

SANPERTON

1. COMPANY PROFILE

1A. EXECUTIVE SUMMARY

The pandemic further emphasizes the need for disinfectants in our life. Even before the pandemic, we already used sanitizer and alcohol for keeping our hands clean and free from germs and maintaining personal hygiene. But when the pandemic came, the alcohol's importance was highlighted as we face the virus COVID19. To seize the opportunity of this market, Sanperton was made aiming to provide the best quality and long-lasting hand sanitizer in an alternative way instead of just washing your hands. While maintaining personal hygiene, we want our prospects to feel the comfort of using our product, so we prefer hand sanitizer which also moisturizes our hands.

1B. GOAL / OBJECTIVES/ VISION/ MISSION

Goal

- The goal of our business is to produce high-quality and organic scented hand sanitizers that still engage in promoting proper hygiene and safety among our customers. Also, it provides effective alternative product protection for various diseases. Finally, to leave a legacy and raise our customers' awareness of the importance of self-care in order to avoid illnesses.

Objectives

- To promote health and safety on the school premises.
- To always achieve the desired results for our suppliers.
- To assure our commitment to giving quality sanitizer to everybody.
- To seek out new and enhanced best practices in order to be a successful business to our suppliers.
- Dignity, sincerity, and professionalism
- We are dedicated to earning our customers' trust and ensuring that their requirements are fulfilled in all that we do.

- Our goal is to introduce a potential personal care product that will complement (name of our product) product line.
- Our team developed an alcoholic hand sanitizer spray that provides immediate exclusion of bacteria that serve as a trigger for a common attack while also providing skin protection.
- Display the proper hand hygiene strategy in PNHS-Main.

VISION

- To be the number one supplier of the best quality, uniquely made, long-lasting hand sanitizer in the Philippines. Our company will be the most valued and trusted when it comes to increasing self-appeal and hygiene.

MISSION

- Our mission is to reduce the numbers affected by COVID-19. This will also prevent bacteria and viruses, increasing our self-appeal and hygiene. Our solution to that is to use our best quality, long-lasting hand sanitizer in an alternative way. So instead of washing your hands, you will just need this sanitizer to avoid illness.

2. INDUSTRY ANALYSIS AND MARKET ANALYSIS

2A. SOCIO-ECONOMIC, DEMOGRAPHIC, AND OTHER CHARACTERISTICS

The scope of this industry is around the premises of PNHS-Main targeting students, teachers as well as staff. Our business offers hygienic hand sanitizer with scents for people who are not only looking for cleanliness but also with mixtures of scents' that will last long. Disinfectants, pump dispensers, and bottles have appeared everywhere, including schools, shopping malls, and even in our bags and pockets, especially when the COVID-19 outbreak is at its peak. Hand sanitizers have sold out across the country, leaving only empty shelves where disinfectant products would normally be found. Health and personal hygiene should be important considerations when

going out. Cleaning hands at key times with soap and water or hand sanitizer that contains at least 60% alcohol is one of the most important steps you can take to avoid getting sick and spreading germs to those around you. Even over the past decade, there has been a growing concern about people's hand hygiene habits, even in cleaning things. When soap and water are unavailable, hand sanitizers and wipes are considered an acceptable alternative because they rely on alcohol to vanquish certain viruses and bacteria.

2B. MARKET NEEDS

We have noticed a lack of businesses that mainly sell hygiene products like sanitizers. Places like schools, offices, or areas with high foot traffic often lead to people who are looking for hand sanitizers. Our company, Sanperton, will cater to this as our products will mainly be sanitizers. Our products are affordable, eco-friendly, and safe for both the user and the environment. We also offer different scents and sizes to choose from. Our customer base has a varied range of ages, backgrounds, and daily budget. Current market trends are mainly different scents like citrus, or sweet smelling, also having aesthetic packaging, have skyrocketed at an incredible rate mainly due to the pandemic as well as after, and the pandemic has left its effects around the globe, especially here in the Philippines. Sanitizers have skyrocketed due to several factors, but are mainly due to COVID-19, where people have bought sanitizers to help prevent community transmissions. Our main competitor, Aroma Et Zoe, is one of the few oppositions. Our products have a range of offers of scents like fruity Lemon, blueberry, strawberry to warm scents like cinnamon, and vanilla or tea tree and bubblegum. Our customers can choose whichever scent they like in three sizes, 30ml, 50ml and 100ml. Along with these scents and sizes, our company is the only one that offers a 20% discount to our customers for their next purchase when they return an empty plastic bottle of Sanperton.

