**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:

1. Validation and Classification of Stocks Returned to Warehouse
   1. Conducts physical count of stocks returned to warehouse b PSRs based on system generated PCM.
   2. Ensures that the product code and quantity per encoded in PCM is tally with actual stocks.
   3. Classifies the stocks whether subject for redressing or already bad order for disposal; Accomplishes manual B.O. classification form for classified B.O. Stocks.
   4. Ensures that all forms are properly signed prior to forwarding to WAR/Encoder
   5. Follows company procedures on receiving and classifying PCM. Reports to WAR if there are discrepancy noted
2. Receiving, Validation and Disposal of Empty Packs Returned to Warehouse
   1. Receives empty packs from PSR with properly accomplished forms (form 1 and 2)
   2. Checks forwarding of Form 1 to Form 2
   3. Conducts pre-count of empty packs received.
   4. Once done in conducting the pre-count, forwards to WAR/Encoder the manual forms for encoding.
   5. Conducts physical count of empty packs based on system generated receiving report per PSR and writes down actual count in the form.
   6. Disposes all validated empty packs.
   7. Signs on forms to confirm the performance of validation and disposal.
   8. Follows company procedures on receiving and disposal of empty packs. Communicates to WAR any noted deviations/exceptions.
3. B.O Stocks Disposal
   1. Conducts physical count of B.O stocks per PSR based on system generated B.O Classification form
   2. Conducts final physical count of B.O stocks per product code based on system generated B.O Summary Form.
   3. Signs on forms to confirm the performance of physical count.
   4. Once finalized, disposes the B.O stocks thru ripping.
   5. Ensures that all counted B.O are ripped and communicates to WAR for double checking of all ripped stocks.
4. Warehouse Support
   1. May do any other tasks for warehouse support as assigned by WAR/MHO/BSM

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

**${Value7}**

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

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.

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}.

**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}

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