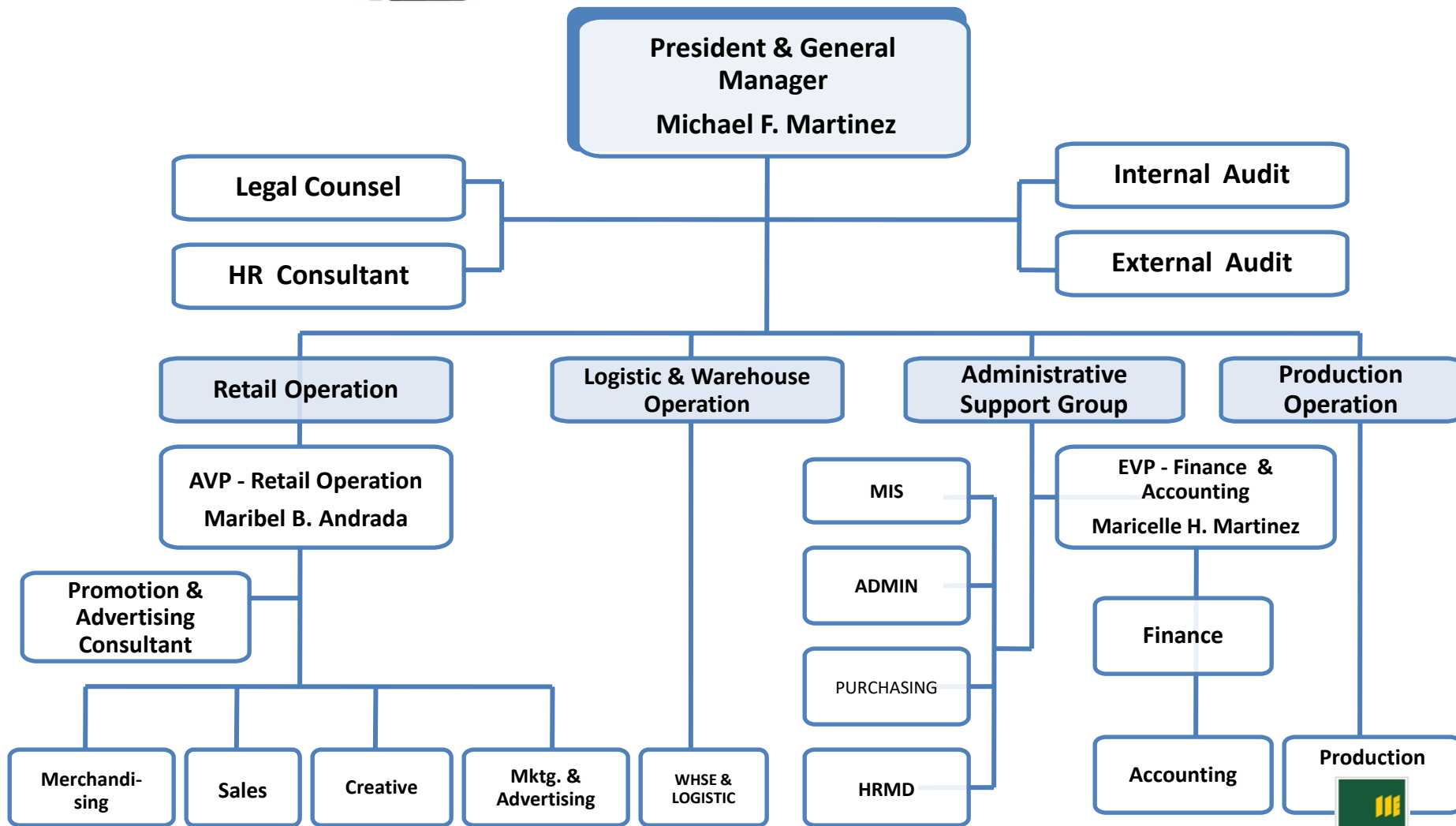




ORGANIZATIONAL CHART



Organizational Chart
M5 MART, INC.