2C. KEY SUCCESS FACTOR

Proper Pricing

- Good pricing and discounts are to be offered where people could afford them within their budgets, and even students can avail of them.

Men/Employees

- Skilled and efficient people are a great advantage in business in order to establish a good environment with our customers.

Marketing

- Having a strategic focus in our business could help in properly targeting our consumers and promoting our product line to the market.

Product Line

- The production of our product will be monitored and upgraded according to the consumers' needs and feedback to continually produce better quality hand sanitizer.

Online Engagement

- This can be used as well to promote our business line to gain exposure and as a tool to further channel suggestions from our customers.

2D. MARKETING STRATEGY AND IMPLEMENTATION

Sanperton will position itself in the ground level of Luistro Bldg. of Parañaque National High School-Main. Sanperton Corp.'s supervisors will ensure high quality products in the market. Our business will provide good quality hand sanitizers that allows its customers to choose and decide their desired scent for their purchase. The store will welcome its customers with cleanliness and fresh surroundings, just like a reflection of the product they are selling.

STRATEGY PYRAMID

Tactics:

- Informative and creative jingle. This allows us to attract more customers that will interest them to buy our product.
- Advertisement. The use of social media will be implemented. By the help of social media platforms, such as Facebook, Instagram, and Twitter, we can advertise our product so that people might be interested. We will create infographics and brand promotion that will soon be posted on these social media platforms.

Program:

- The sales staff are knowledgeable about the making of our product. Every ingredient and tools that were used are on the packaging so that customers can see the product's composition. Also, conduct surveys to the customers for their feedback through suggestion boxes. This will help the company to improve the service needed.

Table 1: STRATEGIC PLAN SUMMARY

PRODUCTS	PRICING
<p>Sanperton's products are the following:</p> <ul style="list-style-type: none"> - 30ml Hand sanitizer (Fruity Lemon scented) - 50ml Hand sanitizer (Fruity Lemon scented) - 100ml Hand sanitizer (Fruity Lemon scented) - 30ml Hand sanitizer (Fruity Blueberry scented) - 50ml Hand sanitizer (Fruity Blueberry scented) - 100ml Hand sanitizer (Fruity Blueberry scented) - 30ml Hand sanitizer (Fruity Strawberry scented) - 50ml Hand sanitizer (Fruity Strawberry scented) - 100ml Hand sanitizer (Fruity Strawberry scented) - 30ml Hand sanitizer (Floral Lilac scented) - 50ml Hand sanitizer (Floral Lilac scented) - 100ml Hand sanitizer (Floral Lilac scented) - 30ml Hand sanitizer (Floral Lavender scented) - 50ml Hand sanitizer (Floral Lavender scented) - 100ml Hand sanitizer (Floral Lavender scented) - 30ml Hand sanitizer (Fresh Lemon scented) - 50ml Hand sanitizer (Fresh Lemon scented) - 100ml Hand sanitizer (Fresh Lemon scented) - 30ml Hand sanitizer (Fresh Orange scented) - 50ml Hand sanitizer (Fresh Orange scented) - 100ml Hand sanitizer (Fresh Orange scented) 	<p>Sanperton's pricing strategy include the following:</p> <ul style="list-style-type: none"> - According to the survey, the target customer's budget is 40-60 pesos. The products will be priced for a minimum of 40 pesos depending on the product offered.
	<p>LOCATION</p>
	<p>Sanperton's location:</p> <p>Sanperton Corp. will position itself in the Ground level of Luistro Bldg. of PNHS-Main.</p>
	<p>PROMOTION</p> <p>Sanperton's promotional strategies includes the following:</p> <ul style="list-style-type: none"> - Distribution of flyers, brochures, and coupons - Promotional Poster - Promotional Sale

<ul style="list-style-type: none"> - 30ml Hand sanitizer (Fresh Mint scented) - 50ml Hand sanitizer (Fresh Mint scented) - 100ml Hand sanitizer (Fresh Mint scented) - 30ml Hand sanitizer (Warm Cinnamon scented) - 50ml Hand sanitizer (Warm Cinnamon scented) - 100ml Hand sanitizer (Warm Cinnamon scented) - 30ml Hand sanitizer (Warm Vanilla scented) - 50ml Hand sanitizer (Warm Vanilla scented) - 100ml Hand sanitizer (Warm Vanilla scented) - 30ml Hand sanitizer (Tea Tree scented) - 50ml Hand sanitizer (Tea Tree scented) - 100ml Hand sanitizer (Tea Tree scented) - 30ml Hand sanitizer (Bubble Gum scented) - 50ml Hand sanitizer (Bubble Gum scented) - 100ml Hand sanitizer (Bubble Gum scented) 	<ul style="list-style-type: none"> - Social media platforms
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PRICING STRATEGY

- Cost accounting will help our company to determine the price of our products. It is the most reliable tool to determine the profitability of our business. According to our survey, most of the respondents preferred the price range of 40.00 Php to 60.00 Php to purchase our hand sanitizers.

