**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:**

* + Receiving/ Releasing Spare Parts & accessories to Technician & Specialist
  + Prepare and Releasing OD Delivery Receipt (DR) for all supplied parts & Accessories to Technicians, Dealers, LSPs
  + Assist Technicians and Specialist on Spare Parts pull-out prepare/Release of return form (RT) for all returned good spare parts, tools, consumables, accessories and device on hand.
  + Receiving and checking of proper documentation of all returned devices from field and other agencies initiated by Unilever, Customer Engagement Centre ( CEC) and the service team.
  + Receiving and Stocking of RMR Spare Parts acquired from Cannibalization of Status 97 devices from Service Helpers.
  + Prepare and submit Receiving Report (RR) and release Delivery receipt ( DR) documents of all incoming spare parts.
  + Checking of Inventory ,manual count actual against system generated.
  + Checking of inventory, manual count actual against system generated
  + Checking of Spare parts, consumables and accessories required for replenishment or need acquisition.

**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}

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

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

**CSA BEHAVIORAL CLAUSE**

1. To follow and obey all legitimate instructions and directions of his his/her Service Supervisor Trainee/ LSP Lead
2. To accomplish and submit all mandatory reports on time
3. To treat all staff and clients of Pureit partners/dealers with respect all the time
4. To follow all rules and policies of Pureit partners/dealer
5. To attend all mandatory meetings dictated by Agency

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

1. To always be on time for work
2. To liquidate expenses on time
3. Always wear clean attire.

CSA KPI

.The appointment shall be subject to termination if the appointee is unable to meet the minimum acceptable performance

. Achieving Netsuites LSP GMA service efficiency.

. 100% Encoding of Warranty Cards every end of the month.

. On Time Generation of GKK Marketing Hitlist for PWE, SS,LO

. Real time closure of Netsuites case based on ST/SS Reports.

. Proper Scheduling and Coordination with CEC

. Regular alignment with LSP Lead/ SST

. Give daily update regarding scheduling netsuites cases, netsuites score to LSP Lead and SST