Revised : 08 Sept. 2014
Designed by : BELIM, MAIP, CSIOP

Approved by: MFM
Signed : _____



President &
General Manager
Michael F. Martinez



EVP Finance &
Accounting
Maricelle H. Martinez



Accounting Officer
Salve M. Jimenez



Accounts Receivable
Staff
Asuncion Flordilona O. Sabas



Accounts Payable
Staff
Grace Ann L. Panganiban



General Accounting
Staff
Jennelyn Riel



Accounting Gen.
Services Staff
Marlon E. Nicoyco



Organizational Chart Accounting Department

Revised : 08 Sept. 2014
Designed by : BELim, MAIP, CSIOP

Approved by: MFM
Signed : _____



President &
General Manager
Michael F. Martinez



AVP- Sales &
Marketing
Maribel B. Andrada



Retail Sales Officer
(SLuzon/ VisMin/
SMM)
Rowel F. Aquino



Retail Sales Supervisor
(NLuzon)
Joewarren C. Pinlac



Retail Sales Supervisor
(NMM/ Makati)
Reynaldo R. Sanciango



Retail Sales Supervisor
(W/E -Metro Manila)
Richie M. Deocares

Sales Associates
(NLuzon)

Sales Associates
(Makati/NMM)

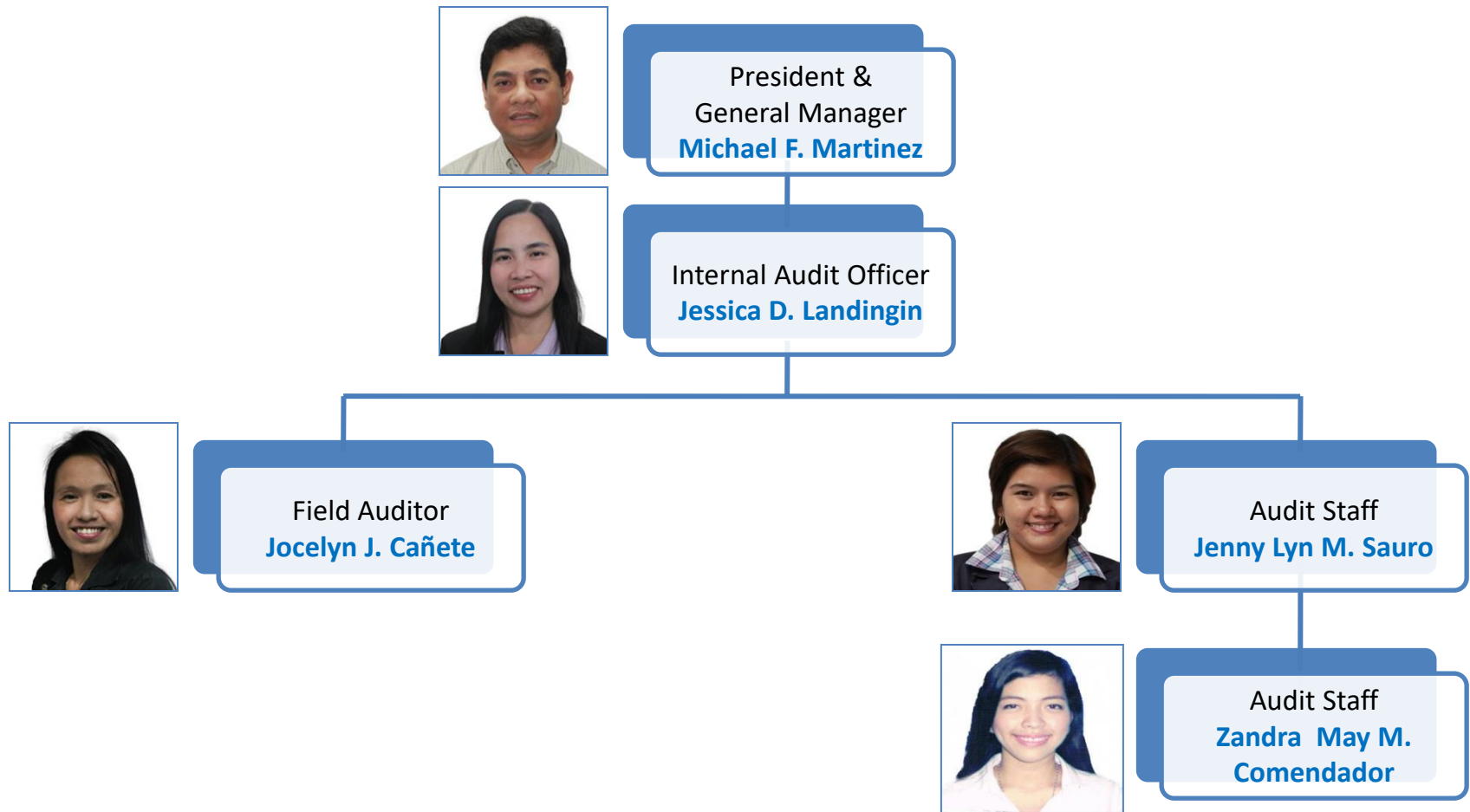
Sales Associates
(W/E –Metro Manila)