- The result of the survey helped the company in managing the pricing structure of the product. The company invested in affordable ingredients to have a well-budgeted product with amazing scents.

EXIT STRATEGY

- The company is going to offer 20% discounts for every customer who returned their empty bottles of hand sanitizers. This will allow the company to trade the used bottles to the suppliers for new ones.

2E. THE SWOT ANALYSIS

Table 2: STRATEGIC PLAN SUMMARY

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> ○ Portable hand sanitizers are in-demand, especially now that we are still in the pandemic. ○ Hand sanitizers sold by our company were aesthetically designed. ○ The name of our hand sanitizer is new, but attention-catching. ○ Our hand sanitizer is made up of high-quality materials but still, the price is considerable for our target market. 	<ul style="list-style-type: none"> ○ Our company is not yet known by our target market. ○ Members and staff of our company are new to this field and have no experience in handling business. ○ Our products can only be bought during weekdays and are only limited to students and school personnel.
OPPORTUNITIES	THREATS

<ul style="list-style-type: none"> ○ Our company would use connections in different sections for our new product to be known. ○ The use of online platforms would be implemented for more popular purposes. ○ Tarpaulins and fliers may be used to be noticed by our target customers. ○ Using quantity discounts will be done as one of our company strategies. 	<ul style="list-style-type: none"> ○ High inflation rate may affect the price of our supplies. ○ Supplies for our raw materials may be limited. ○ There are competitors that may propose better offers than ours.
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2F. METHODOLOGY

The gathered data comes from the primary source.

The primary data were used for the pricing strategy in the marketing plan, operational plan, and financial analysis. The data gathered from the survey is in the questionnaire method.

The survey was conducted both online and in person. Google Forms was used in an online survey where the survey link was sent to multiple group chats of Grades 11 & 12, while the in-person was done by facilitating the survey to available classes. The random total number of respondents is 200.

I. Identification of the Target Market

The target customers of Sanperon are PNHS-Main's students and staff.

Sanperon could be found in the vicinity of Luistro Bldg. lobby of PNHS-Main SHS Campus. The store is placed strategically, where most students, teachers, and staff pass by. However, since the store is near the way going to JHS Campus, the market of Sanperon is expandable to cater to people from the campus.

Table 2: TARGET MARKET PROFILE

Target Market Profile
People from PNHS-Main as follows: <ul style="list-style-type: none">• Students• Teachers• Non-teaching Staffs

II. Forecast

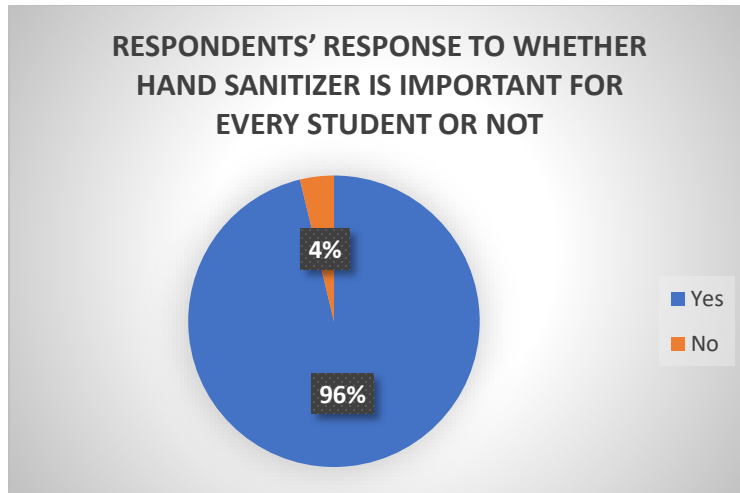
Based on the survey result, 96% or 192 out of 200 respondents are willing to buy the products from Sanperton. According to PNHS-Main records, there are a total of at least 7,000 senior high school students enrolled. With this, the executives of Sanperton presumed that at least 75% of the senior high students will buy products from Sanperton. Additionally, at least 50% of the respondents who are said to patronize our product would buy our products at least four times a month. With this, the executives presumed that at least 2,000 pieces of sanitizer will be sold a month from our company.

