***Year-BD1-Supervisor-ID Number***

**EMPLOYMENT CONTRACT**

This EMPLOYMENT CONTRACT (“**Contract**”) made and executed by and between:

1. **PCN PROMOPRO, INC.,** a corporation duly organized and existing under Philippine laws, having its registered office at 27 CRESTA STREET, BARANGAY MALAMIG, MANDALUYONG CITY and 30 ARAYAT STREET, BARANGAY MALAMIG, MANDALUYONG CITY, and herein represented by its President, Rey Ferdinand S. Binuya, herein referred to as the “EMPLOYER”;

****

**-and-**

1. **Lastname, Firstname Middle name, FILIPINO, OF LEGAL AGE, SINGLE/MARRIED,** and with residence and postal address at Employee Address herein referred to as the “EMPLOYEE.”

Voluntarily binding themselves to the following terms and conditions:

1. The Employer will provide services for a specific job or undertaking farmed out by **Project Title**, under a duly executed Service Agreement.
2. The Employee shall be assigned at **Project Title**, with office at **Client Address**.
3. **JOB TITLE AND DESCRIPTION**. As a **Job Position**, the employee shall perform the following duties and undertake the following responsibilities:
4. At all times during the effectivity of this Contract, the Employee is required to comply with all existing rules, regulations and adhere to all pertinent policies as well as those which may hereafter be issued and mandated by the Service Agreement, including but not limited to those governing order and discipline, honesty, safety and security, work assignments and standard operating procedures, use of Company properties and access to matters of confidentiality, and such other rules deemed necessary in the conduct of business or tasks assigned under this Contract and other relevant KPIs specific to the brands or positions to which they are respectively assigned ;
5. Conducts final screening and interview to BA applicants.
6. Conducts induction trainings and all other trainings prescribed by Client and Agency
7. Assesses inductees/trainees based on the result of exams and activities if feasible to be accepted to the BA Program.
8. Organizes, develops and presents activities/modules that will reinforce the learning process.
9. Helps the BAs to develop positive and individual strategies to improve/enhance selling skills.
10. Mentors and supports newly hired BAs and onboard BAs.
11. Monitors and updates BA database and training records.
12. Manages and maintains training rooms, facilities and equipment.
13. Addresses audit concerns by developing modules and activities to be presented to the BAs.
14. Ensures proper handling of all gadgets/equipment entrusted by the Agency.
15. Presents developments and status of trainings conducted during Business Review.
16. Facilitates Office Day Meetings.
17. **EMPLOYMENT STATUS**

* **Employement Status**

1. **DURATION OF EMPLOYMENT**. Employee will commence to perform the services of a **Job Position** effective **Date From**.

Employee shall receive **Php ${Value10}** per day, payable every **15th** and **30th** of the current month to cover up for services rendered and, may be adjusted according to the provision of the Labor Code of the Philippines depending on the tripartite wage rate of the region.