Organizational Chart Retail Sales Operation Department

Revised : 08 Sept. 2014
Designed by : BELIM, MAIP, CSIOP

Approved by: MFM
Signed : _____



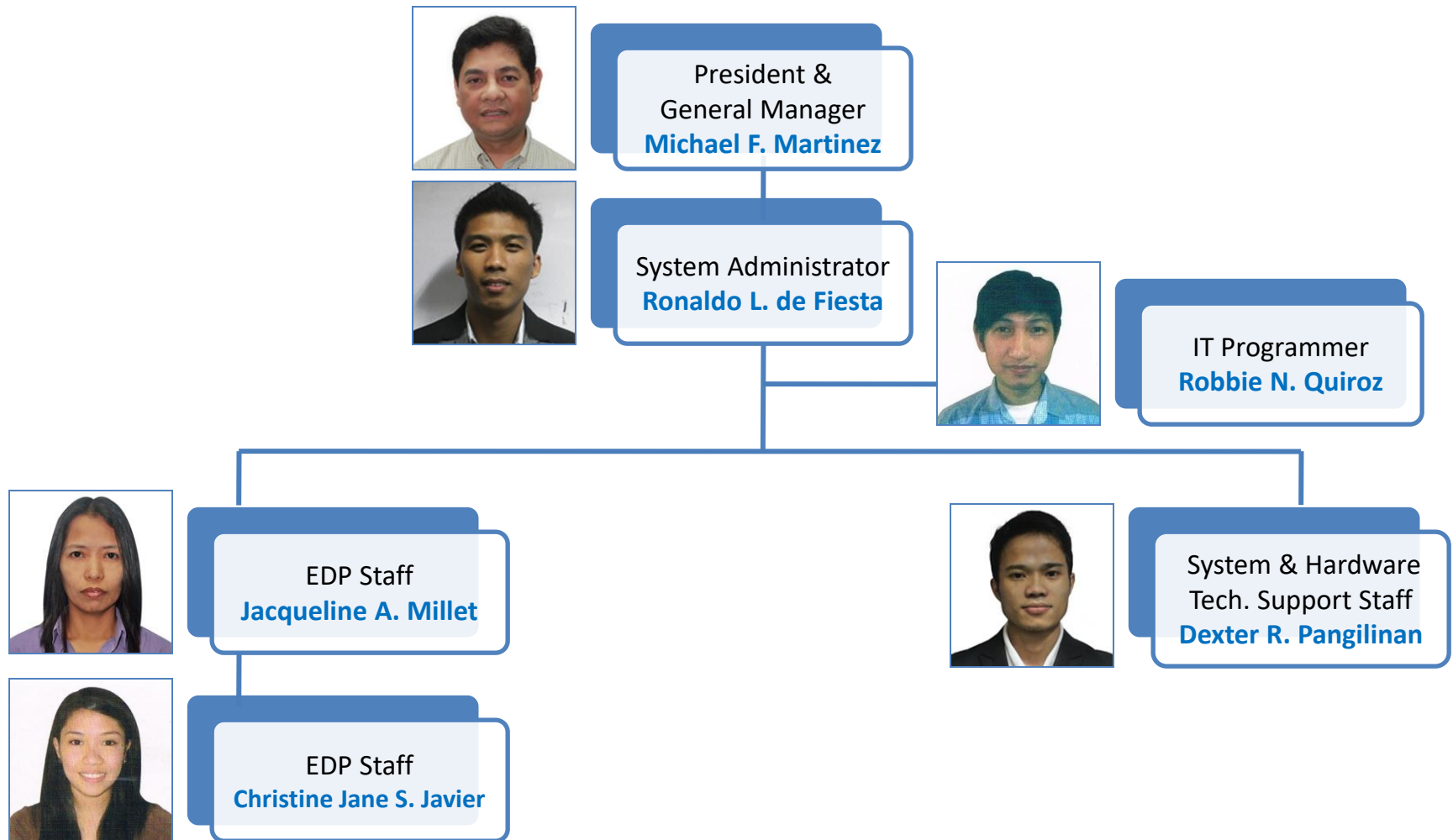
Organizational Chart
Audit Department

Revised : 08 Sept. 2014

Designed by : BELIM , MAIP, CSIOP

Approved by: MFM

Signed : _____



Organizational Chart
MIS Department

Revised : 08 Sept. 2014
Designed by : BELIM , MAIP, CSIOP

Approved by: MFM
Signed : _____



President &
General Manager
Michael F. Martinez



Administration Officer
Raymon L. Millet

SECURITY SERVICES



Sr. Security Staff
Clarissa D. Franco



Jr. Security Staff
Darwin J. Cabangunay

Jr. Security Staff
Carol Joseph Niegas



Sr. Mechanic
Edwin P. Aristoque

Jr. Gen. Services Staff
Alberto B. Barcena Jr.