2G. MARKETING RESEARCH: RESULT OF THE SURVEY

Survey questionnaires were given to 200 respondents from grades 11 and 12, which are randomly selected to ensure the validity of the survey results. The data collected were summarized into:

Table 3: RESPONDENTS' RESPONSE TO WHETHER HAND SANITIZER IS IMPORTANT FOR EVERY STUDENT OR NOT

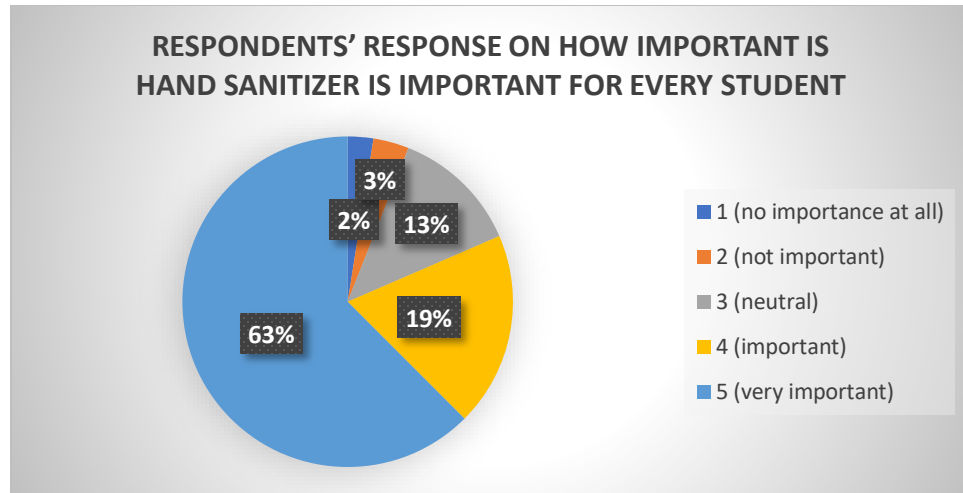
Response	Frequency	Percentage	Rank
Yes	193	96.50%	1
No	7	3.50%	2
Total	200	100.00%	



- This graph shows the percentage of the respondents on whether hand sanitizer is important on every student or not, in a yes-or-no question. It shows that out of 80 respondents, majority says that it hands sanitizer is truly important for every student. We may presume from this that these who have answered “yes” may be captivated by our product.

**Table 4: RESPONDENTS' RESPONSE ON HOW IMPORTANT IS HAND SANITIZER
IS IMPORTANT FOR EVERY STUDENT**

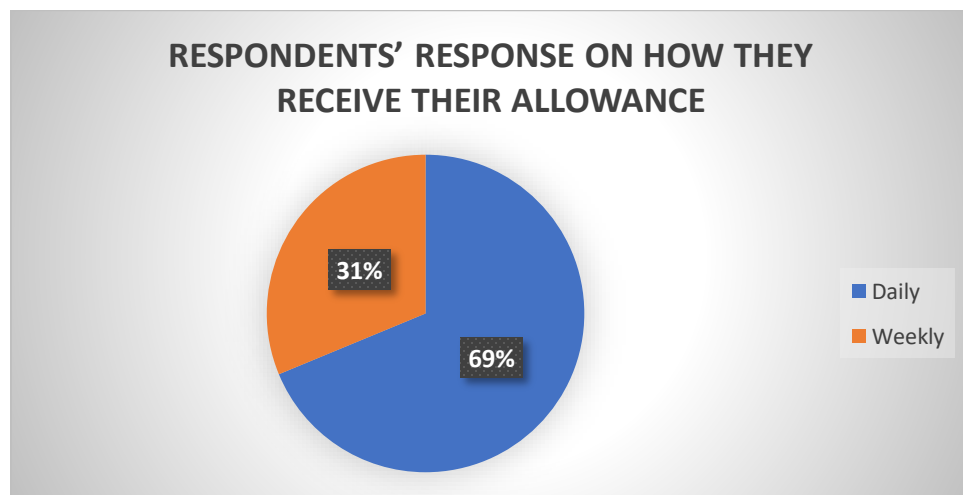
Response	Frequency	Percentage	Rank
1 (no importance at all)	5	2.50%	5
2 (not important)	7	3.50%	4
3 (neutral)	25	12.50%	3
4 (important)	38	19.00%	2
5 (very important)	125	62.50%	1
Total	200	100.00%	



- This graph shows the percentage of the respondents on how important hand sanitizer is on every student in a Likert scale. At least 50% of the 80 respondents answered that hand sanitizer is very important. We may presume from these result that these 66% of the respondents need sanitizer.

