**EMPLOYMENT CONTRACT**

This *Employment Contract* made and executed between:

**PCN PROMOPRO, INC.**, a corporation duly organized andexisting under Philippine laws, having its registered office at **27 CRESTA STREET, BARANGAY MALAMIG, MANDALUYONG CITY and 30 ARAYAT STREET, BARANGAY MALAMIG, MANDALUYONG CITY,** and hereinrepresented by its Pres., Rey Ferdinand S. Binuya referred to as the **“Employer”**

-and-

**Lastname, Firstname Middle name,** with residence and postal address at **Employee Address**, referred to as **“Employee”**

Voluntary binding themselves to the following terms and conditions:

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.** The Employer will provide services for a specific job or undertaking farmed out by **Project Title,** under a Service Agreement.

**2.** The Employee shall be assigned at **,** with registered office at **Client Address**

**3.** **JOB TITLE AND DESCRIPTION.** As **Job Position,** the Employee is required to perform the following duties and undertake the following responsibilities:

1. Supervises assigned area and monitors and coaches Beauty advisors based on agreed standards.
2. Prepares and submits permanent journey plan on a monthly basis, does plotted route and reports real time to immediate superior any deviation from the PJP.
3. Monitors and reports OOS, competitive activities, concerns in stores and with BA.
4. Does demo back to their BA’s every route.
5. Responsible for achieving 95% target deployment.
6. Evaluates BA performance in store and develops/recommends areas for improvement.
7. Ensures quality BA are deployed in store.
8. Drives achievement of area sales target.
9. Handles operations at store level that involves the BA (ex. Intro, ID, etc).
10. Ensures that the Agency and Store policies as well as Clients instructions are being observed by their BAs.
11. Develops and implements corrective measures for all in-store issues
12. Monitors attendance and calls the attention of BAs who are always absent or tardy.
13. Reports and resolves store issues on violations of BA Code of Conduct
14. Monitors the 60 days vacancy period
15. Build good rapport/relationship with BA, clients and store representatives.
16. Flags potential resignations.
17. Helps resolves issues concerning vacancies.
18. Audits BAs using PPLUS at least once a week (4x a month).
19. Ensures proper execution of brand activations and gives relevant and productive feedback.
20. Ensures proper planogram implementation.
21. Ensures that products on shelf are not near ex
22. Ensures that products and testers are clean
23. Ensures that all gadgets/merchandising materials provided/entrusted by the Agency to her and the BAs are properly handled and kept safely.
24. Coaches BAs to achieving their sales target and helps address non-perfect scores in audit.

**4.** **EMPLOYMENT STATUS**

**Employement Status**

**5. DURATION OF EMPLOYMENT.** Employee will commence to perform the services in favor on **Date From** until **Date to.**

You shall be receiving PHP **rate\_day** per day payable on weekly basis of the current month to cover up 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.

Position Allowance per day P \_\_\_\_\_\_\_\_\_\_\_\_

Communication allowance per day P \_\_\_\_\_\_\_\_\_\_\_\_

**6**. **PLACE OF WORK**. The Employee shall perform the services farmed out by **Date From,** in which products are being displayed and sold **Outlet.**

**7. WORKING HOURS.** The Employee will render work for eight (8) hours a day for **no of days** days a week in accordance with the working hours to which he may be assigned.

**8.** 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 Principal.

**9**. **SOLIDARY LIABILITY.** There exists a solidary liability on the part of the Employer and **Project Title,** in the event of violation of any provision of the Labor Code including the failure to pay wages.

**10**. **TERMINATION.**

10.1 Termination by Employer: The employer may terminate this Contract on the following just causes: serious misconduct, wilful disobedience of employer’s lawful orders, habitual neglect of duties, failure to meet prescribed KPI’s stated below, absenteeism, insubordination revealing secrets of establishment, when employee violates the terms of this Contract.

10.2 The employee may terminate this Contract for any of the just causes provided for by law by serving one (1) month in advance notice to the employer.

10.3 Termination due to Illness: Either party may terminate the contract on the ground of illness, disease or injury by the employee.

Issued this Day day of Month, Year.

**Prepared by:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Deployed by**

Deployer Designation

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Representative**

Rep Designation

**Endorsed by:**

**Project Supervisor**

PS Designation

Approved by:

**Head**

Head Designation

**Conforme:**

**Lastname, Firstname Middle name**

Name and Signature

## SSS#: SSS Number

## PHILHEALTH#: Philhealth number

## PAG-IBIG#: Pag-ibig Number

TIN#: **TIN Number**

**DATE:** Month Day, Year

ID#:

Contact no.: Contact Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1 Section 9 of Department Order No. 174**

**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**

**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%)**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 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