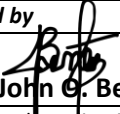
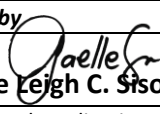
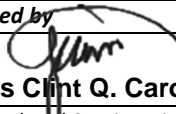
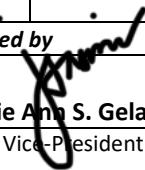
	<b>POLICY &amp; GUIDELINES</b>		DOC NO.	PP & GL NO. 003
			REV NO.	00
TITLE <b>PAS and FSE Weekly Activity Planning and Approval Policy</b>		EFFECTIVE DATE	July 15, 2025	
Prepared by	Reviewed by	Approved by	Authorized by	
 <b>John John C. Benitez</b> Product and Application Team Leader	 <b>Gaezelle Leigh C. Sison, RMT</b> Product and Application Manager	 <b>Iris Clint Q. Caro</b> Technical and Service Director	 <b>Julie Ann S. Gelacio</b> Vice-President	

### 1. PURPOSE

This form is used by Product Application Specialists (PAS) and Field Service Engineers (FSE) to seek approval for their planned weekly activities. It details scheduled client visits, trainings, installations, calibrations, and other field-related tasks. The form ensures that all activities are aligned with departmental priorities, resource availability, and operational efficiency.

### 2. SCOPE

This form applies to all Product Application Specialists (PAS) and Field Service Engineers (FSE) who plan to conduct external field activities including, but not limited to, customer visits, onsite trainings, equipment installations, preventive maintenance, calibrations, troubleshooting, and support activities. It covers both scheduled and ad hoc tasks requiring coordination, approval, and alignment with overall team objectives and client commitments.

### 3. GUIDELINES AND PROCESS

#### Step 1: Schedule Gathering by MSRs

- Medical Sales Representatives (MSRs) will gather all schedule requests within their respective areas.
- These schedules must include:
  - o Product presentations
  - o Machine demos
  - o Client trainings
  - o Post-qualification requests (if applicable)

#### Step 2: Submission to District Sales Managers (DSMs)


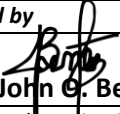
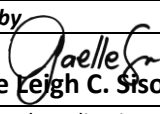
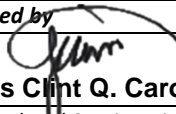
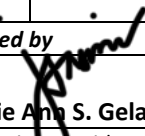
- MSRs will submit the gathered schedules to their respective District Sales Managers.
- DSMs will verify the completeness and accuracy of the information and consolidate all forms under their supervision.

#### Step 3: Forwarding to Service Coordinator

- DSMs will email the verified forms to the Service Coordinator with proper acknowledgment of the request.
- Deadline: All verified forms must be submitted to the Service Coordinator no later than Saturday at 12:00 noon to ensure timely review, scheduling, and coordination for the following week.

#### Step 4: Sorting by the Service Coordinator

- The Service Coordinator will:
  - o Sort the received schedule requests
  - o Categorize them into Product and Application Specialist (PAS) and Field Service Engineer (FSE) requests
  - o Forward the sorted list to the respective Team Leaders of PAS and FSE divisions.

	<b>POLICY &amp; GUIDELINES</b>		DOC NO.	PP & GL NO. 003
	TITLE		REV NO.	00
	<b>PAS and FSE Weekly Activity Planning and Approval Policy</b>		EFFECTIVE DATE	July 15, 2025
Prepared by	Reviewed by	Approved by	Authorized by	
 <b>John John G. Benitez</b>	 <b>Gaezelle Leigh C. Sison, RMT</b>	 <b>Iris Clint Q. Caro</b>	 <b>Julie Ann S. Gelacio</b>	
Product and Application Team Leader	Product and Application Manager	Technical and Service Director	Vice-President	

#### Step 5: Schedule Plotting by Team Leaders

- Team Leaders for PAS and FSE will:
  - o Review the assigned requests
  - o Plot the schedules accordingly
  - o Assign the appropriate personnel for each activity
- Accountability for Timely Execution: The respective Team Leaders are responsible for ensuring the timely execution of the scheduled activities.

#### Step 6: Dissemination and Acknowledgment

- The plotted schedule will be:
  - o Shared via email and official group chats
  - o Acknowledged by the concerned DSMs and involved personnel for transparency and readiness

#### 4. CONTACT PERSON

- 4.1. Product and Applications Team Leader
- 4.2. Field Service Engineers
- 4.3. Service Coordinator
- 4.4. Technical and Service Director
- 4.5. Product and Application Manager

#### 5. FORMS

BMI-FORM-TSD-002-PAS & FSE Weekly Activity Request Form

#### 6. MONITORING & COMPLIANCE

- 6.1.1. All submitted activity request forms will be reviewed and approved by the immediate supervisor or designated department head to ensure alignment with team objectives and proper resource allocation.
- 6.1.2. Approved activities will be monitored for timely execution and accuracy of reporting.
- 6.1.3. Accountability for Safekeeping: The Service Coordinator is responsible for the safekeeping and organized filing (physical or digital) of all approved forms for future reference and audit purposes.
- 6.1.4. Non-compliance with the submission, approval, or execution of planned activities may result in delays, inefficiencies, or disciplinary action as per company policy.
- 6.1.5. Execution Responsibility: The respective Team Leaders of PAS and FSE divisions are accountable for ensuring the timely and proper execution of all approved activities.
- 6.1.6. Submission Deadline: All activity request forms must be submitted no later than Saturday at 12:00 noon each week to ensure timely processing and scheduling.
- 6.1.7. Regular audits may be conducted to ensure process integrity and transparency.

#### 7. POLICY REVIEW & AMENDMENTS

This policy will be reviewed annually and updated as necessary to reflect changes in team structure, processes, or company directives.