by the customers stating that they agree to pay 50% of the total payment, and if they cancel the service, a cashback policy is applicable. If they cancel the service sooner, they will receive a larger refund from the downpayment they made. The pricing will be determined by the complexity of the service rendered to the client, as follows:

SIMPLE	₱15,000 – ₱50,00
AVERAGE	₱50,001 – ₱100,000
HARD OR COMPLEX	₱100,001 – ₱300,000

• For students we provide 60% off and depends upon the budget of the customer.

• For the small business or new business and families we provide 70% off and also depends on the budget.

- And for teachers, professional and employees we provide 75% off and also depends on the costumer's budget.

Marketing Strategy

CodeX is an online-based system platform that can provide dependable and high-quality services to its valued customers. The programmers, computer technical support engineers, and staff created this online business platform to assist clients with their computer literacy problems, particularly with manufacturing websites and other computer-related matters. The company's goal is to meet the expectations of the target customer in terms of services on the condition that it provides reliable, justifiable, or legitimate information in order to satisfy the clients. The company's USP (unique selling proposition) includes creating advertisements on social media platforms to promote its brand. The company differs from its competitors in terms of providing legitimate information, conducting smooth transactions, providing proper communication, and showing respect to its clients. The company must ensure that it meets the customers' expectations and makes clients satisfied with the services it provides. The company's website/page and Android app are convenient, simple to use, and have a pleasant user interface. And to maintain costumers sustainability we provide a 10% promo for those customers who is always goes to us or always pick our service.

Marketing Budget

To bring out advertisements and business strategies, a sales report will be required. The following is a detailed format that covers the cost of each methodology that will be used to achieve the desired results:

Description	Yearly Cost	Total
Advertising Prints and Other forms	₱6,459	₱6,459
Social Media Platform Promotion	**FREE**	**FREE**
TOTAL		₱6,459

Industry Analysis

CodeX is aiming at an income size of twice its capital every year, expecting industrial growth as technology nowadays is in demand in the market and most people need assistance in doing their task. The company acknowledges its many competitors but as its vision, it will compete fairly in the line of industry it is doing, and continue to innovate and do the regulation to prevent circumstances. Doing the best and serving the best is the way to express the company's love for its work.

SWOT and TOWS Analysis

SWOT and TOWS Analysis enables organizations to implement a strong business strategy by ensuring that the company's strengths and weaknesses, as well as the opportunities and threats, have been considered.

STRENGTH	WEAKNESS
• Smooth transactions with the customers • Provision of reliable, justifiable, or	• Lack of financial support and equipment which will be used for online services, like Personal Computers (PC)

legit information • Friendly - user interface (convenient and easy to understand) • Responsible, patient, and respectful faculty and staff • 24/7 customer service assistance and customer care • Discounts and freebies for customers during special holidays.	• Slow and unstable internet connection (telecommunication companies, like PLDT, GLOBE, and TELCO) • No Back-Up for power interruption • Less promotional campaign in the Cyberspace
OPPORTUNITIES	**THREATS**
• Faculty and staff are highly knowledgeable in computer literacy especially the technical support engineer, web design/development, and programmers • Not time-consuming because of the online business services. • Hassle-free and convenient to the customers to take orders and payment	• Having several online business competitors. • Having issues with the TELCO Companies in terms of unstable network and sometimes having trouble with snail internet connection

SWOT Analysis

(S) Internal Strength	(W) Internal Weaknesses	(O) External Opportunities	(SO) Strength Opportunities
- Provides reliable and justifiable or legit	- Lacks financial support and equipment to be used for online	- The faculty and staff, specifically the Technical support engineer and web	-Because of the pandemic, people depend on the online-based

information - Provides smooth transactions to customers - Has friendly-user interface, convenient and easy to understand - Has responsible faculty and staff; they respond as quickly as possible, have patience, and always respect the customers	services, like Personal Computers (PC) - Has a problem with Telecommunication companies, like PLDT, GLOBE, etc.; these TELCO Companies sometimes provide unstable connectivity	design/development Programmers are highly knowledgeable - Less time-consuming because the company is in online business services	system; it is a great opportunity to make the business grow and to handle it easily - The transaction provides quality services and a good communicator to the customers. - No need to rush in heavy traffic - Online transaction is made easy
(WO) Weaknesses Opportunities	**(T) External Threats**	**(ST) Strength Threats**	**(WT) Weaknesses Threats**
- Emerging with the highly developed online business competitors - Limited specification of personal computer and equipment, and lack of financial literacy	- Having difficulties with other online business competitors, especially the prominent online business platforms - Having an issue with the TELCO Companies in terms of unstable network and sometimes having trouble with snail	- Fixing bugging issues or facing any kind of system errors, data loss, and data corrupted issues and also a chance for use to prove our service a reliable and valuable.	- Fixing bugging issues or facing any kind of system errors, data loss, and data corrupted issues

	internet connections		
- Having internet connectivity issues because of the internet provider which affects system			

TOWS Analysis

CHAPTER II

THE PRODUCT AND ITS SERVICES

One of the advantages of the company is its online servicing. Through this, it is now easier to access or contact the company by visiting its website. It also caters to face-to-face services – the customers may visit the company's location for consultations and transactions.

In building CodeX, the creators use different steps to ensure the company's success. The first step involves conducting market research to identify the company's target market in this type of business. Next is finding a niche. Naturally, most businesses find a better location to make it more accessible and attractive to people. The company has chosen a location based on the result of the first step, which is identifying the target market. The succeeding step includes the preparation of the materials to be used. CodeX is a kind of business that is related to programming, so some of the important materials needed are computers and an internet connection. The company made sure that the specifications will support the different platforms to be used for making the system. Furthermore, the last step involves preparing the online services that the company offers. To ensure the safety of its customers and employees in this time of pandemic, CodeX made a website so the clients can be entertained online. The company made sure that the website is easy to use. It is advantageous in a way that the customers do not need to leave their houses because the company is accessible online.

The pricing will be based on the complexity of the program. The program can be classified as simple, average, and hard or complex.

A contract should be signed by the customers agreeing to pay 50% of the overall payment to proceed with the services. If they will cancel the service, the cashback policy is applicable. If they will cancel earlier, a bigger amount will be returned to them from the downpayment they paid. In the forms that they need to fill out, the customers are required to give their personal information such as full name, contact number, email address, and home address, the rest will be about the system(s) they wanted to make.

A. Production Process

The company's services provide systems for business owners and project developers to make their work less and easy. The company supports multiple platforms of the system – the Website, Windows Application, and Android Application. The prices depend on the complexity, the amount of work, and the time the clients want to finish the work – may it be rush or not. The customers can approach the company in two ways, through online or physical transactions. However, because of the pandemic, the company prohibits physical contact for the safety of the clients and its employees. If the customers approach the company online, they need to fill out the forms provided on the website and submit them. Later on, the company will call them and ask for other information about the projects. The company also has terms and conditions: that clients need to pay 50% of the overall payment before the company proceeds to make the projects; a 30% cashback is given to the clients if they wish to cancel the system within two days, while 20% cashback is given within three days and beyond.