MAINTENANCE & GENERAL SERVICES

Store & Building
Maintenance
Contractors

Admin. Gen. Services
Staff
Rene P. Magbanua



Organizational Chart
Administration Department

Revised : 08 Sept. 2014
Designed by : BELIM, MAIP, CSIOP

Approved by: MFM
Signed : _____



President &
General Manager
Michael F. Martinez

Purchasing Officer
Vacant



Purchasing Staff
Marivic D. Niegas



Organizational Chart Purchasing Department

Revised : 08 Sept. 2014

Designed by : BELIM, MAIP, CSIOP

Approved by: MFM

Signed : _____



President &
General Manager
Michael F. Martinez



AVP - Retail
Operation
Maribel B. Andrada



Merchandising
Officer
Ma. Ana G. Guban



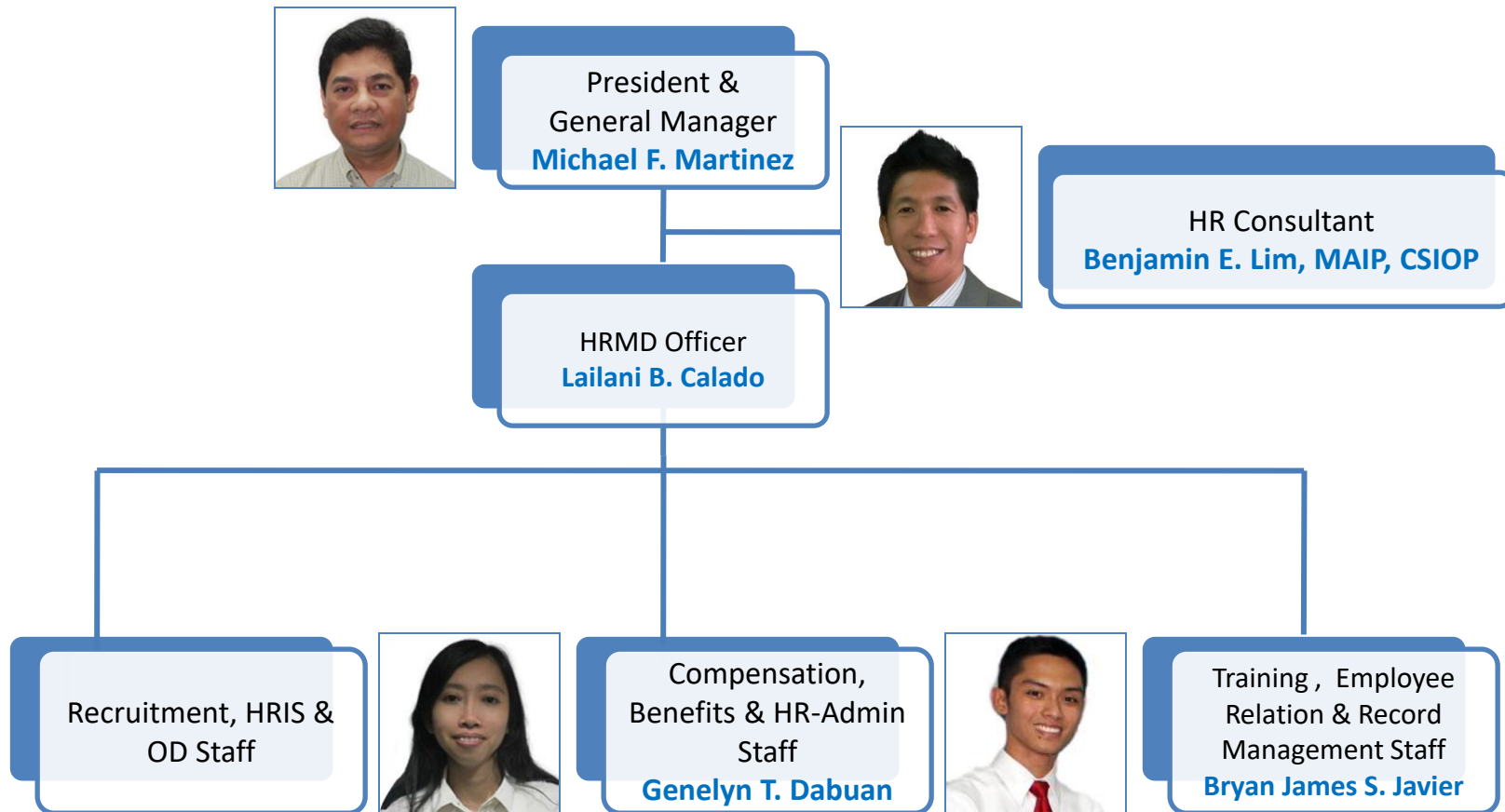
Merchandising &
Planning Control Staff
Eva H. Givero



