**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-

**192, F DE GUZMAN,** with residence and postal address at , 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 **Admin Assistant Superstore,** under a Service Agreement.

**2.** The Employee shall be assigned at **,** with registered office at **7th Floor Bonifacio Stopover Corporate Center 31st Street Corner 2nd Avenue, Bonifacio Global City Fort Bonifacio, Taguig City**

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

- Communicates Pond’s brand philosophy (beauty brings romance).

- Educates shoppers on the best product range that delivers the beauty benefit they desire.

- Recommends and sells the Ponds product range which will address the customers’ needs and concerns,

highlight the importance of using the entire range, Use the 3S strategies; sell in, sell up and sell more.

- Responsible for the achievement of sales and growth targets in her store assignment.

- Responsible for projecting the Ponds Image – grooming and demeanor

- Responsible for ensuring that the Ponds counter and product display adheres to the merchandising

standards set by Client, Unilever Philippines, Inc. and must be kept clean at all times.

- Responsible for submitting accurate, complete mandatory reports on time.

- Ensures appropriate and excellent customer service as oriented during training.

- Safe keeps and handles with care all gadgets/merchandising materials provided entrusted by the Agency.

- Responsible in achieving 100% of audit result from Macprod and Supervisor

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

**Project\_Based**

**5. DURATION OF EMPLOYMENT.** Employee will commence to perform the services in favor on **11/06/2020** until **11/30/2020.**

You shall be receiving PHP **1000** 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 **11/06/2020,** in which products are being displayed and sold **outlet.**

**7. WORKING HOURS.** The Employee will render work for eight (8) hours a day for **3** 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 **Admin Assistant Superstore,** 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 06 day of November, 2020.

**Prepared by:**

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

**dep by**

dep desig

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

**hr rep**

hr designation

**Endorsed by:**

**project sup**

pro sup

Approved by:

**head**

desi

**Conforme:**

**192, F DE GUZMAN**

Name and Signature

## SSS#: 1111111

## PHILHEALTH#: 1111111111

## PAG-IBIG#: 21111111111

TIN#: **1111111**

**DATE:** November 06, 2020

ID#:

Contact no.:

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

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

**BEAUTY ADVISOR’S 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 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
7. To liquidate expenses on time (if applicable)
8. To always wear complete uniform of Pond’s BA One Look: Badge, Prescribed Uniform, Prescribed Hair and Make-up, Prescribed Shoes while in-store, black or gray shoes while in transit.
9. As Brand Ambassador, no posting of any photographs in any social media account if not in the prescribed Pond’s BA One Look and in any activity, posts that will put the integrity of the brand at stake.

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**BEAUTY ADVISOR’S KPI**

**70% Qualitative**

**Sales Achievement + Audit** (35%)

* Sales Achievement vs. Monthly Target
* Monthly Audit

**Image & Grooming** (15%)

* Maintain One look to align with global standards and to maintain sophistication vs. competitors
* Possess a sales mindset to cope with the competitive landscape

**Counter Management** (5%)

* Counters, products and testers are clean and organized
* Branding and in-store Merchandising guidelines are adhered to
* Product inventory well-managed: accurate, minimal damaged products, no expired products on display, HERO products are availableJ
* Products correctly priced

**Reports Submission** (15%)

Accurate, complete and on-time submission of the **Weekly Sales and Inventory Report**

* + Sales off take
  + Out-of-stock (OOS)
  + Promotion Update Monitoring (PUM)
  + Competitive Report
  + Store and shopper feedback

**30% Qualitative**

**Competencies**

* Competencies are the basic functional (skills, knowledge, abilities) and behavioral requirements to successfully perform the job.

**Job Knowledge**

* Demonstrates knowledge and understanding of the requirements of the job. Acquires & applies knowledge, skills and expertise to deliver results.

**Drive for Sales**

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

* Committed to putting forth effort to achieve sales targets consistently despite obstacles. Understands the features, advantages, and benefits of given products. Understands the dynamics of the buyer-seller relationship and uses the appropriate sales techniques for different situations. Demonstrates resistance to rejection and failure and not become easily discouraged when faced with difficulties.

**Quality of Work**

* Consistently produces accurate, thorough, neat and professional work. Maintains high standards on work output despite pressing deadlines; does work right the first time; corrects own errors.

**Customer Service Orientation**

* Shows passion, commitment and ability to deliver great customer service by anticipating, listening and responding to customer needs and expectations. Establishes and maintains harmonious relations with customers by being courteous and helpful. Uses tact and sensitivity in resolving customer problems and complaints. Anticipating customer concerns, responding to customer complaints, and taking immediate corrective action.

**Job Attitude**

* Demonstrates interest, enthusiasm, commitment and dedication to the job. Has a solid attendance record and arrives to work, meetings, trainings and general assemblies on time. Maintains a positive outlook towards her job. Reacts positively to job difficulties. Demonstrates a high energy level that is infectious.

**Communication**

* Speaks well and writes clearly to convey information and ideas effectively. Listens well and asks questions to indicate interest and confirm understanding. Admits when she does not understand or is confused and asks for clarification. Provides right information to the right people at the right time. Informs Supervisor and other team members of issues, activities, plans on a regular basis.

**Professional Integrity**

* Does what she commits to doing. Respects the confidentiality of information or concerns shared by others. Honest. Carries fair share of workload. Admits responsibility for mistakes (does not blame others) and takes actions to correct problems she caused.