

## Sales Manpower for New Store Guidelines

- 1) **Personnel Request Form** - is a form used to request the creation of a new position or to fill a vacated role or to request changes to existing staff, such as transfers, promotions, or termination. This is to initiate the hiring process for new Team Members. For requesting additional manpower the TLs, Managers, and Directors are responsible to fill out this form.
  - TL/Sales Admin should fill out the Personnel Request Form (PRF) in HRIS. HR will source and hire applicants 9 months before the target date of the store opening.
  - Once the request has been approved, recruitment officers will begin the hiring and selection process.
  - This means that new hires for a store opening should begin their onboarding process eight months prior to the store's official opening date.
- 2) **Area with existing store/s** - are areas or places where there are existing Sophia Jewellery Stores.
  - Sales Team Members must have been identified before the target date of the new store opening, and completed the required training. SIC must be at least one (1) year while EC at least eight (8) months.
  - ASH/TL will decide the manpower lineup for the new store. The criteria would be according to the following.
    - Select the top-performing SIC and ECs in the area to staff the new store that is anticipated to outperform existing stores .
    - If the new store is projected to have lower performance than the existing store, consider staffing it with a fewer number of veteran ECs.
  - **Original Area of Assignment (OAA)** - area where the Team Member is hired and first assigned.
  - New hires will be deployed to a priority area for training. Training duration is estimated to be eight (8) months before they can be deployed to OAA. They will be deployed to the store according to store priority in the area identified as follows:
    - a. Zamboanga
      - ZKC
      - ZSL
    - b. CDO
      - CLM
      - CGM
    - c. Iligan
      - IGC
      - IAA
      - IQA
    - d. Dipolog
      - DLC
      - DCM
    - e. Pagadian
      - PGH
      - PBE
    - f. Ipil
      - IGV
      - IBS
    - g. For Areas with only 1 store they will be deployed to the nearest priority area with identified store for training.

- 3) **Area without existing store** - area or places that is currently no Sophia Jewellery Store.
- The opening team will handle the new store for six (6) months, this includes one (1) SIC and at least two (2) ECs.
  - While the relocated SIC is in the area, she may train the potential EC for SIC.
  - SIC profiling will be conducted by the training team for possible candidates.
  - New hires will be temporarily deployed to the nearest area with priority stores for training. Training duration is estimated to be eight (8) months before they can be deployed to OAA.
  - In the event that the nearest priority store is a 3 to 4 hour drive from the target area of the new store, new hires will be deployed to Zamboanga for training, and a boarding house will be provided for free for the trainees during the duration of their training.
  - In the event the store opening is moved to a later date, EC will be temporarily relocated to another area or area nearest to the new store, subject to the relocation assignment policy.
  - Probationary team members cannot be assigned to a new store.
- 4) **Compensation and Benefits** - is designed to support employees in relocating for training purposes.
- Hired team members for a new store/area shall be compensated according to the minimum wage regulations of the region/area.
  - In the event the new hire is relocated to Zamboanga or the nearest area for training, the company will provide the following:
    - a. **Transportation:** The company will cover the cost of the employee's travel to the training location, including plane or bus tickets, terminal fees, and transportation from the airport or terminal to their accommodation
    - b. **Accommodation:** The company will provide boarding house accommodations for the duration of the training period.
- 5) **Effectivity** – This guideline shall commence on September 25, 2024

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