Table 5: RESPONDENTS' RESPONSE ON HOW THEY RECEIVE THEIR ALLOWANCE

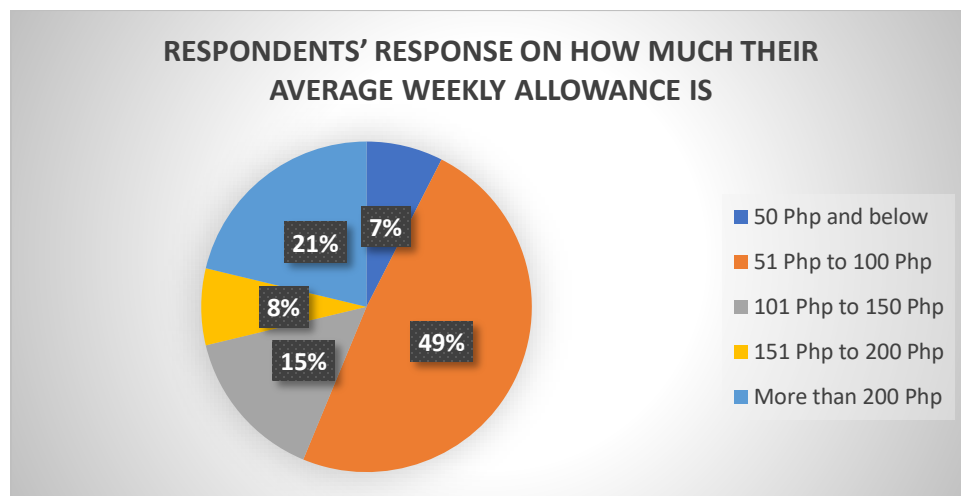
Response	Frequency	Percentage	Rank
Daily	138	69.00%	1
Weekly	62	31.00%	2
Total	200	100.00%	



- This graph shows the percentage of how the respondents get their allowance, 69% of 80 respondents answered Daily. This implies that most of the respondents say that they get their allowance daily.

Table 6: RESPONDENTS' RESPONSE ON HOW MUCH THEIR AVERAGE WEEKLY ALLOWANCE IS

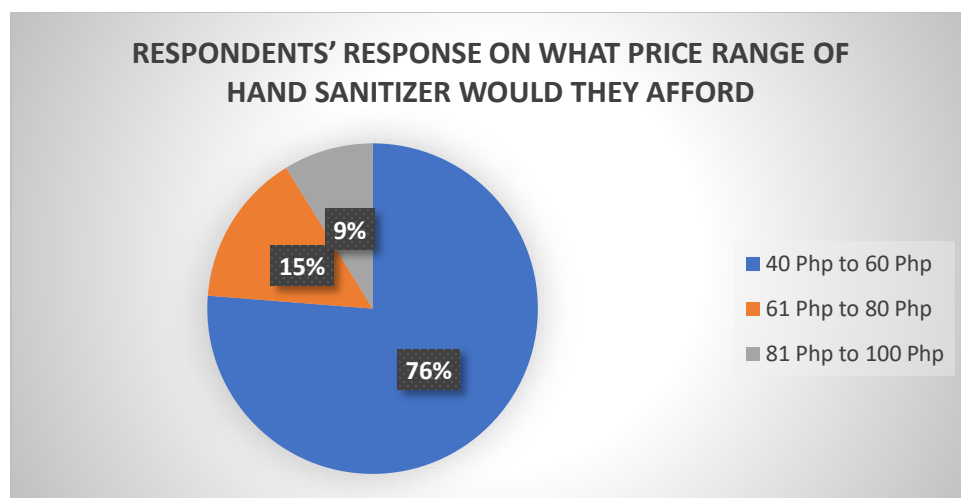
Response	Frequency	Percentage	Rank
50 Php and below	14	7.00%	5
51 Php to 100 Php	98	49.00%	1
101 Php to 150 Php	30	15.00%	3
151 Php to 200 Php	15	7.50%	4
More than 200 Php	43	21.50%	2
Total	200	100.00%	



- This graph shows the percentage of the respondents' total allowance. It shows that 49% of 80 respondents answered 51 Php to 100 Php. On the other hand, there are both 7% of respondents who answered in 50 Php and below, and 151 Php to 200 Php. This implies that most of the respondents have a 51 Php to 100 Php total allowance.

