**NOTICE OF ACTION**

|  |  |  |
| --- | --- | --- |
| Name of Employee | Company | Date Prepared |
| **MARJUN VILLANUNA JUNIO** | **PCN PROMOPRO, INC.** | **August 4, 2022** |
|  |  |  |
| **FROM** | **PARTICULARS** | **TO** |
| **Merchandiser** | **Position Title** | **Tactical Commando** |
| Regular | Employment Status | Same |
| Business Division 1  Unilever Philippines Inc. | Department/Group | Same |
| Basic Php 570.00 | Salary Package | Same |
|  | **Remarks** | **Changed Position Title** |
|  | **Effectivity Date** | **August 1, 2022** |

**Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NOEL LABASAN**

**HR Deployment Associate**

**Noted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Carina Launte**

**Talent Acquisition Supervisor**

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mie Coñado Conforme:**

**Business Unit Manager**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sheryl P. Pasia Date:**

**AVP-Business Division 1**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ID # 1-000032**

**JOB TITLE AND DESCRIPTION – Tactical Commando**

1. As a Tactical Commando
2. Stocks Administration

* Receives deliveries
* Transfers stocks from back-up to selling area, using First In – First Out (FIFO) procedure
* Arranges stocks according to planogram and SBM (Standard Booking Mix)
* Removes damage stocks from display area
* **** Keeps inventory of stocks including back-up
* Books orders following prescribed SBM for the account
  + SBM dictates the right combination of all \*HPC products (i.e. variants, and pack sizes) for a particular account, \*given the space allocated for HPC product lines
  + It is best to remember the top 10 brands in following the SBM.
  + Remember to allocate MORE FACINGS to these products.

1. Builds and maintain trade & consumer relationship

* Basic product knowledge to assist the customer in choosing their favorite variant
* Constructive response to consumer inquiries
* Healthy working relationship with the store owner/personnel
* Stands as “Ambassador of Goodwill” for Unilever-HPC

1. Handles in-store merchandising
   * Proper placement of updated merchandising materials
   * Correct pricing
   * Maintains attractive and dominant merchandising
2. Suggests creative ways to merchandise the store
   * POS or point of sale materials directs the customers to our display shelf inside the store.
   * It helps announce new ULP-HPC product innovations, which are already available in the market.
3. Generation of Reports
   * Ensures accurate reporting of stocks inventory.
   * Accomplishes and submits reports on agreed deadlines.
   * Immediately reports competitive activities.

* Generation of Reports

g. Prepares product \_\_\_\_\_\_\_\_\_\_ and set-up \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ materials.

h. To ensure that all materials are well kept and counted as per instruction from your immediate supervisor.

i. Must be aware of the exact location of the stocks inside the venue (malls or school/buildings.)

j. Perform other duties as assigned

**TACTICAL COMMANDO 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.

**TACTICAL COMMANDO’S KPI**

* Brilliant Execution Key Result Areas/Perfect Store (6P'sProduct,Pack,Price,Place,Promotion,Proposition)
* Maintains correct and good housekeeping of products on shelves and in the warehouse.
* Implements set guidelines such as planogram, SOS, Shelf Standard, Promo, Price & Proposition whenever and wherever possible.
* No near expiry/expired products on shelves.
* Bad orders/Trade returns equal or less than the acceptable volume required by Client.
* Practices FIFO system.
* Ensures clean, current POP materials in store.
* Submits all reports requirements accurately, on time and in full (NAU Merchandising, OSA, Competitive, Consumer Complaints, price survey, etc.)
* Works effectively and able to budget time even with minimal supervision.
* Volume and quality of tasks/goals were met.
* Posted OSA daily compliance report
* Complied with all requirements, policies and procedures of PCN, assigned store/s and clients.
* Attended work, meetings, cascades on time.
* Attended work, meetings, cascades regularly. (no absence)
* Maintains harmonious relationship with co-workers, clients, consumers, and superiors.
* Abides by the non-disclosure clause agreement of confidential cascades, promo materials and the like.
* Has the initiative and resourcefulness to do things that will lead to brilliant execution: (ex. Negotiating for free space or increase in facings, working at home or in transit to submit reports, etc).
* Exhibited sound decision making skills and come up with solutions to problems.
* Shows leadership qualities and has the potential to be a leader.
* 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.