**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:**

1.   NAO Survey Overall Lead

a.       Implementation in Unilever Distributor Nationwide

b.       Looking and Providing solutions for any problems encountered

c.       Facilitating hardware and software deployment and maintenance

d.       Training of the NAO Surveyors

e.       Representative to the supplier

2.       Hardware and Software Solution

a.       Facilitate the deployment of NAO Devices

b.       Will look at the data flow from the surveyor to AAA to ULP

c.       Will be the representative to the supplier in connection with the hardware and software implementation

3.       Data Management and Analysis

a.       Will process data extracted from the system

b.       Will provide presentation materials to use for communication to the team

4.       ELMA Lead

a.       Looking and Providing Solutions for any problems encountered

b.       Facilitating hardware and software deployment and maintenance

c.       Data analyst for all ELMA activities

5.       Tool of Trade Monitoring

a.       Monitoring of all devices or tools provide to all Super!Store leads

b.       Looking and Providing solutions for any problems encountered

**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**

**CCS DEGITAL LEAD’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.

**CCS DIGITAL LEAD’S KPI**

S!S DIGITAL PROJECTS

> Consolidation of Elma

NAO CENSUS

> Total census S!S vs Target

VERIFICATION

> Total NAO Daily Ach vs. Correct Geotag

COACHING & TRAININGS SESSIONS

> Coverage of all NAO Survey

> NAO Survey Execution

REPORTS SUBMISSION WITH INTEGRITY

> OTIF submission of all reports

1. ELMA Report

2. Report as required"

WORK ETHICS

> Complete work Attendance/Attendance to other meetings

> Touchbase/report to AAA

> Communication(bridge of agency and support(E-Science))

> Answering of calls, SMS & emails

> ULP meetings