***${Value15}-BD3-${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”;

****

**-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. Prepares product \_\_\_\_\_\_\_\_\_\_ and set-up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ materials;
6. To ensure that all materials are well kept and counted as per instruction from your immediate supervisor;
7. Coordinates with the Area Coordinator;
8. Get comments, feedback from consumers and competitive activities;
9. Must assist and do the necessary legwork;
10. Must be aware of the exact location of the stocks and other materials;
11. Monitors the stock’s movement to ensure that there are available stocks inside the working area;
12. Must fill up the report forms accordingly and;
13. Must wear the prescribed uniform neatly and PCN ID during the eight (8) hours work.
14. Validation and Classification of Stocks Returned to Warehouse
    * Conducts physical count of stocks returned to warehouse by PSRs based on system generated PCM (Physical Counting Machine);
    * Ensures that the product code and quantity per encoded in PCM is tally with actual stocks;
    * Classifies the stocks whether subject for redressing or already;
    * Ensures that all forms are properly signed prior to forwarding to AC;
    * Follows company procedures on receiving and classifying PCM. Reports to AC if there are discrepancies noted.
15. Receiving, Validation and Empty Packs Returned to Warehouse
    * Receives empty packs from PSR with properly accomplished forms (form 1 and 2)
    * Checks forwarding of Form 1 to Form 2
    * Conducts pre-count of empty packs received.
    * Once done in conducting the pre-count, forwards to AC the manual forms for encoding.
    * Conducts physical count of empty packs based on system generated receiving report per PSR and writes down actual count in the form.
    * Disposes all validated empty packs.
    * ****Signs on forms to confirm the performance of validation and disposal.
    * Follows company procedures on receiving and disposal of empty packs. Communicates to AC any noted deviations/exceptions.
16. B.O Stocks Disposal
    * Conducts physical count of B.O stocks per PSR based on system generated B.O Classification form
    * Conducts final physical count of B.O stocks per product code based on system generated B.O Summary Form.
    * Signs on forms to confirm the performance of physical count.
    * Once finalized, disposes the B.O stocks thru ripping.
    * Ensures that all counted B.O are ripped and communicates to AC for double checking of all ripped stocks.
17. **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 weekly cut-off 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 /day ---- P ${Value10a}

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

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:

**${Value22}**

${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}