

# TRADE MARKETING SOLUTIONS INC. - dropdown

Room 306 3F CLMC Building, 259 EDSA, Barangay Wack-Wack Greenshills East, Mandaluyong City

## PROBATIONARY EMPLOYMENT CONTRACT - dropdown

MARJORIE V. AVILA - textbox

29 Lot1 Comp. Apitong Marikina Heights, Marikina City - textbox

avilamarjorie12@gmail.com - textbox

0950.991.2133 - textbox

Sir/Mam; - dropdown

We are pleased to inform you that you are being hired as probationary MERCHANDISER effective July 09, 2025 subject to the following terms and conditions, you will be assigned to one of our client the ZESTO/AJINOMOTO/COMFOODS and your Employee I.D. Number is G250839545.

### Probationary Period

Your probationary employment shall be for a period of not more than six (6) months - July 09, 2025 to January 05, 2026. Your continued employment after the probation period will depend on your performance and your ability to meet the company's reasonable standards. Your performance will be regularly evaluated based on the Key Performance Factors and Expectation outlined in Annex "A" of this contract.

### Compensation and Benefits

Your salary shall be 645.00 per day, payable bi-monthly. This amount may be adjusted following applicable wage orders. You will also received all standard legal benefits as mandated by Philippine labor laws and other social legislation.

### Work Assignment and Location

You initial work assignment will be at PS BAWANG, RE YUMANA. However, the company reserves the right to reassign you to other locations as needed, or as requested by the client. You may also be required to travel between locations depending on operational requirements.

### Duties and Responsibilities

Your primary task shall include, but are not limited to, the following:

- 1) Arrange, and replenish products on shelves, and off-shelf displays (OSDs) following company standards.
- 2) Maintain clean, organized, and well-stocked product displays at all times.
- 3) Ensure accurate pricing and correct product tags are in place.
- 4) Monitor product inventory and report stock levels of:
  - a) fast and slow-movings items
  - b) near-expiry products
  - c) Bad Order (B.O.)
- 5) Remove expired, damaged, or defective items promptly and report them for pull-out.
- 6) Coordinate with store personnel and client to ensure display compliance and shelf space maintenance.
- 7) Record and submit daily or weekly inventory and accomplishment reports.
- 8) Comply with all company and store policies, including proper grooming, attendance, and conduct.
- 9) Perform other merchandising-related tasks as my be assigned from time to time.

### Reporting Line

You shall report directly to the company's designated coordinators, supervisors or officers. All work instructions and guidance shall come from them. They will orient you on your work schedule, attendance monitoring, performance evaluation, compliance, and other job-related matters.

### Company Policies

You are expected to stricly comply with all existing and future company rules and policies, including but not limited to those regarding discipline, work ethics, honesty, safety operating procedures, use of company property, and confidentiality.

**Liability for Loss or Damages**

Any loss or damage to the company, client or store's goods, products, or equipment resulting from your negligence, misconduct, or fraud shall be your responsibility and will be charged to your account.

**Trainings Sponsorships**

You will refund to the company all expenses paid for your trainings if you resign or are terminated for cause within one (1) year from the date of training. Such refund shall be immediately paid or deducted from whatever receivable or claims you may have.

**Personal Expenses**

The company shall not be responsible for any expenses you may incur in the execution of your duties unless the management before the incurrence of such expense, duly authorize the same.

**Leave of Absence and Resignation**

You are required to render and notify the management through formal notice at least 30 days before the intended date, failure to do so will cause nominal charges. The same advance notice also applies for a planned leave of absence by notifying your immediate superior at least 3 days before.

**Termination of Employment**

Your employment may be terminated at any time for cause, following due process, in accordance to the procedure set by the Labor Code of the Philippines.

**Return of Company Property**

All company records, documents, and property in your possession must be returned or surrendered upon request or resignation and/or termination of employment. Failure to do so may result in corresponding value being deducted from your salary, final pay or other receivables.

We welcome you into our organization and trust that your association with us will be mutually beneficial!



