**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. Conducts final screening and interview to BA applicants.
2. Conducts induction trainings and all other trainings prescribed by Client and Agency.
3. Assesses inductees/trainees based on the result of exams and activities if feasible to be accepted to the BA Program.
4. Organizes, develops and presents activities/modules that will reinforce the learning process.
5. Helps the BAs to develop positive and individual strategies to improve/enhance selling skills.
6. Mentors and supports newly hired BAs and onboard BAs.
7. Monitors and updates BA database and training records.
8. Manages and maintains training rooms, facilities and equipment.
9. Addresses audit concerns by developing modules and activities to be presented to the BAs.
10. Ensures proper handling of all gadgets/equipment entrusted by the Agency.
11. Presents developments and status of trainings conducted during Business Review.
12. Facilitates Office Day Meetings.

**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.

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

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

**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}

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

**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
3. To treat all BAs, staff, clients, partners/dealers/stores with respect all the time
4. To follow all rules and policies of the Agency/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 proper uniform from Monday to Wednesday and appropriate and decent clothes during the rest of the working days.
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 TRAINER KPI**

**Sales Achievement and Productivity and Quality of Work (80%)**

**Sales Achievement** (50%)

* Must meet target sales in assigned store

**Store Audit** (40%)

* Must comply and pass the Perfect Store Audit/ Internal Audit of PCN

**Demo Back (10%)**

* Must Ensure passing of inductees in the demo back

**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 (50%)**

* Exhibited ability to impart or exchange information clearly with confidence and correct and complete information

**Leadership Skills (15%)**

* 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