B. Fixed Capital and Its Life

DEPRECIATION							
TOOLS							
			Qty	Unit Cost	Total	Useful Life	Depreciation
Office Equipment					-		
Computer			4	15,999.00	63,996.00	5	12,799.20
Airconditioner			1	16,000.00	16,000.00	5	3,200.00
Printer			1	5,675.00	5,675.00	3	1,891.67
Tools			1	14,567.00	14,567.00	3	4,855.67
Furniture and Fixtures							
Working Cubicles			1	5,999.00	5,999.00	3	1,999.67
Ergonomic Workstations			4	3,899.00	15,596.00	3	5,198.67
Stand up Desk			1	5,448.00	5,448.00	3	1,816.00
Keyboard Trays			4	1,600.00	6,400.00	3	2,133.33
Filing Cabinets			1	7,650.00	7,650.00	3	2,550.00
					-		
					-		
					-		
DEPRECIATION EXPENSE							**33,894.20**

141,331.00

Annual Depreciation		
2019	2020	2021
33,894.20	33,894.20	33,894.20
Accumulated Depreciation		
2019	2020	2021
33,894.20	67,788.40	101,682.60

C. Maintenance and Repairs

Personal computers and printers are examples of office equipment that require both software and physical upkeep. Computer maintenance entails keeping the operating system and programs up to date, performing backups, uninstalling unwanted programs, and troubleshooting errors. In order for output devices such as a monitor, mouse, and keyboard to last longer, they must be kept clean. Printer maintenance is similar to computer maintenance, which requires both software and physical maintenance.

Computer and printer errors can be repaired through software troubleshooting, or they may require physical repair with the assistance of IT professionals.

D. Sources and Equipment

People nowadays are using technology for fast productivity; all of this is for gaining large profit, easy communication, or creating advanced useful things such as smartphones, computers, and internet modifications. Others are creating large businesses to attract more customers to help provide good services without taking too much effort. Getting inside the technology world can make one challenge himself/herself on how he/she could help others by using this advance and powerful technology. CodeX can provide aid to improve people's lives such as helping them on programs for their productions like creating interactable websites, entertaining programs, and satisfying services programs.

E. Planned Capacity

The team consists of eight employees and a person who will oversee everything. The team will have four desktop computers and four computer tables, as well as a computer chair, and the company will have a printer to produce hard copies of their documents.

F. Future Capacity

The company must be able to increase customer engagement and customer satisfaction to gain a good reputation after a three-year mark for the company to be recognized as reliable and effective. The company would like to improve its productivity

by improving its management and communication, and as well as gathering more skilled personnel. It would also like to broaden its scope to attract more customers and be able to achieve a reputation wherein it could compete with large companies within a 10-year mark.

G. Terms and Conditions of Purchase of Equipment

The team will have an agreement with the customer in which they will be paid half of the entire payment first before they begin working on the program; this method will apply to all customers to ensure that the efforts of the company will not go to waste. When the project is completed, the customer will pay the remaining balance and the team will provide a three-day warranty. During the warranty period, the team will repair any damage or malfunction in the program.

H. Factory Location and Layout

The company will be located at Lady M Building, Phil-Am Ave, General Santos City, South Cotabato. The team will be renting the upper floor as their workspace. The building will be sanitized and will be following safety protocols to ensure customer safety. The company will have six desktop computers and three laptops.

Figure 3. LADY M BUILDING

Figure 4. THE OFFICE LAYOUT

I. Labor

CodeX has a procedure cycle to follow; initial steps include sending applications and receiving payments to avoid any conflict between the clients and the company. The first phase involves the participation of the clients by talking about the program that they want to develop; the clients need to fill out the forms and send them through email or by submitting the forms at the company's office. After that, the team designs the program based on the clients' concept. The project creation phase will try to test for bugs and acquire initial feedback or evaluation from the clients before selling the program.

J. Cost of Labor

Cost of Service				
Particulars	Monthly	# of personnel	# of Months	Annual
Programmer Head	20,000.00	1	12	240,000.00
Designer	20,000.00	1	12	240,000.00
Total	40,000.00			480,000.00

Salaries Expense				
Particulars	Monthly	# of personnel	# of Months	Annual
Marketing Head	20,000.00	1	12	240,000.00
Accountant	17,000.00	1	12	204,000.00
Total	37,000.00			444,000.00

K. Labor Availability

The employees will have six days of work, and it will be a shifting form of work with each employee having three days of work and working for eight hours a day. Every employee is entitled to 15 days of sick leave per year, which they can use as they see fit

or in the event of an emergency. Sunday will be their day of rest, and they will be able to spend it with their families.

L. Labor Productivity

Because of their efforts, the productive employees will be rewarded, and each of them will receive a 13th month pay. Also, an employee who has put forth his/her best effort will be awarded a certificate of competence. Moreover, if the team produces a successful product, each member will receive a bonus for their efforts.

Chapter III

Organizational Plan and Management Plan

A. Forms of Business

CodeX is a service business that offers reliable services and provides skill-based expertise and products. In this kind of business, the company does not have a partnership with any corporation, it builds a sole proprietorship in which only the CodeX members own and control the company.

B. Organizational Structure

As a start-up business, a centralized organizational structure is what the company relies on. The company has a leader who organizes the team, manages conflicts, and develops strategic plans. The members, on the other hand, are responsible for reporting and creating tasks. Everyone has an essential role in building the company's success. With this structure, the team can create and provide proper coordination for all activities, minimize conflict within the business, generate effective communication, and most especially, create good strategic plans.

C. Functions and Duties of Personnel

Personnel management involves administrative tasks that address the hiring and compensation of business employees. This aims to recruit and retain the quality workforce necessary for an organization to meet its goals. Also, personnel management deals with people, either hiring them, paying them, or training them to improve their capabilities.

D. Pre-Operating Activities

Operating activities of the business such as revenue-generating activities provide services and sell products, establish marketing and advertising for promotion, and include administration like accounting, purchasing, human resource, facility maintenance, and customer service.

E. Pre-Operating Expenses

	QTY	COST	TOTAL	
CODEX COMPANY				
START UP CAPITAL				
	QTY	COST	TOTAL	
Cash in Bank			10,000.00	10,000.00
				10,000.00
Office Equipment			-	
Computer	4	15,999.00	63,996.00	
Airconditioner	1	16,000.00	16,000.00	
Printer	1	5,675.00	5,675.00	
Tools	1	14,567.00	14,567.00	100,238.00
Furniture and Fixtures			-	
Working Cubicles	1	5,999.00	5,999.00	
Ergonomic Workstations	4	3,899.00	15,596.00	
Stand up Desk	1	5,448.00	5,448.00	
Keyboard Trays	4	1,600.00	6,400.00	
Filing Cabinets	1	7,650.00	7,650.00	41,093.00
				141,331.00
Salaries (1 month)			77,000.00	
Permit and Licenses		3,452.00	3,452.00	
Rental (3 months)		30,000.00	30,000.00	
Renovation		10,000.00	10,000.00	
Internet (3 months for 1,899)		5,697.00	5,697.00	
Electricity and Water (3 months)		4,500.00	4,500.00	
Microsoft Office (1 year)		4,857.00	4,857.00	
				130,649.00
TOTAL				281,980.00

F. Office Equipment

DEPRECIATION					
Tools					
	Qty	Unit Cost	Total	Useful Life	Depreciation
Office Equipment			-		
Computer	4	15,999.00	63,996.00	5	12,799.20
Airconditioner	1	16,000.00	16,000.00	5	3,200.00
Printer	1	5,675.00	5,675.00	3	1,891.67
Tools	1	14,567.00	14,567.00	3	4,855.67
Furniture and Fixtures					
Working Cubicles	1	5,999.00	5,999.00	3	1,999.67
Ergonomic Workstations	4	3,899.00	15,596.00	3	5,198.67
Stand up Desk	1	5,448.00	5,448.00	3	1,816.00
Keyboard Trays	4	1,600.00	6,400.00	3	2,133.33
Filing Cabinets	1	7,650.00	7,650.00	3	2,550.00
			-		
			-		
			-		
DEPRECIATION EXPENSE					**33,894.20**

G. Administrative Expenses

SSS Contribution # of employees	Monthly Salary	ER	EE	Monthly TOTAL ER	Annual	TOTAL ER	TOTAL EE
3	20,000	1,730.00	900.00	5,190.00	2,700.00	62,280.00	32,400.00
1	17,000	1,475.00	765.00	1,475.00	765.00	17,700.00	9,180.00
				6,665.00	3,465.00	79,980.00	41,580.00