**** Daily Rate/day

(based on RWB, incl. of E-COLA if applicable ) ---- P rate\_day

E-COLA ---- P ${Value10c}

Communication allowance /day ---- P ${Value10a}

Transportation and Meal allowance/day ---- P ${Value10b}

1. **PLACE OF WORK.** The employee shall perform the services at **${Value11a}**.
2. **WORK HOURS**. The Employee will render work for eight( 8) hours , **${Value12}** days a week, in accordance with the work hours to which he/she will be assigned.
3. **PAYMENT OF COMPENSATION/BENEFITS.** The Employer shall be responsible for the payment of all compensation and other benefits to the Employee. Nothing herein shall make the latter an employee of the Principal.
4. **SOLIDARY LIABILITY**. The Company recognizes the solidarity liability on its part as Employer and **${Value3}** in the event of violation of any provision of the Labor Code including the failure to pay wages.
5. **TERMINATION.**
6. Termination by Employer – The Employer reserves its right to terminate this Contract even prior to the expiration of the employment period or completion of the project, for any of the just and authorized causes provided by law, including but not limited to : serious misconduct, wilfull disobedience of employer’s lawful orders, habitual neglect of duties, failure to meet prescribed KPI’s stated below, absenteeism, insubordination, revealing secrets of establishment, or any violation of the terms and conditions herein set forth.
7. Termination by Employee – The Employee may terminate this Contract for any of the just causes provided by law, subject to service of at least one (1) month written notice given to the Employer.
8. Termination due to Illness or Death; Either party may terminate this Contract on the ground of illness, disease, death or injury by the Employee.
9. **CONFIDENTIALITY –** The Employee agrees that all record and documents of the Company and all information pertaining to its business and/or its affairs and that of its customers, which may come into the Employee’s knowledge and custody during the period of employment, are absolutely confidential and unauthorized disclosure or reproduction of the same should not be made at any time during and/or after employment. The Employee hereby agrees that any breach of confidentiality shall constitute sufficient ground for immediate termination for cause, and/or civil and criminal liability.

PREPARED BY:

**Deployed by**

Deployer Designation

NOTED BY: ENDORSED BY:

**HR Representative**  **Project Supervisor**

Rep Designation PS Designation

APPROVED BY:

**Head**

Head Designation

Conforme :

(Signature over Printed Name)

Date : Month Day, Year

SSS # : SSS Number

PhilHealth # : Philhealth number

Pag-Ibig # : Pag-ibig Number

TIN # : TIN Number

Contact No. : Contact Number Day-off: \_\_\_\_\_\_\_\_\_\_\_\_

ID # : ID Number

**BEHAVIORAL CLAUSE**

1. To follow and obey all legitimate instructions and directions of his his/her immediate superior
2. To accomplish and submit all mandatory reports/documents on agreed schedule and time (e.g. daily text attendance, sales report, competitive reports, timesheets/DTRs, etc.)
3. To treat all BAs, staff, clients, partners/dealers/stores with respect all the time
4. To follow all rules and policies partners/dealer/stores
5. To attend all mandatory meetings dictated by Agency
6. To always be on time for work, meetings and Business Review.
7. To liquidate expenses on time
8. To wear appropriate and decent clothes, with ID, during fieldwork and office meetings.
9. No posting of any photographs in any social media account that are confidential and/or will jeopardize the integrity of the Brand, Client and/or the Agency.

**BEAUTY ADVISOR SUPERVISOR KPI**

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**Sales Achievement and Productivity and Quality of Work (80%)**

**Sales Achievement** (40%)

* Must meet target sales in assigned store

**Store Audit** (20%)

* Must comply and pass the Perfect Store Audit/ Internal Audit of PCN

**Submission of Required Reports**

* On Time submission of reports (20%)
* Quality and Accuracy (20%)

**Work Ethics 10%**

**Compliance to Policies and Procedures** (30%)

* Complied with all policies and procedures

**Punctuality and Attendance (20%)**

* Attended work, meeting or events regularly (on time and without absence)

**Interpersonal Relations (20%)**

* Exhibited good and professional working relations with anybody

**Cooperation (10%)**

* Contributed to the achievement of company objectives and goals or participated in company activities and programs

**Confidentiality (20%)**

* Communicated information on a need-to- know basis

**Personal Attributes (10%)**

**Initiative and Resourcefulness (5%)**

* Exhibited ability to come up with doable ideas and solutions on his own

**Independence (5%)**

* ****Worked alone and free from anybody’s influence

**Reliability and Dependability (5%)**

* Worked with minimum or no supervision and free or almost free from mistakes

**Adaptability (5%)**

* Exhibited ability to work in any environment, circumstance or pressure

**Communication Skills (35%)**

* Exhibited ability to impart or exchange information clearly with confidence and correct and complete information

**Leadership Skills (35%)**

* Exhibited good management and supervisory skills and ability to get things done

**Decision Making and Problem Solving Skills (10%)**

* Exhibited sound decision making skills and ability to come up with solutions to problems