**Table 7: RESPONDENTS' RESPONSE ON WHAT PRICE RANGE OF HAND
SANITIZER WOULD THEY AFFORD**

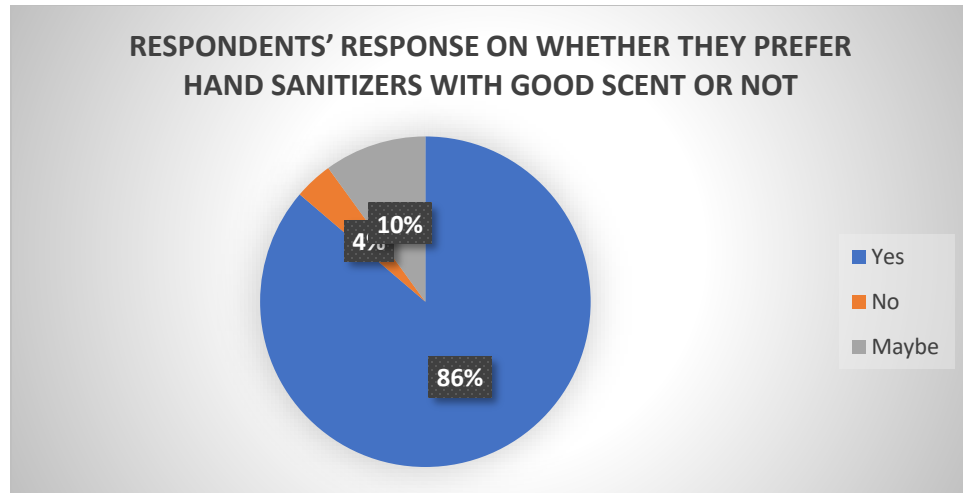
Response	Frequency	Percentage	Rank
40 Php to 60 Php	153	76.50%	1
61 Php to 80 Php	30	15.00%	2
81 Php to 100 Php	17	8.50%	3
Total	200	100.00%	



- This graph shows the percentage on how much would the respondents afford to buy a hand sanitizer. 76% of 80 respondents answered 40 to 60 Php. 9% of 80 respondents answered 81 Php to 100 Php. Therefore, we would set the selling price of our hand sanitizer in the price range of 40 Php to 60 Php.

**Table 8: RESPONDENTS' RESPONSE ON WHETHER THEY PREFER HAND
SANITIZERS WITH GOOD SCENT OR NOT**

Response	Frequency	Percentage	Rank
Yes	173	86.50%	1
No	8	4.00%	3
Maybe	19	9.50%	2
Total	200	100%	

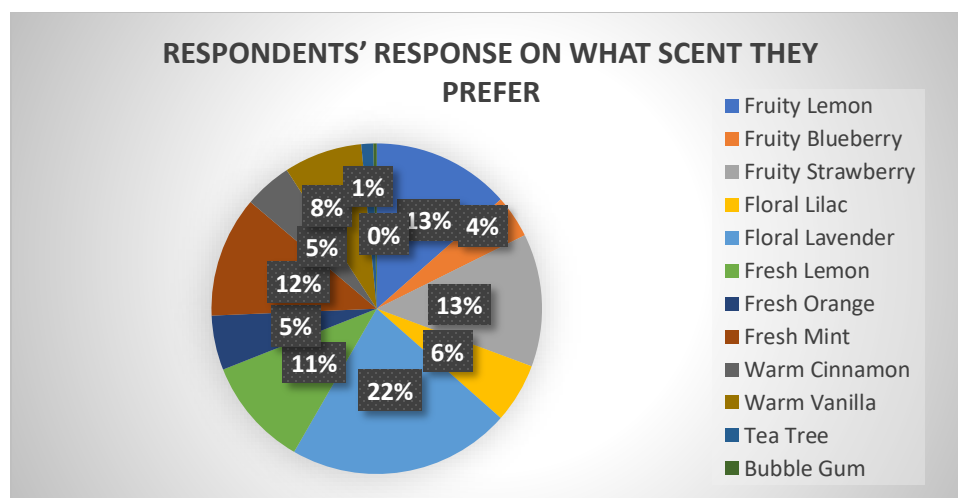


- This graph shows the percentage on whether the respondents preferred good scents, 86% of 80 respondents answered Yes. While, 4% of 80 respondents answered No. This implies that most of the respondents prefer a hand sanitizer that has good scents.