**FERNANDO B. PANGANIBAN**  
HR & Admin Manager

**ACKNOWLEDGEMENT, CONSENT AND UNDERTAKING**

I hereby certify that I have read and fully understood the foregoing terms and conditions of this Employment Contract and Appointment Letter. I further acknowledge that these were personally explained and discussed with me, and I voluntarily agree to and accept the same in full.

I hereby give my consent to the Company to gather, inquire, validate, process, share, and disclose my personal and/or job-related information provided in my application and other supporting documents for legitimate administrative purposes. These may include, but are not limited to: Employment verification, certifications, payroll, and benefits processing, performance audit or evaluation, disciplinary proceedings, promotions, demotions, transfers, and compliance with government-mandated reports.

I likewise agree and authorize the Company to send notices, memoranda, and other official or job-related correspondence through the email address I have provided, or through any applicable online communication platform accessible to me.

Further, I authorize the Company to deduct from my salary the corresponding contribution to the Company's Group Accident Insurance.

I assure the management of my loyalty, respect for my superiors, and commitment to perform my duties and responsibilities with diligence and dedication to the best of my ability.

Finally, I acknowledge that dishonesty, falsification, or misrepresentation of information I have provided in my application or related documents shall constitute sufficient ground for termination of my employment.



**MARJORIE V. AVILA**



## **ANNEX "A"**

### **KEY PERFORMANCE FACTORS AND EXPECTATION PARAMETERS**

(Upang magsilbing gabay sa pagtupad ng tungkulin)

#### **ATTENDANCE (30%)**

- Regular na pumapasok at nasa tamang oras.
- Nagpapaalam ng mas maaga kung may planong umabsent.
- Tinatapos ang lahat ng gawain lalo na kung nagbabalak umabsent.

#### **REPORTS (15%)**

- Nagsusubmit ng mga required na report sa takdang panahon (OSA, Inventory, price survey, SOS, etc).
- Nagbibigay ng tamang report (accurate) sa supervisor o coordinator.
- Sinisiguro na naipa-alam sa supervisor or coordinator ang mga out of stock na item sa tindahan.
- Nagpapadala ng DTR sa takdang araw.

#### **PLANOGRAM AND MERCHANDISING MATERIALS (15%)**

- Epektibo at consistent na naha-highlight ang mga New Products Initiatives ayon sa ibinibigay na Merchandising Guide at Planograms.
- Nakapagbibigay ng tamang feedback kung ang pinagkasunduang PLANOGRAM o SHARE OF SHELF ay nasusunod o hindi.
- Kabisado ng buong layout ng store at kung nasaan ang produkto sa tindahan.
- Na-install ng tama, maayos at maganda ang mga merchandising materials.

#### **MERCHANDISING (15%)**

- Tinitiyak na nakadisplay ang lahat ng brands, variants, pack sizes na available sa tindahan.
- Sinisiguro na lahat ng produkto ay may tama at napapanahong presyo.
- Pinapanatili at sinusunod ang First-In, First-Out (FIFO) at First-Expiry, First-Out (FEFO) sa lahat ng produkto.
- Pinapanatili ang kalinisan ng produkto at ang mga pinaglalagyan nito.

#### **RETURNS (10%)**

- Nalalaman ang dami ng return sa hawk na tindahan at mga dahilan.
- Nagbibigay ng near expiry report sa tinakdang deadline.

#### **FEEDBACK (10%)**

- Aktibo sa lahat ng Group Chat (GC), mabilis sumagot at nagbibigay ng feedback.
- Sumusunod sa instructions at consistent na nagagawa ang lahat ng task na ibinigay ng mga nakakataas sa kanya.

#### **PERSONALITY (5%)**

- Pagsusuot ng malinis at maayos na itinakdang kasuotan o uniforme pati na ang pagsusuot parati ng I.D.
- Palaging ginagawang presentable, malinis at kaaya-ayang hitsura tulad ng regular na pagpapa-gupit ng buhok at pag-aahit ng balbas at bigote kung lalake at kung babae naman ay palaging nakapusod o maayos na buhok at pananamit.
- May malasakit sa kompanya at paggalang sa mga nakakataas o mga opisyaes ng kompanya, tindahan at kliyente.