Pag-ibig	ER	EE	Monthly TOTAL ER	Annual	TOTAL ER	TOTAL EE	TOTAL ER
4	100.00	100.00	400.00	400.00	4,800.00	4,800.00	
	100.00	100.00	400.00	400.00	4,800.00	4,800.00	

Philhealth	ER	EE	Monthly TOTAL ER	Annual	TOTAL ER	TOTAL EE	TOTAL ER
4	350.00	350.00	1,400.00	1,400.00	16,800.00	16,800.00	
	350.00	350.00	1,400.00	1,400.00	16,800.00	16,800.00	

	ANNUAL Total ER	TOTAL EE
SSS	79,980.00	41,580.00
Pag-ibig	4,800.00	4,800.00
Philhealth	16,800.00	16,800.00
	101,580.00	63,180.00

H. Organizational Plan

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                        ┌──────────────────────┐
                        │         CEO          │
                        │   Neil Allech Hortel  │
                        └──────────────────────┘
         ┌──────────────────┬──────────┴──────────┬──────────────────┐
┌──────────────────┐ ┌──────────────────┐ ┌──────────────────┐ ┌──────────────────┐
│    Marketing     │ │     Designer     │ │   Programmer     │ │    Accountant    │
│     Manager      │ │                  │ │      head        │ │                  │
│   Monsal Dawa    │ │ Jim Vincent Labrador │ │   Dan Maratas    │ │   Minron Hasan   │
└──────────────────┘ └──────────────────┘ └──────────────────┘ └──────────────────┘
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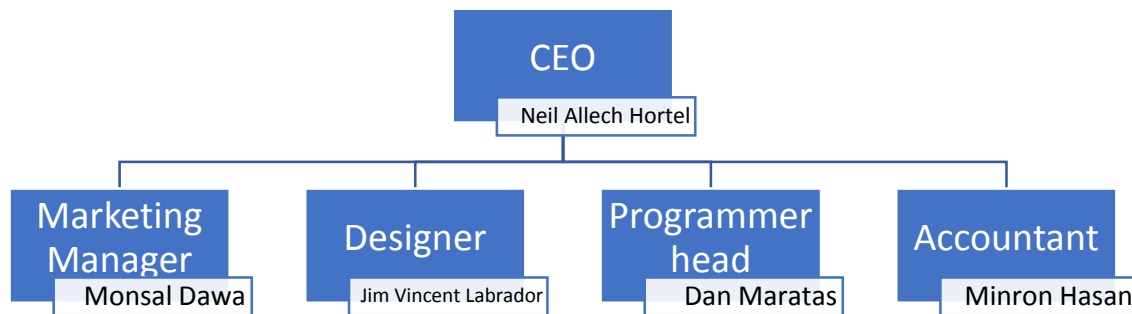
Job Description

- Chief Executive Officer (CEO)

    A Chief Executive Officer has the highest rank in a business who is responsible for creating strategic plans and making decisions. He/ she is also responsible for all members of the organization.

- Accountant

    The Accountant is responsible for investigating, borrowing, lending, borrowing, and saving the company's money; a finance function that involves acquiring and utilizing the funds if necessary for efficient operation to prevent circumstances.

- Programmer Head

    A Programmer Head is a person who creates computer software. He/she is also a developer, coder, and software specialist who is tasked to create the utility application of CodeX that is controlling and managing also other programmers.

- Designer

    A user interface designer who creates user interfaces for the software or programs. The designer is tasked to make the software or programs more interesting, catchy to the eyes of the customers, trendy, and more valuable. This user interface makes it easier for the user to use the software or programs.

- Marketing Manager

    A marketing manager's job that involves helping to organize and supervise to manage and minimize if there are some issue and also to check the business transactions.

Chapter IV

Financial Plan

A. Project Costs

	QTY	COST	TOTAL	
CODEX COMPANY				
START UP CAPITAL				
	QTY	COST	TOTAL	
Cash in Bank			10,000.00	10,000.00
				10,000.00
Office Equipment			-	
Computer	4	15,999.00	63,996.00	
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Tools	1	14,567.00	14,567.00	100,238.00
Furniture and Fixtures			-	
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Internet (3 months for 1,899)		5,697.00	5,697.00	
Electricity and Water (3 months)		4,500.00	4,500.00	
Microsoft Office (1 year)		4,857.00	4,857.00	
				130,649.00
TOTAL				281,980.00

B. Financing Plan and Loan Requirement

Loan Requirements that start with our purpose of the loan, to make more budget and make a startup budget for the equipment, permits, projects and other expenses especially in the building where we work on. Business experience, we are a startup business but we have more experience in term of this profession of business and try our best to manage the business finances. The business plan, by submitting this business plan to see our finances, goals and other relevant information about our business to surely make a reliable information.

Credit history, we are a startup business that also aware of this financial activities and securing that we are getting a good credit score to approve. Financial statements that you can see in the table below that indicates some of our expenses. Information on outstanding loans and other depts even we are a startup business we are maintaining and responsible in terms of rent payments, inventory orders, and other ongoing costs and secure that we manage it. And lastly the personal guarantee that the business write a document that promise stating we will pay the loan and agree for some additional requirements in terms of security.

C. Security for Loan

By answering this some question to build a better security for the loan. How much money do we need? By this one we borrow two hundred eighty one thousand nine hundred eigthy pesos (200,000.00) is needed. What are we going to do with the money? The business create a financial plan that some other expenses are there and some of the money we use it when theirs an instances that we need to buy necessary equipments and other additional

requirements in terms of the building and also to use this in salary of the workers and in the marketing supplies that are currently pending.

D. Profit and Loss Statement

Statement of Financial Performance For the year ended December 31			
	2021	**2022**	**2023**
Service Revenue	1,780,023.00	1,869,024.15	1,962,475.36
Less: Cost of Service	924,000.00	924,000.00	924,000.00
Gross Profit	**856,023.00**	**945,024.15**	**1,038,475.36**
Less: Operating Expenses			
Electricity and Water	36,000.00	36,000.00	36,000.00
Permits and Licenses	3,452.00	1,560.00	1,890.00
Depreciation	33,894.20	33,894.20	33,894.20
Utilities Expense Contribution(SSS, Pag-ibig, Philhealth)	1,320.00 101,580.00	1,211.00 101,580.00	1,322.00 101,580.00
Advertising Expense	5,000.00	5,500.00	6,500.00
Internet	22,788.00	22,788.00	22,788.00
Rent Expense	120,000.00	120,000.00	120,000.00
Fuel and Oil	12,000.00	12,500.00	13,000.00
Interest Expense	16,000.00	16,000.00	16,000.00
Microsoft Office	4,857.00	4,857.00	4,857.00
Total Operating Expense	**356,891.20**	**355,890.20**	**357,831.20**
Net Income before Tax	**499,131.80**	**589,133.95**	**680,644.16**
Less: Tax	54,782.95	77,283.49	100,161.04
Net Income after tax	**444,348.85**	**511,850.46**	**580,483.12**

COST OF SERVICE			
	2021	**2022**	**2023**
Service Revenue	1,775,022.00	1,863,773.10	1,956,961.76
Cost of Service	480,000.00	480,000.00	480,000.00
GP	1,295,022.00	1,383,773.10	1,476,961.76
GP RATE	73%	74%	75%

ASSUMPTION	PRICE	Annual	TOTAL
Simple	15,000.00	25.00	375,000.00
Average	50,001.00	16.00	800,016.00
Complex	100,001.00	6.00	600,006.00
			1,775,022.00

