**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:

Your work schedule shall be on seasonal from \_\_\_\_\_\_am to \_\_\_\_pm or maybe extended when the project requires and your specific duties and responsibilities are the following:

1. Overall in-charge in the implementation of the project in your area of responsibility.
2. Must be aware of the mechanics of the promo and can answer all questions of customer regarding the promo mechanics with authority.
3. Monitor and back checks the responsibility of the personnel under your supervision.
4. Conducts random checks on the report submitted by your subordinates.
5. Prepares qualitative and quantitative reports.
6. Handles information with utmost confidentiality at all times.
7. Negotiates and reports to office once a week or whenever necessary.
8. Sources manpower in accordance with the requirements and specifications of the project.
9. Rents vehicles to service the project requirements
10. Submits report on time to the main office.
11. Submits all liquidation for reimbursement on time to avoid delays in payment of manpower and other expenses incurred.

**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**

**AREA COORDINATOR’S 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 on time
3. To treat all staff, clients, partners/dealers/stores with respect all the time
4. To follow all rules and policies partners/dealer/stores
5. To attend all mandatory meetings dictated by Agency
6. To always be on time for work
7. To liquidate expenses on time
8. To always observe proper grooming at all times
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.

**AREA COORDINATOR’S KPI**

* Directly in-charge of the implementation of all activations.
* Request and screen manpower requirements.
* Line u manpower deployment.
* Brief Coordinators and other manpower to be hired of their responsibilities to include details of reports to be submitted , liquidations, schedule of salary release , meeting day etc.
* Coordinate with Hr, Provincial Coordinators, for manpower, panel , procurement and other requirements related to the activation to be implemented.
* Report and provide the following to the partner account personnel )whichever is applicable)
* A. Status of manpower line up ,deployment and attendance
* B. Problems encountered, actions taken and or recommendations.
* C. Any remarkable concerns of activation – manpower, venue , material etc.
* D. Documentation – pictures , feedback of consumers on product , on promo , competitive , reports etc.
* E. Delivery report
* F. Inventory report
* G. Off take report
* In charge of deployment of manpower, panel and material.
* Present in the activation venue particularly in events and conducts back –checking in all activations being implemented.
* Request auditors to audit manpower performance and ensure implementation is based on agreements.
* Validate and clarify reports liquidation submitted by the area coordinator and other personnel (promo girl , samplers, etc.)
* Motivate personnel under them.
* Coordinate with warehouse traffic for materials and all stocks needed.
* Ensure correctness of bonding configuration and all materials to be withdrawn ,pulled out end to be returned to the warehouse as well as those there will be deployed in accounts or activation venue.
* Coordinate with finance (cc the account) regarding CPS , time sheets and other documents needed for the billing.
* Protect the company’s margins.
* Attend meeting with clients if so required.
* Well briefed and well informed of the activation to be implemented.
* Regularly align with the account and personnel involve in the activation.
* Keep a checklist of the materials needed to be installed deployed.
* Formalize incident reports concern though email.
* Liquidate on time and ensure prompt liquidation of personnel under him / her.
* Work with the Account Supervisor / Account Manager and directly reports to the Activation Manager.
* Perform tasks as per instruction of the Activation Manager / Business Manager and or A/P.
* Well aware of the KPI’s and targets per activation.