Organizational Chart
Merchandising Department

Revised : 08 Sept. 2014
Layout : BELIM, MAIP, CSIOP

Approved by: MFM
Signed : _____



Organizational Chart
HRMD Department

Revised : 08 Sept. 2014
Layout : BELIM, MAIP, CSIOP

Approved by: MFM
Signed : _____

Human Resources Management Department
HRMD
(Functional Authority , Areas of Concern and Responsibility)

**Recruitment, HRIS ,
Research and OD
(HRIS-RROD)**

- Manpower Planning & Selection
- HR Information System
- HR and IP Research
- Job Description and Job Analysis
- Policy and Guidelines Processing
- Organizational Development
- Employee Development Planning

**Compensation, Benefits
and HR-Admin
(HR- Admin)
Genelyn Dabuan**

- Salary, Compensation & Benefits
- HR Administration
- Timekeeping & EE Benefits Monitoring
- Wage and Salary Updating / Monitoring
- Promotion, Transfer and Termination
- HR Monthly Reports
- Updating of MMPS

**Employee & Labor Relation and
Employee Learning /
Development
(ELR-ED)
Bryan James Javier**

- Employee Activities
- Orientation of New hires
- Product Orientations
- Labor Cases, Issues and Concern
- Employee Counseling and Mentoring
- 201 Records Updating and Control
- Employee Discipline



