***${Value15}-BD2-${Value33}-${Value31}***

**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”;

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**-and-**

1. **${Value1}, FILIPINO, OF LEGAL AGE, SINGLE/MARRIED,** and with residence and postal address at **${Value2}** 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 **${Value3}**, under a duly executed Service Agreement.
2. The Employee shall be assigned at **${Value3}**, with office at **${Value5}**.
3. **JOB TITLE AND DESCRIPTION**. As a **${Value6}**, 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. As a GSK RX Pharmacy Specialist you are responsible for merchandising and promoting of all assigned GlaxoSmithKline;
6. 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;
7. To visit a minimum of ten (10) to fourteen (14) doors/branches a day;
8. 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 |

1. Deploy in –store materials (as needed) with the Account’s Head Office approval;
2. Monitor trade activations and provide insights on what will work / not work in their respective branches.
   * + 1. Price comparative reports
       2. Shelf stocks monitoring reports
       3. Competitive activity reports
3. You shall perform such other functions and duties as Management may require of you in connection with your position.
4. **EMPLOYMENT STATUS**

* **${Value7}**

1. **DURATION OF EMPLOYMENT**. Employee will commence to perform the services in favor of **${Value3}** from **${Value8}** to **${Deo9}.**

Employee shall receive **Php ${Value10}** per day, payable every **10th** and **25th** 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 ${Value10}

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

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

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

Transportation allowance/day ---- P **Actual**

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:

**${Value16}**

${Value17}

NOTED BY: ENDORSED BY:

**${Value18}**  **${Value20}**

${Value19} ${Value21}

APPROVED BY:

**${Value24}**  **${Value22}**

Field Supervisor ${Value23}

Conforme :

(Signature over Printed Name)

Date : ${Value14} ${Value13}, ${Value15}

SSS # : ${Value26}

PhilHealth # : ${Value27}

Pag-Ibig # : ${Value28}

TIN # : ${Value29}

Contact No. : ${Value32} Day-off: \_\_\_\_\_\_\_\_\_\_\_\_

ID # : ${Value31}

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| --- | --- | --- | --- |
| **Pharmacy Merchandiser’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%** |