Table 9: RESPONDENTS' RESPONSE ON WHAT SCENT THEY PREFER

Response	Frequency	Percentage	Rank
Fruity Lemon	81	13.50%	2
Fruity Blueberry	25	4.17%	10
Fruity Strawberry	78	13.00%	3
Floral Lilac	35	5.83%	7
Floral Lavender	131	21.83%	1
Fresh Lemon	64	10.67%	5
Fresh Orange	32	5.33%	8
Fresh Mint	71	11.83%	4
Warm Cinnamon	28	4.67%	9
Warm Black Pepper	0	0.00%	13
Warm Vanilla	46	7.67%	6
Tea Tree	7	1.17%	11
Bubble Gum	2	0.33%	12

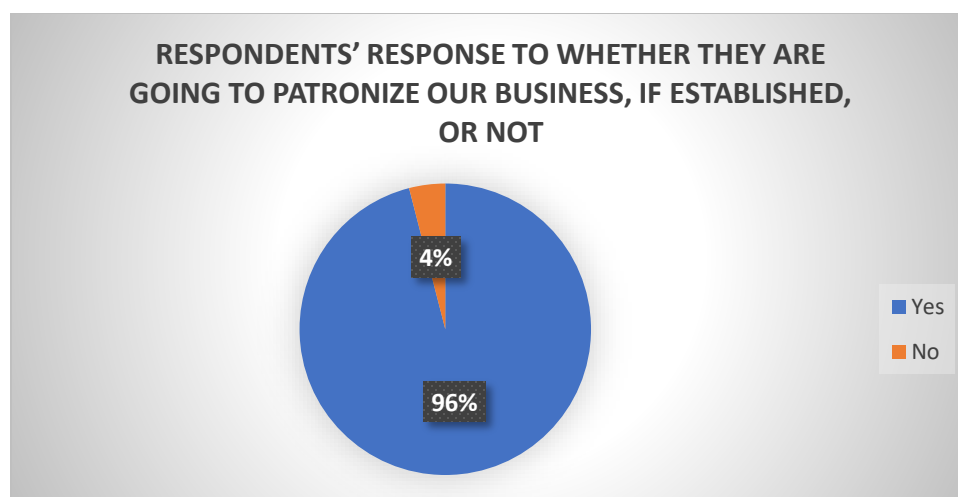
Total	600 (it is more than 200 since respondents can choose at least 3 choices)	100.00%	
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- This graph shows the possible scents that the respondents prefer. It shows that the top three preferred scent by our respondents are Floral-Lavender, Fruity-Lemon, and Fruity Strawberry. Among all the choices, Warm-Black Pepper got no votes. With these results, we would include all the scent on our menu except for the black pepper.

Table 10: RESPONDENTS' RESPONSE TO WHETHER THEY ARE GOING TO PATRONIZE OUR BUSINESS, IF ESTABLISHED, OR NOT

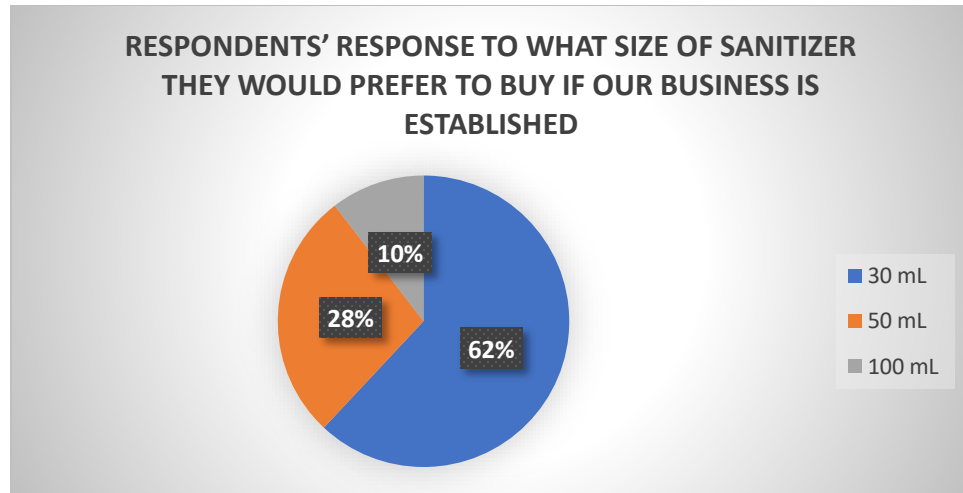
Response	Frequency	Percentage	Rank
Yes	192	96.00%	1
No	8	4.00%	2
Total	200	100.00%	



- This graph shows the percentage of the respondents who are willing to patronize our business. 96% of 200 respondents answered “Yes”. This implies that most of the respondents are willing to patronize our business if it is established in their area.