E. Cash Flow Statement

Statement of Cash Flows For the year Ended December 31			
	2021	**2022**	**2023**
Net Income **Non-Cash expenses:**	440,598.10	507,912.18	576,347.92
Depreciation Expense	33,894.20	33,894.20	33,894.20
Income Tax Expense	53,532.70	75,970.73	98,782.64
Cash generated from operations	**528,025.00**	**617,777.10**	**709,024.76**
Income Tax paid	-	53,532.70	75,970.73
Net cash provided by operating Activities	**528,025.00**	**564,244.40**	**633,054.03**
Investing Activities:			
Tools,Equipment, F&F	141,331.00		0
Financing Activities:			
Initial investment	**281,980.00**	0	0
Loan Proceeds	**200,000.00**		
Withdrawals Payment of accounts	**300,000.00**	300,000.00	300,000.00
Increase in Cash in Bank	**568,674.00**	**264,244.40**	**333,054.03**
Add: Cash in Bank, Previous years	0	568,674.00	832,918.40
Cash in Bank, December 31	**568,674.00**	**832,918.40**	**1,165,972.43**

Statement of Changes in Partner's Equity For the year ended December 31			
	2021	**2022**	**2023**
Capital,Beginning:	281,980.00	422,578.10	630,490.28
Add: Net Income After Tax	440,598.10	507,912.18	576,347.92
Total	722,578.10	930,490.28	1,206,838.19
Less: Withdrawals	300,000.00	300,000.00	300,000.00
Capital, End	**422,578.10**	**630,490.28**	**906,838.19**

Balance Sheet

Statement of Financial Position As of December 31						
	2021		**2022**		**2023**	
ASSETS **Current Assets:**						
Cash in Bank		568,674.00		832,918.40		1,165,972.43
Total Current Assets		**568,674.00**		**832,918.40**		**1,165,972.43**
Non Current Assets:						
Office Equipment	100,238.00		100,238.00		100,238.00	
Furniture and Fixtures	41,093.00	141,331.00	41,093.00	141,331.00	41,093.00	141,331.00
Less: Accumulated Depreciation		33,894.20		67,788.40		101,682.60
Total Non Current Assets		**107,436.80**		**73,542.60**		**39,648.40**
TOTAL ASSETS		**676,110.80**		**906,461.00**		**1,205,620.83**
LIABLITITIES AND OWNER'S EQUITY **Liabilities**						
Income Tax Payable		53,532.70		75,970.73		98,782.64
Loan Payable **Owner's Equity**		200,000.00		200,000.00		200,000.00
Capital, End		422,578.10		630,490.28		906,838.19
TOTAL LIABILITIES AND OWNER'S EQUITY		**676,110.80**		**906,461.00**		**1,205,620.83**

H. Return on Investment (ROI)

Return on Investmets (ROI)			
	2021	**2022**	**2023**
Net Income	440,598.10	507,912.18	576,347.92
Total Assets	676,110.80	906,461.00	1,205,620.83
ROI	**65.17%**	**56.03%**	**47.81%**

I. Financial Analysis

CODEX COMPANY Statement of Financial Position As of December 31						
	2021		**2022**		**2023**	
ASSETS **Current Assets:**						
Cash in Bank		568,674.00		832,918.40		1,165,972.43
Total Current Assets		**568,674.00**		**832,918.40**		**1,165,972.43**
Non Current Assets:						
Office Equipment	100,238.00		100,238.00		100,238.00	
Furniture and Fixtures	41,093.00	141,331.00	41,093.00	141,331.00	41,093.00	141,331.00
Less: Accumulated Depreciation		33,894.20		67,788.40		101,682.60
Total Non Current Assets		**107,436.80**		**73,542.60**		**39,648.40**
TOTAL ASSETS		**676,110.80**		**906,461.00**		**1,205,620.83**
LIABLITITIES AND OWNER'S EQUITY **Liabilities**						
Income Tax Payable		53,532.70		75,970.73		98,782.64
Loan Payable		200,000.00		200,000.00		200,000.00
Owner's Equity						
Capital, End		422,578.10		630,490.28		906,838.19
TOTAL LIABILITIES AND OWNER'S EQUITY		**676,110.80**		**906,461.00**		**1,205,620.83**

Chapter V

Assessment of Risk

A. Potential Risk and Problems

Ensuring that the satisfactory and timely potential risk is undertaken is the responsibility of the company's administration. The sooner threats are established, the sooner preparations to prevent or handle them will be put in place. Assigning the potential risk management process to a contractor or a person appointed is rarely satisfactory and may be considered a way to achieve the appearance of potential risk without doing it.

This chapter identifies challenges to the company's ability to achieve its goals. It also includes economic, legal, and regulatory considerations, as well as security, finance, reputation, service, and competition.

Security and Fraud Risk

Problem:

1. Data breaches and possible hacking.

2. Stealing ideas of the organization.

3. Phishing attack or sending a virus to destroy the system.

Solution:

1. Enforcing strong credentials and multi-factor authentication to encourage better user cybersecurity practices. Encouraging users to start using a password manager can help.

2. Encouraging the use of trademarks, patents, or copyright; it will also help to prevent ideas from being stolen.

3. Encouraging the use of private emails by not clicking on any links listed in the email message, and not opening any attachments contained in a suspicious email.

Financial Risk

Problem:

1. Capital loss.

2. Loss in a business transaction.

Solution:

1. To avoid capital loss, the company needs to apply accounting to handle financial management and avoid bankruptcy. The team needs to create reports for daily, monthly, and yearly sales.

2. The company needs to ensure that the client or customer pays for the services with at least 30% of the total amount or what is called the commitment fee. The customer or client should pay 30% as their downpayment to start the project or the services.

Reputational Risk

Problem:

1. Unsatisfied customers, product failure, and unavoidable negative press will have an impact on the reputation of the organization.

2. Having annoying or bad customers.

Solution:

1. The team will be more approachable and more flexible to reach the expectations of the customers. They need to be more open in their communication with the customers and ensure that their expectations are achieved. The company implements regular meetings for the administration and staff every week. In this case, the company will be able to solve the problems that may surface. Also, the team makes use of the USERS' FEEDBACK to know the weaknesses and strengths of the company. In that way, they can manage the system based on the feedback of their valuable customers.

2. The company ensures to adopt respect and responsibility in terms of communication to their valuable customers; the administration and staff must have good communication skills to avoid negative impact on the customers. Though it is a widely accepted notion that the "customers are always right", sometimes there are customers who are unrespectful and very aggressive. If the team encounters these kinds of customers, they ensure to stay disciplined, calm, and presentable, and to show respect when interacting with them.

Comfort Risk

Problem:

1. When the leader of the company is becoming so comfortable with the success, combined with his/her unwillingness to change, this can cause a loss of customers.

2. Being content with the way the services are provided and not listening to the feedback of the customers may cause a problem.

Solution:

1. The administration and staff must be flexible and more productive in terms of contracting a project. Hence to avoid the loss of customers and loss of focus to the program.

2. The administration and staff should listen to the feedback of the customers. In that case, they can easily know how to upgrade the business or the system itself.

Economic Risk

Problem:

1. Price War

Solution:

1. Consider the competitors' actions carefully before reacting. Also, the organization should exercise caution when it comes to predatory pricing.

B. New technologies

In the modern generation, technology is very useful in terms of fast productivity. People use technology for daily communication or in creating advanced useful things such as smartphones, computers, and internet modifications. Technology today is developing at such an accelerated rate that it enables quicker transition and growth, allowing the rate of change to accelerate to the point that it will gradually become exponential. Around 2020-2021, an IT specialist will be continuously studying, unlearning, and relearning (if it was not out of need, then out of desire).