**Organizational Chart
(Functional Authority)
HRMD Department**

Revised : 25 June 2014
Layout : BELIM, MAIP, CSIOP

Approved by: MFM
Signed : _____



Organizational Chart
Marketing Department

Revised : 08 Sept. 2014
Designed by : BELIM, MAIP, CSIOP

Approved by: MFM
Signed : _____



President &
General Manager
Michael F. Martinez



AVP Retail Operation
Maribel B. Andrada



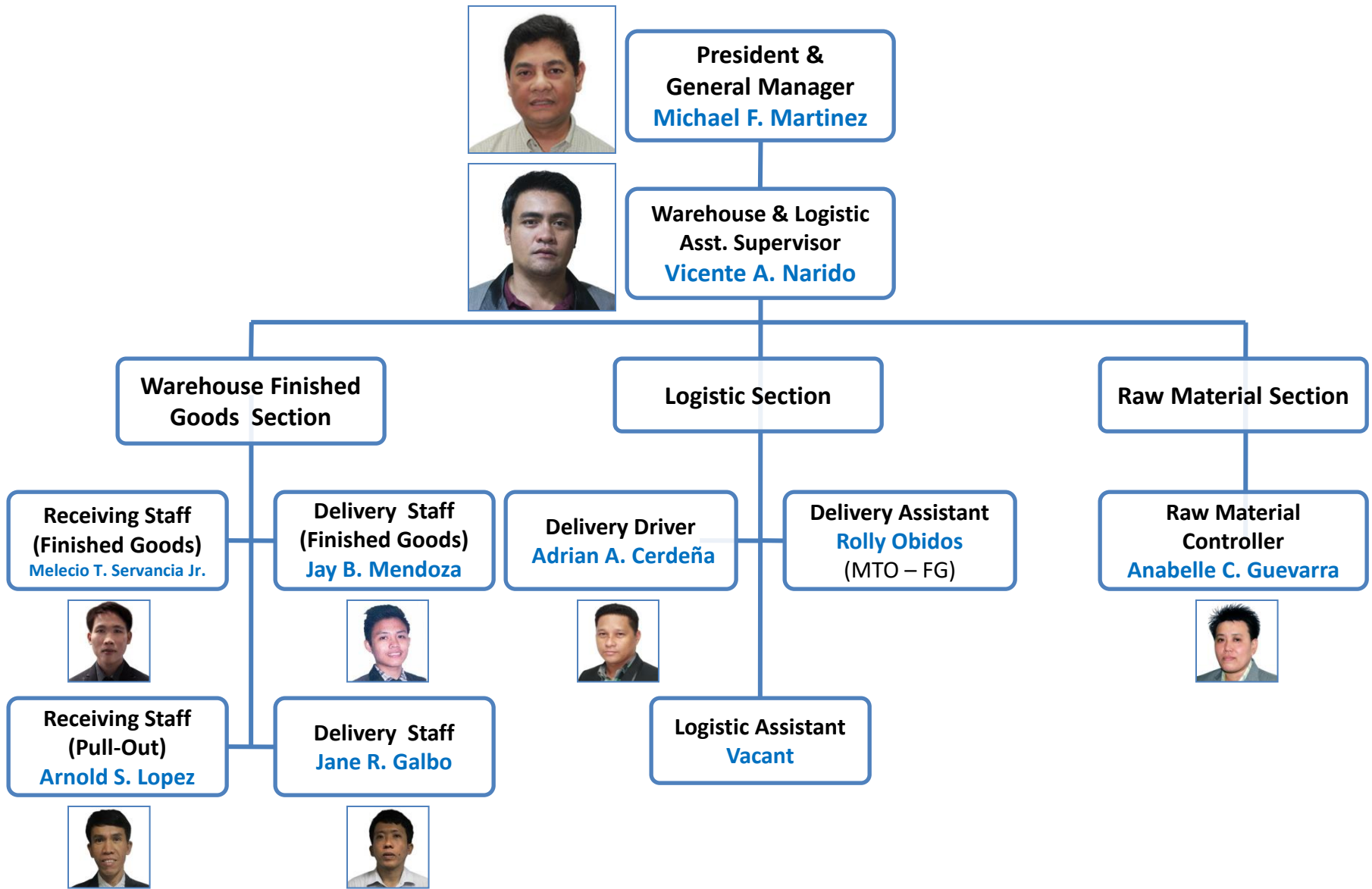
Graphic Artist
Ireneo T. Fernandez Jr.



**Organizational Chart
Creative Department**

Revised : 08 Sept. 2014
Designed by : BELIM, MAIP, CSIOP

Approved by: MFM
Signed : _____



Organizational Chart
Warehouse & Logistic Dept.

Revised : 08 Sept. 2014
Layout : BELIM, MAIP, CSIOP

Approved by: MFM
Signed : _____



Sole Proprietor
Maricelle H. Martinez

Quality Assurance Department



**(OIC) Asst. Supervisor,
Quality Assurance**
Jeanie D. Castillo

**Sewing Quality Assurance
Section**

**Raw Material Quality Assurance
Section**

**In House Pre Final
Subcon Pre Final (Pants)**
Sherryll O. Galdones



**In House Pre- Final
Subcon Final (Barong)**
Divina D. Ibañez



QC Staff
Rosales E. Melindo

**Jusi Fabric / Embro /
Final QC Subcon**
Jocelyn S. Taban



Fabric Inspector
Rey B. Millo



Organizational Chart (Proposed)
MCE – Quality Assurance Dept.

Revised : 12 NOV. 2014
Designed : BELIM, MAIP, CSIOP

Approved by: MFM
Signed : _____