**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:

**DUTIES AND RESPONSIBILITIES:**

* Prepares product \_\_\_\_\_\_\_\_\_\_ and set-up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ materials.
* To ensure that all materials are well kept and counted as per instruction from your immediate supervisor.
* Coordinates with the Area Coordinator
* Get comments, feedback from consumers and competitive activities;
* Must assist and do the necessary legwork
* Must be aware of the exact location of the stocks inside the venue (malls or school/buildings.)
* Monitors the stock’s movement to ensure that there are available stocks of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_product samples inside the sampling area.
* Must fill up the report forms accordingly. Count the amount of cash at the beginning and end of duty after all points of sales is processed.
* Enter purchases into cash register to calculate total purchase price then apply respective discounts.
* Accept Cash Payment, count money, give changed and issue receipt
* Remit sales for the time agreed at the Coop office.
* At the end of the shift, enter cash drawer denomination and print sales receipt
* Submit Daily Report to Financial Controller.
* Must wear the prescribed uniform neatly and PCN ID during the eight (8) hours work

**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**

**HELPER’S/ CASHIER’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.

**HELPER’S/ CASHIER’S BEHAVIORAL CLAUSE**

* Brilliant Execution Key Result Areas/Product Accomplishment (Scheme, Configuration, Quantity delivered, Speed)
* Accomplished correct and clean banding banding configuration
* Accomplished on time and in full finished product.
* No Damage Done
* Ensures Finished Product base on allocation
* Submits all reports requirements on time and in full.
* Works effectively and able to budget time even with minimal supervision.

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

* Volume and quality of tasks/goals were met.
* Complied with all requirements, policies and procedures of PCN.
* Attended work on time.
* Attended work, meetings. (no absence)
* Maintains harmonious relationship with co-workers and superiors.
* Abides by the non-disclosure clause agreement of confidential information, promo materials and the like.
* Has the initiative and resourcefulness to do things that will lead to brilliant execution: (ex. Can work with minimum supervision, etc).
* Exhibited ability to work in any given circumstance or pressure. (Nakakapagtrabaho kahit saan, kahit ano'ng pangyayari at kahit anong bigat)
* Always well groomed and has a cheerful disposition.