Engaging in the online world, some entrepreneurs are using new technology to promote their products or services. Many entrepreneurs still overlook the importance of technology for business. There are many existing websites and applications that are proving services to the people, especially in freelancing, others are establishing big companies to draw more buyers and provide decent service. Having a glimpse into the future of technology will inspire one to think about how he/she should use this advanced and strong technology to serve others. Now that the company is taking off, CodeX will assist customers with things like designing interactive blogs, doing fun activities, and rewarding support programs. The team ensures to achieve the expectation of its valuable customers. Using technology, Covid-19 has not become a burden for the company to help other people. It is a way to make people appreciate the massive use of the internet in online business.

New technologies

- Edge Computing
- Artificial Intelligence (AI) and Machine Learning
- Quantum Computing
- Blockchain
- Internet of Things (IoT)
- 5G
- Cybersecurity
- Virtual Reality and Augmented Reality

C. Contingency Plan

The contingency plan serves as a proactive strategy that describes the courses of action of the company or the steps that the management and staff of an organization need to take in response to an event that could happen in the future.

It is mandatory for the company to create a business contingency plan. It serves as a defense in case an unexpected event occurs that can affect the reputation of the business and may cause negative effects. CodeX must implement this kind of plan to prevent bankruptcy or business breakdowns. It plays a significant role in business continuity, risk management, and disaster recovery. It is also classified as a contingency plan, a crisis mitigation plan, or a plan B if the primary strategy fails. Moreover, it prepares the company for unexpected events and mitigates their effects. It also lays out a procedure for resuming daily company activities following the incident.

This table shows the contingency plan of CodeX.

Event/ scenario	Probability	Impact on business	Preparation to deal with the event	How	Response
Electricity power interruption	High	High	The staff must work in the office instead of working in their home	The administration must provide an electric generator machine to have electricity in the office or in the workplace. The company should provide mobile data for the staff since the PLDT or other telecommunication companies are having a power interruption.	Administration and staff
The office is damaged by fire	Medium High	High	Manage the company on a stronger foundation	The employees must temporarily work at their respective homes, as long as they are provided with laptops and remote access to a firm computer network.	Administration and Staff
Interface problem	Low	Medium	Collect data from the feedback of the customers	Use the feedback from the customers to solve the interface problem and debugging errors	Programmer and Graphic Designer
System Breakdown Or Malfunctioni ng of the machine	Very High	Very High	Migrate test prototype and backup the important data	Reinstall the operating system, making sure that the codes, design, and data are backed up in safe storage	Programmer and Technical Engineer
Virus Attack and Phishing attack	High	High	Ensure that the data is encrypted and properly backed up	Upgrade the security and provide strong protection for data privacy, avoid using a public connection, all transactions must be done in private	Administration and Programmer

Probable Risk:

Time

- Schedule overruns
- Changing of the deadline by the clients
- Changing of productivity time

Cost

- Unexpected expenditure
- Budget exceeded
- Electricity and internet connection fees

Resources

- Machine Breakdowns.
- Employees' sickness caused by covid- 19
- Running out of resources

Environmental

- Earthquake/ storms / floods
- Bad weather causing electricity power interruption
- Office being flooded

Technical

- System errors
- Virus and malware attacks causing software damage
- System crash

APPENDIX

Accountant's Certification

This is to certify that the undersigned has review and corrected the chapter 4. Financial Plan of the business "CodeX" made by Dan Maratas, Earl Mark Asaria, Gerald Carillo, James Ferolino, Jim Vincent Labrador, Minron Hasan, Monsal Dawa, Neil Allech Hortel, and Stephen Cresencio and align the document with the correct and accurate process and formula.

Signed: 06/19/2021

                                                                                Date Signed

RAZILLE EDEN C. FERNANDEZ, CPA

        Accountant Name

Grammarian's Certificate

This is to certify that the undersigned has reviewed and went through all the pages of the business plan proposal entitled, **"CodeX"** made by Earl Mark Asaria, Gerald Carillo, Stephen Cresencio, Monsal Dawa, Rex James Ferolino, Minron Hasan, Neil Allech Hortel, Jim Vincent Labrador, and Mario Maratas Jr., and has also aligned this formal document with the set of structural rules that govern the composition of sentences, phrases, and words in the English language.

Signed: <u>June 19, 2021</u>

                                                                                          Date Signed

Czarina Alexandria Poblete Wata, MA-Lit
Grammarian

Supporting in Financial Plan

EXPENSES

DEPRECIATION							
TOOLS							
			Qty	Unit Cost	Total	Useful Life	Depreciation
Office Equipment					-		
Computer			4	15,999.00	63,996.00	5	12,799.20
Airconditioner			1	16,000.00	16,000.00	5	3,200.00
Printer			1	5,675.00	5,675.00	3	1,891.67
Tools			1	14,567.00	14,567.00	3	4,855.67
Furniture and Fixtures							
Working Cubicles			1	5,999.00	5,999.00	3	1,999.67
Ergonomic Workstations			4	3,899.00	15,596.00	3	5,198.67
Stand up Desk			1	5,448.00	5,448.00	3	1,816.00
Keyboard Trays			4	1,600.00	6,400.00	3	2,133.33
Filing Cabinets			1	7,650.00	7,650.00	3	2,550.00
					-		
					-		
					-		
DEPRECIATION EXPENSE							**33,894.20**
					141,331.00		

Annual Depreciation		
2019	2020	2021
33,894.20	33,894.20	33,894.20
Accumulated Depreciation		
2019	2020	2021
33,894.20	67,788.40	101,682.60

SSS Contribution

# of employees	Monthly Salary	ER	EE	Monthly TOTAL ER	Monthly TOTAL EE	Annual TOTAL ER	Annual TOTAL EE
3	20,000	1,730.00	900.00	5,190.00	2,700.00	62,280.00	32,400.00
1	17,000	1,475.00	765.00	1,475.00	765.00	17,700.00	9,180.00
				6,665.00	3,465.00	79,980.00	41,580.00

Pag-ibig

	ER	EE	Monthly TOTAL ER	Monthly TOTAL EE	Annual TOTAL ER	Annual TOTAL EE
4	100.00	100.00	400.00	400.00	4,800.00	4,800.00
	100.00	100.00	400.00	400.00	4,800.00	4,800.00

Philhealth

	ER	EE	Monthly TOTAL ER	Monthly TOTAL EE	Annual TOTAL ER	Annual TOTAL EE
4	350.00	350.00	1,400.00	1,400.00	16,800.00	16,800.00
	350.00	350.00	1,400.00	1,400.00	16,800.00	16,800.00

ANNUAL

	Total ER	TOTAL EE
SSS	79,980.00	41,580.00
Pag-ibig	4,800.00	4,800.00
Philhealth	16,800.00	16,800.00
	101,580.00	63,180.00

60000	720,000.00
17000	204,000.00
	924,000.00

Supporting Computation:	
	2019
Net Income before Tax	494,130.80
	30,000.00
Tax in excess of 400,000	23,532.70
	53,532.70
	2020
Net Income before Tax	583,882.90
	30,000.00
Tax in excess of 400,000	45,970.73
Tax Due	75,970.73
	2021
Net Income before Tax	675,130.56
	30,000.00
Tax in excess of 400,000	68,782.64
Tax Due	98,782.64

Market Research

The instrument that we use to conduct market research is an online survey questionnaire. The team conducted research via Google forms in which the respondents have given their answers online about the convenience of having an online business services platform in the company, in school, at home, and anywhere as long as there is access to the internet. The survey questionnaire serves as a guide to make the online business platform more productive, convenient, and upgraded. It contains (4) statistical questions in which the user fills in their full name (optional), gender, and profession.
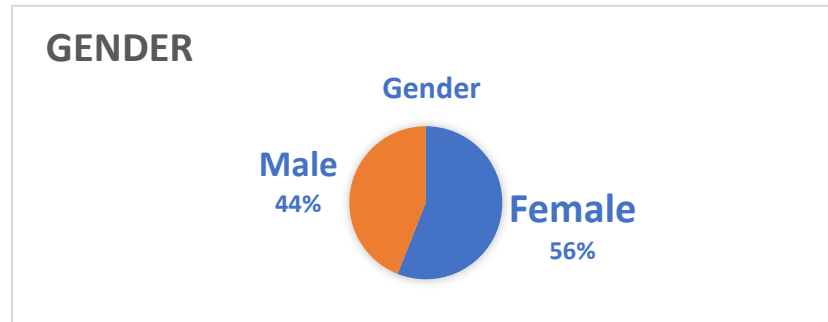
Figure 1.1 Pie Chart Gender

Statistically, based on the result of the survey, with a total of one hundred (100) respondents, fifty-six percent (56%) were female and forty-four percent (44%) male respondents. Ninety–one percent (91%) were students, four percent (4%) were employees, and five percent (5%) were from other groups of respondents.

