**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 **${VAddress},** and hereinrepresented by its Pres., Rey Ferdinand S. Binuya referred to as the **“Employer”**

-and-

**${Value1},** with residence and postal address at **${Value2}**, 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 **${Value3},** under a Service Agreement.

**2.** The Employee shall be assigned at **${Value4},** with registered office at **${Value5}**

**3.** **JOB TITLE AND DESCRIPTION.** As **${Value6},** the Employee is required to perform the following duties and undertake the following responsibilities:

**DUTIES AND RESPONSIBILITIES:**

As a GSK RX Pharmacy Specialist you are responsible for merchandising and promoting of all assigned GlaxoSmithKline:

* To check/audit availability of GSK Stock Keeping Units (SKUs) which are part of the Retail Performance Standard (RPS), as well as new products (NPIs) in their merchandising deployment.
* To visit a minimum of ten (10) to fourteen (14) doors/branches a day
* Submit the following reports:

|  |  |
| --- | --- |
| **Report** | **Timelines** |
| Monthly Coverage Plan | Day 23 of the month |
| Daily Activity Report ( weekly ) | Monday of the previous week |
| Monthly Availability and Off take Report | Work Day 3 |
| Competitive Report | Work Day 3 |
| Weekly report ( Suggested order ) | Weds of the succeeding week |

* Deploy in –store materials (as needed) with the Account’s Head Office approval
* Monitor trade activations and provide insights on what will work / not work in their respective branches.
  + - * Price comparative reports
      * Shelf stocks monitoring reports
      * Competitive activity reports

You shall perform such other functions and duties as Management may require of you in connection with your position.

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

**${Value7}**

**5. DURATION OF EMPLOYMENT.** Employee will commence to perform the services in favor on **${Value8}** until **${Deo9}.**

Load / Internet Allowance Per month : Php \_\_\_\_\_\_\_\_\_\_\_

Transportation Allowance : Php \_\_\_\_\_\_\_\_\_\_\_

Meal Allowance Per Day : Php \_\_\_\_\_\_\_\_\_\_\_

You shall be receiving PHP **${Value10}** 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.

**6**. **PLACE OF WORK**. The Employee shall perform the services farmed out by **${Value8},** in which products are being displayed and sold **${Value11a}.**

**7. WORKING HOURS.** The Employee will render work for eight (8) hours a day for **${Value12}** 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 **${Value3},** 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.

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

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 ${Value13} day of ${Value14}, ${Value15}

|  |  |  |  |
| --- | --- | --- | --- |
| **Pharmacy Specialist’s KPI** | | | |
| **GAF MATRIX** | **Tools to Measure** | **Frequency** | **Weight** | **Target** |
| Manpower Training and Deployment | *PMT Call Rate and Attendance* | monthly | 40% | 90% |
| *On-time filling of vacancies* | as needed |
| *On the job training/coaching sessions* | monthly |
| *Quarterly Skills Building Training* | quarterly |
| Reports Generation, Accuracy and On-time submission ; Meetings | *Stock On-Shelf Availability /Offtake* | weekly | 25% | 90% |
| *VHPP Terminal & Account Related Concerns* | weekly |
| *Supervisor's Weekly Coverage Plan* | weekly |
| *Monthly Report* | monthly |
| *Competitive Reports* | monthly |
| *Price Survey* | monthly |
| *Dep Sched of Merchandisers* | monthly |
| *PMT Quarterly Performance Evaluation* | quarterly |
| *Accuracy of Billing Statements (including DTRs, Time Sheets etc)* | monthly |
| *Attendance in regular meetings : Cycle & Business Review* | monthly/quarterly |
| Activity Execution | *Availability of RPS SKUs* | daily | 25% | 90% |
| *Customer Engagement Skills* | monthly |
| *Merchandising Skills* | monthly |
| *Coordination Skills* | monthly |
| Compliance | *Compliance to GSK rules and guidelines* | 24/7 | 10% | 100% |
| *Compliance with PCN HR Rules and Guidelines* | 24/7 |
| **TOTAL TARGET KPI** | |  | **100%** | **93%** |

**Prepared by:**

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

**${Value16}**

${Value17}

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

**${Value18}**

${Value19}

**Endorsed by:**

**${Value20}**

${Value21}

Approved by:

**${Value22}**

${Value23}

**${Value24}**

${Value25}

**Conforme:**

**${Value1}**

Name and Signature

## SSS#: ${Value26}

## PHILHEALTH#: ${Value27}

## PAG-IBIG#: ${Value28}

TIN#: **${Value29}**

**DATE:** ${Value14} ${Value13}, ${Value15}

ID#: ${Value30}

Contact no.: ${Value32}

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

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