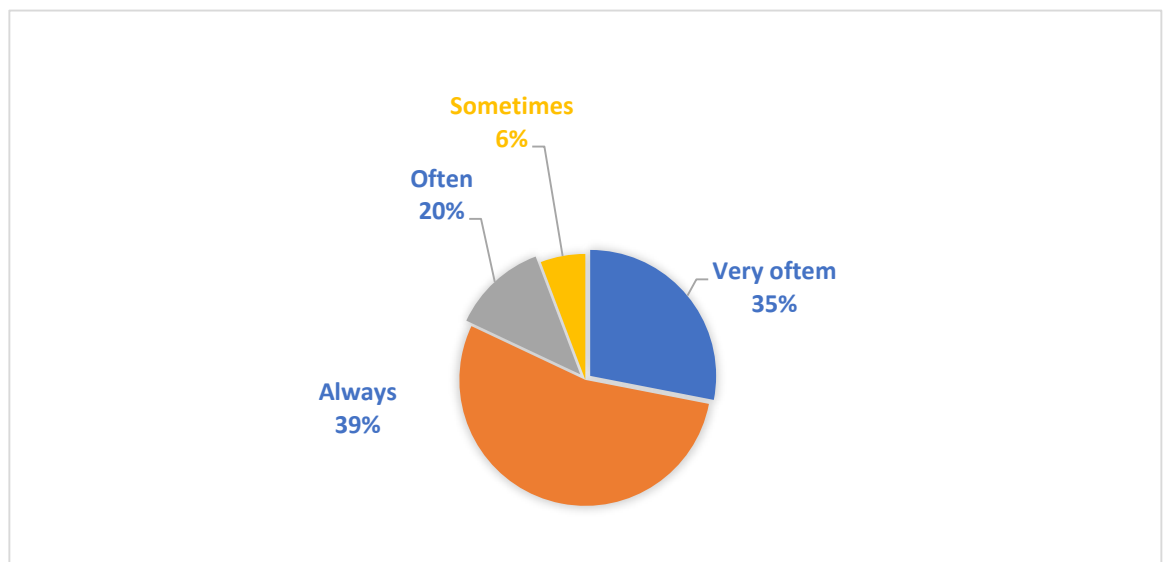1. How often do you use social media using websites or android apps?

Figure 1.2 Pie Chart Question 1

In terms of using social media in websites or android application, out of one hundred (100) respondents, only eight percent answered

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sometimes, one (1) percent answered never, twenty (20) percent answered often, thirty-five (35) percent answered very often and, thirty-nine (39) percent answered always. So, based on the results, people are using social media always.

2. Do systems like websites, POS (used for malls cashiers), etc. help to make a business easier to handle?
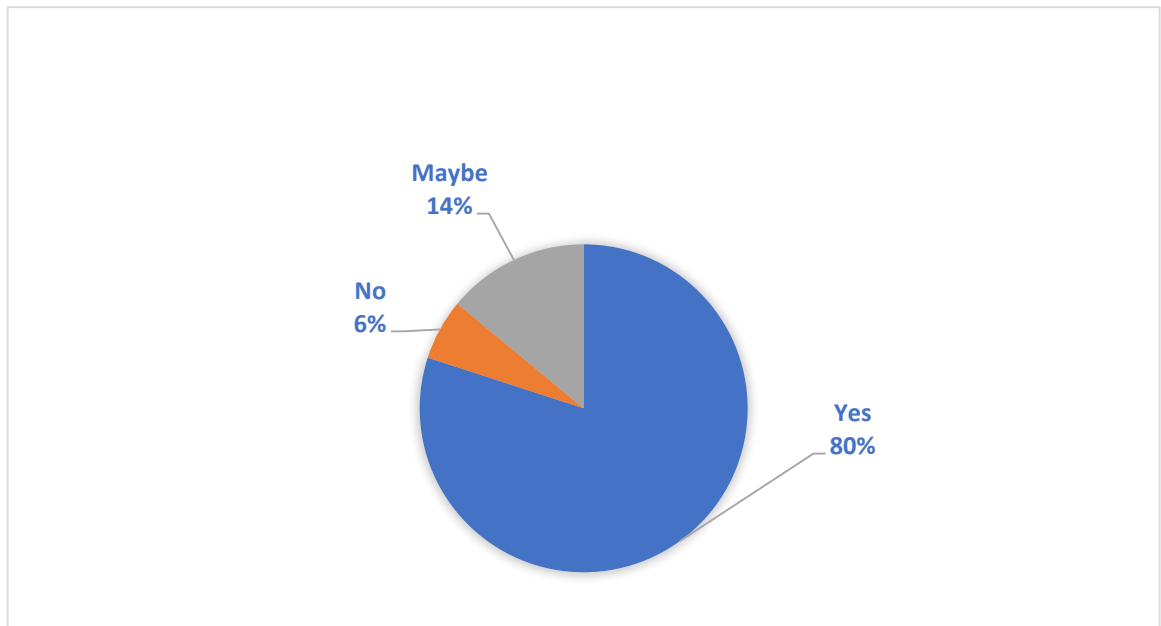
Figure 1.3 Pie Chart Question 2

Out of one hundred (100) respondents, eighty (80) percent answered yes, six (6) percent answered no, and fourteen (14) percent answered maybe. So based on the result, the majority of the respondents believed that the website, POS (used for malls cashiers), etc. can help to handle the business easier since it is less time-consuming.

3. Do you have experience asking a professional to fix your broken equipment such as a computer or seek help with software like word, excel, etc.?
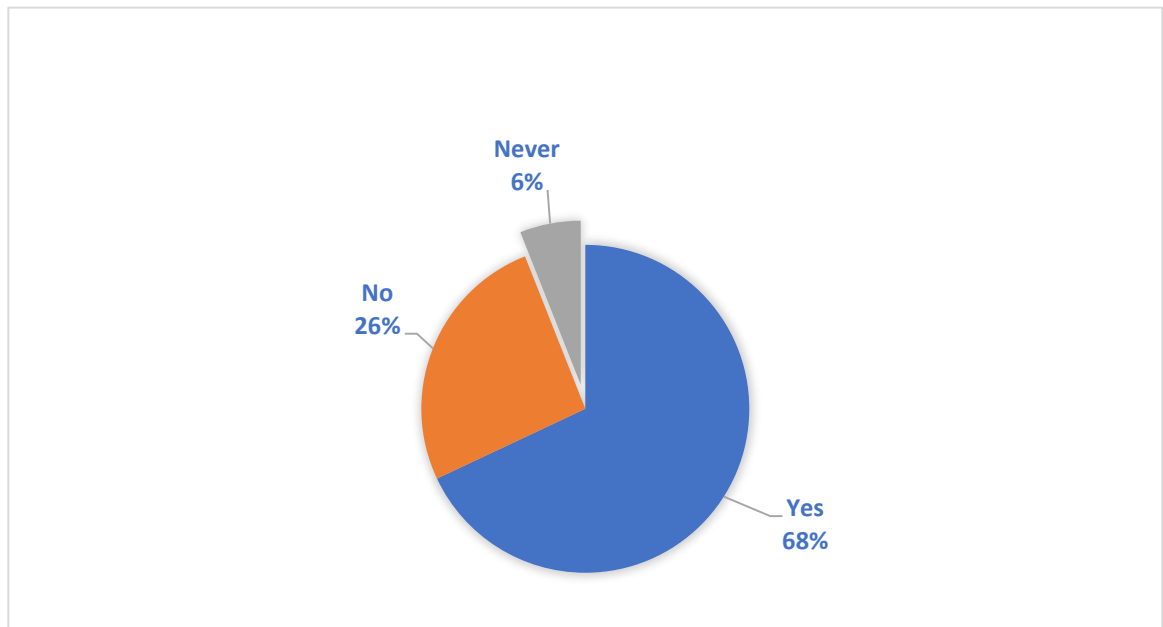

Figure 1.4 Pie Chart Question 3

Out of one hundred (100) respondents, sixty-eight (68%) percent answered yes, twenty-six (26%) percent answered no, and six (6%) percent answered never. Based on the result, most of the respondents experience computer-related problems. Therefore, they need an expert in technicality in fixing their computer-related problems.

4. What application would you prefer to use for online video calls if you want to seek help for your problems? (choices are given)
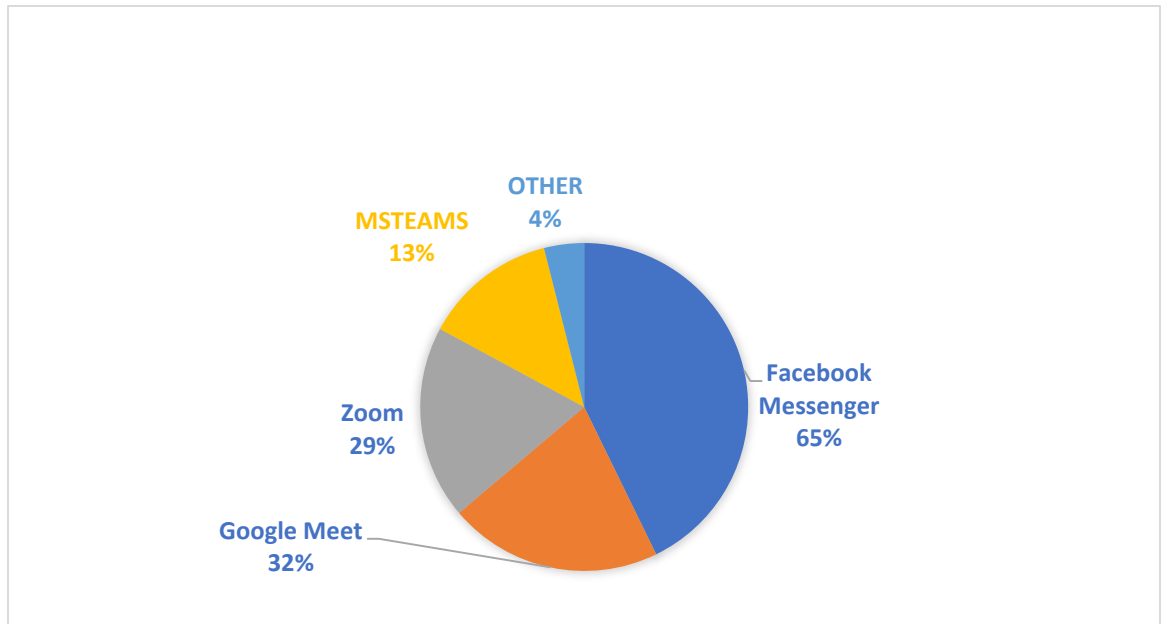

Figure 1.5 Pie Chart Question 4

Out of one hundred (100) respondents, sixty-five (65%) percent chose Facebook Messenger, thirty-two (32%) percent chose Google Meet, seventeen (17%) percent chose Zoom, eleven (11%) percent chose MSTEAMS, and three (3%) percent chose others. Based on the result, the most commonly used application among the respondents in making video calls is Facebook Messenger.

Costumer Contracts

To proceed with the services, a contract should be signed by the customers stating that they agree to pay 50% of the total payment, and if they cancel the service, a cashback policy is applicable. If they cancel the service sooner, they will receive a larger refund from the downpayment they made.

Rent Contract

The company's address will be Lady M Building, Phil-Am Ave, General Santos City, South Cotabato. The team will use the upper floor as a workspace. To ensure customer safety, the building will be sanitized and safety protocols will be followed. Six desktop computers and three laptop computers will be used by the company.

Resume

FEROLINO, REX JAMES S.

Blk 5 Lt 2 Ph 2 Gensanville Subd.

Brgy Bula General Santos City

09664432245

rexjames137@gmail.com

OBJECTIVE:

To be a competent employee that can create, manage, innovate a product that is reliable, effective, and competitive and also to gain experience and knowledge in the process.

EDUCATION:

(Year Covered)

2019 – present	**STI College General Santos**
	Bachelor of Science in Computer Science
2017 – 2019	**General Santos City National High School**
	Senior High School: Information , Computer
Technology	
	NCII passer : Computer and Servicing NCII
2013 – 2017	**General Santos City National High School**
	Junior High School

WORK EXPERIENCE:

Bria Homes (Immersion) – General Santos City, Philippines

1. Assist employees and help arrange documents in the Admin department

2. Encode and help make layouts for file labels

SKILLS:

1. **Programming:** Intermediate skills in using languages such as PHP, SQL, and JavaScript, as well as making console and desktop applications using Java and C# programming languages.
2. **Graphics:** Intermediate skills in graphic designing using computer-based designing applications.

3.   **Computers and Administration:** Proficient in using MS Office applications.

REFERENCE:

Robert Tayoto

Teacher

General Santos City National Highschool

MINRON B. HASAN

Blk 5, Lot 3, Agan North San isidro

General Santos City

09201976276

panggahasan@yahoo.com

OBJECTIVE:

To be a competent developer who can manage and innovate software to create a reliable, effective, and competitive product.

EDUCATION:

(Year Covered)

2019 – present	**STI College General Santos** Bachelor of Science in Computer Science
2017 – 2019 Technology	**General Santos City National High School** Senior High School: Information , Computer NCII passer : Computer and Servicing NCII
2013 – 2017	**General Santos City National High School** Junior High School

WORK EXPERIENCE:

RD Fishing Incorporated – General Santos City, Philippines

- Prepare payrolls of the employees
- Lay out programs and events as well as company's ID

SKILLS:

- **Programming:** Intermediate skills in using languages such as PHP, SQL, and JavaScript, as well as making console and desktop applications using Java and C# programming languages.
- **Graphics:** Intermediate skills in graphic designing using computer-based designing applications.
- **Computers and Administration:** Proficient in using MS Office applications.

REFERENCE:

Psyche Diendo

Teacher

General Santos City National High School

Earl Mark C. Asaria

Purok 1, Palkan, Polomolok

South Cotabato

0920-739-5066

earlmarkasaria@gmail.com

OBJECTIVE:

To improve my skills and to be more competitive in the line of computer development and industrial competencies. To build myself to be more reliable and to gain knowledge and improve my analytical and creative skills.

EDUCATION:

(Year Covered)

| 2019 – present | **STI College General Santos** |
| | Bachelor of Science in Computer Science |

2017 – 2019	**(GSA) General Santos Academy Inc. of Polomolok**
	Senior High School: (IT) Information and Computer Technology
	Award: Grade 11 - With Honors, 2018
	Grade 12 – With Honors, 2019

| 2013 – 2017 | **Palkan National Highschool** |
| | Junior High School |

WORK EXPERIENCE:

Computer Shop Technical Support – Polomolok, South Cotabato

Since 2019

SKILLS:

- **Programming:** Intermediate skills in using languages such as SQL, and JavaScript.

- **Computers and Administration:** Proficient in using MS Office applications.

Stephen M. Cresencio

Computer Troubleshooter

Zone 1 Block 10 Brgy. Fatima General Santos City

Email : scresent01@gmail.com

Contact #: 09451656141

OBJECTIVE:

Aiming to improve the services and making it by developing the needs of the Program CodeX, to provide programs that can be used on more than one type of software with very few changes.

EDUCATIONAL ATTAINMENT

Senior High School

General Santos City National High School

Calumpang, General Santos City

S.Y. 2017 – 2019

Skills

- **Computer Cleaning**
- **Quick Data Processing**
- **Better presentation of information**
- **Good Communication**

Secondary

General Santos City National High School

Calumpang General Santos City

S.Y. 2016-2017

Elementary

Upper Tambler Elementary School II

Brgy. Fatima General Santos City

S.Y. 2012-2013

Carillo, Gerald R.
Prk. Magsaysay Labangal, General Santos City, South
Cotabato
Email Add: geraldcarillo189@gmail.com
Contact #: 09507174293

Objectives
- To obtain a position suitable to my qualification with opportunities for career growth in a dynamic and progressive workplace.
- To share necessary knowledge and skills in your company.

PROFESSIONAL SKILLS:
- Ability to develop a strong relationship with co-workers.
- Interpersonal and strong adapting skills.

EDUCATIONAL ATTAINMENT

2021 Present   **STI College - General Santos City**
Bachelor of Science in Computer Science – 2nd Year

2018 - 2019   **Labangal National High School – General Santos City**
(Senior High)

Technical Vocational – Information Communication
Technology

Awards: With Honors
NCII Passer – Computer System Servicing

2016 – 2017   **Labangal National High School – General Santos City –**
Completer
TRANING ATTENDED:

Joint Delivery Voucher program TRANING (JDVP)
The Heritage Academy of the Philippines
Electronics (making radio)
October 2019

Joint Delivery Voucher program TRANING (JDVP)
STI COLLEGE GENSAN
Java Programming.
November 2019

SKILLS:
- COMPUTER TECHNICIAN
- TEAMWORK

MONSAL P. DAWA

Prk. Kulasi Zone 5, Labangal. General Santos City 9500.

09776171048

dreagerodias@gmail.com

OBJECTIVE:

To gain relevant information and skills in a centralized environment to supplement those I have studied in school. In exchange, I pledge to be a valuable addition to your firm throughout the training time.

EDUCATION:

2021 Present   **STI College - General Santos City**
Bachelor of Science in Computer Science – 2nd Year

2018 - 2019   **Labangal National High School – General Santos City (Senior High)**

Technical Vocational – Information Communication Technology

Awards: With Honors
NCII Passer – Computer System Servicing

2016 – 2017   **Labangal National High School – General Santos City – Completer**

WORK EXPERIENCE (if applicable):

TECHNICAL SUPPORT / SALES ASSOCIATE
KCC Mall of Gensan (Third Floor)
PC WORX GENSAN
December – March 2019, Summer job

EMPLOYEE IN DOLE
BARANGAY SINAWAL. GENERAL SANTOS CITY
DOLE POLOMOLOK PHILIPPINES
February– April 2020.

TRANING ATTENDED:

Joint Delivery Voucher program TRANING (JDVP)
The Heritage Academy of the Philippines
Electronics (making radio)
October 2019

Joint Delivery Voucher program TRANING (JDVP)
STI COLLEGE GENSAN
Java Programming.
November 2019

SKILLS:
- COMPUTER TECHNICIAN
- TEAMWORK
- SALES & MARKETING

Jim Vincent C. Labrador

Purok 15, Zone 5, Barangay Lagao,

General Santos City

0921-732-0761

LABRADOR.090997@gensan.sti.edu.ph

OBJECTIVE:

To be a competent assistant developer, aiming to create, develop, and improve the software to build a reliable, and effective product by making and maintaining the website of CodeX.

EDUCATION:

(Year Covered)

2019 – present	**STI College General Santos** Bachelor of Science in Computer Science Award: Dean's Lister, 2019 - present
2017 – 2019 Development	**STI College General Santos** Senior High School: IT in Mobile App and Web Award: With Honors, 2019
2013 – 2017 Arts	**General Santos City National Secondary School of** **And Trades -** Junior High School Award: NC Passer

WORK EXPERIENCE:

National Alliance Women Congress – General Santos City, Philippines

2018, Assistant

- Assisted in the preparation of events.
- Encoding the name of the participants of the event and making them an ID.

SKILLS:

- **Programming:** Intermediate skills in using languages such as PHP, SQL, and JavaScript, as well as making console and desktop applications using Java and C# programming languages.
- **Graphics:** Intermediate skills in graphic designing using computer-based designing applications.
- **Computers and Administration:** Proficient in using MS Office applications.

EXTRA-CURRICULAR ACTIVITIES:

- 2017 – Joined the ICT Days' Computer Hardware and Software Servicing Junior High and College Level and won as 3rd Runner Up.

REFERENCE:

Janine Mae S. Magbanua

Teacher, Artist

STI College General Santos

0910-511-6697

HORTEL, NEIL ALLECH S.

Prk. Tomasa Calumpang

Brgy. Calumpang General Santos City

09367825091

neilallechsumpiahortel@gmail.com

OBJECTIVE:

To be a noticeable quality capable of developing, managing, and innovating a dependable, effective, and competitive product while also gaining experience and knowledge.

EDUCATION:

(Year Covered)

2019 – present	**STI College General Santos** Bachelor of Science in Computer Science
2017 – 2019	**General Santos City National High School** Senior High School: Information , Computer
Technology	
	NCII passer : Computer and Servicing NCII
2013 – 2017	**General Santos City National High School** Junior High School

WORK EXPERIENCE:

Family Country Hotel (Immersion) – General Santos City, Philippines

1. Help employees and encode files.

SKILLS:

1. **Programming:** Middle knowledge of programming languages such as PHP, SQL, and JavaScript, as well as the creation of console and desktop applications in Java and C#.
2. **Computers and Administration:** Knowledgeable in the use of Microsoft Office applications.

REFERENCE:

Robert Tayoto

Teacher

General Santos City National High School

Mario B. Maratas Jr.

Purok Maunlad, Barangay Tambler,

General Santos City

09382751588

MARATAS.094747@gensan.sti.edu.ph

OBJECTIVE:

To be a good developer, aiming to create, develop
and improve the software to build a reliable, effective product to serve by making
and maintaining the business' website of CodeX.

EDUCATION:

(Year Covered)

2019 – present	**STI College General Santos** Bachelor of Science in Computer Science Award: Dean's Lister, 2019 - present
2017 – 2019	**STI College General Santos** Senior High School: IT in Mobile App and Web Development
2013 – 2017	**General Santos City National High School -** Junior High School

WORK EXPERIENCE:

- Custard Apple Outsourcing Incorporation – Software Developer
- STI General Santos – Student Assistant

SKILLS:

- **Programming:** Intermediate skills in using languages such as PHP, SQL, and JavaScript, as well as making console and desktop applications using Java and C# programming languages.
- **Graphics:** Intermediate skills in graphic designing using computer-based designing applications.
- **Computers and Administration:** Proficient in using MS Office applications.

EXTRA-CURRICULAR ACTIVITIES:

- Battle of the bands 1st runner up Intramurals 2018
- Acapella Champion Intramurals 2018
- STI talent search Champion 2019
- STI talent search Pop Idol 1st runner up 2019
- Pop Idol Intramurals Champion 2019
- Acapella 1st runner up 2019

REFERENCE:

Janine Mae S. Magbanua

Teacher, Artist

STI College General Santos

0910-511-6697