Table 11: RESPONDENTS' RESPONSE TO WHAT SIZE OF SANITIZER THEY WOULD PREFER TO BUY IF OUR BUSINESS IS ESTABLISHED

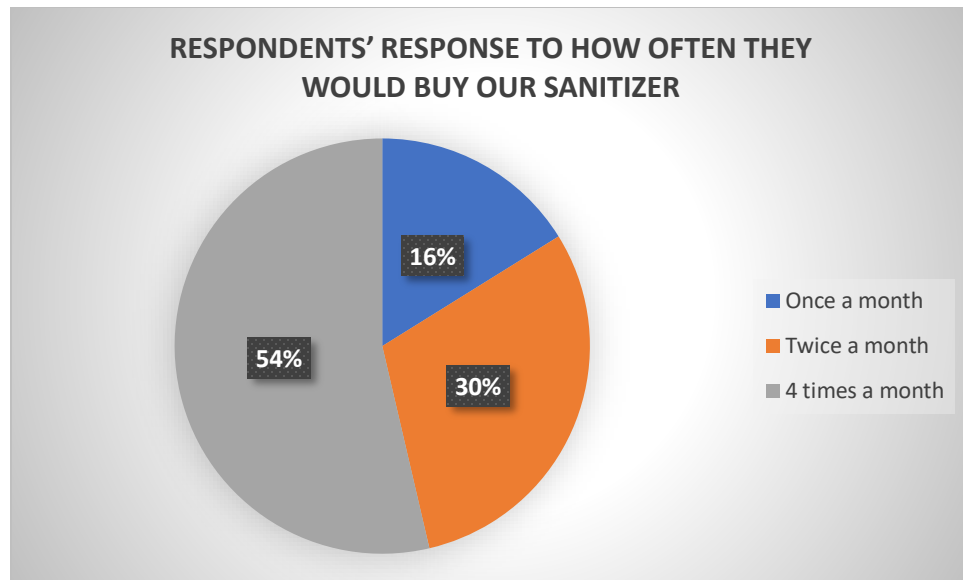
Response	Frequency	Percentage	Rank
30 mL	119	61.98%	1
50 mL	53	27.60%	2
100 mL	20	10.42%	3
Total	192	100.00%	



- This graph shows the percentage on what size of sanitizer the respondents are willing to buy. With these results, 78% of our hand sanitizer will be 30 mL, 14% will be 50 mL, and 8% will be 100 mL.

**Table 12: RESPONDENTS' RESPONSE TO HOW OFTEN THEY WOULD BUY OUR
SANITIZER**

Response	Frequency	Percentage	Rank
Once a month	31	16.14%	3
Twice a month	58	30.21%	2
4 times a month	103	53.65%	1
Total	192	100.00%	



- This graph shows the percentage of how often the respondents would buy our product. We may presume from these results that 55% of the total respondents would buy our product once a month, 38% would buy twice a month, and 7% would buy four times a month.

3. LOCAL SITUATION ANALYSIS

3A. AREA DESCRIPTION

SANPERTON'S AREA DESCRIPTION

Sanpertron will ensure that the quality of the product is in an accurate place and always in good condition. The product will be supervised by the staff and manager in the company.

The store location of the Sanpertron will be located at Luistro Bldg. in Parañaque National High School Main, Dr. Arcadio Santos Ave. Parañaque. The store offers the main product (Sanpertron Hand Sanitizer) in a different scent and flavor of the product.

The shop will be open from 8:30 AM to 4:30 PM on Monday to Friday.

SHOPPING AREA

- The shopping area is located at the center of the shop and it is where the different scents of the products are located

CASHIER

- The cashier area is located at the right part after the shopping area.

STOCK AREA

- The stock area is located at the left side of the shop before the shopping area.

SANPERTON'S LAYOUT

Illustration 1: Top View



Illustration 2: Front View



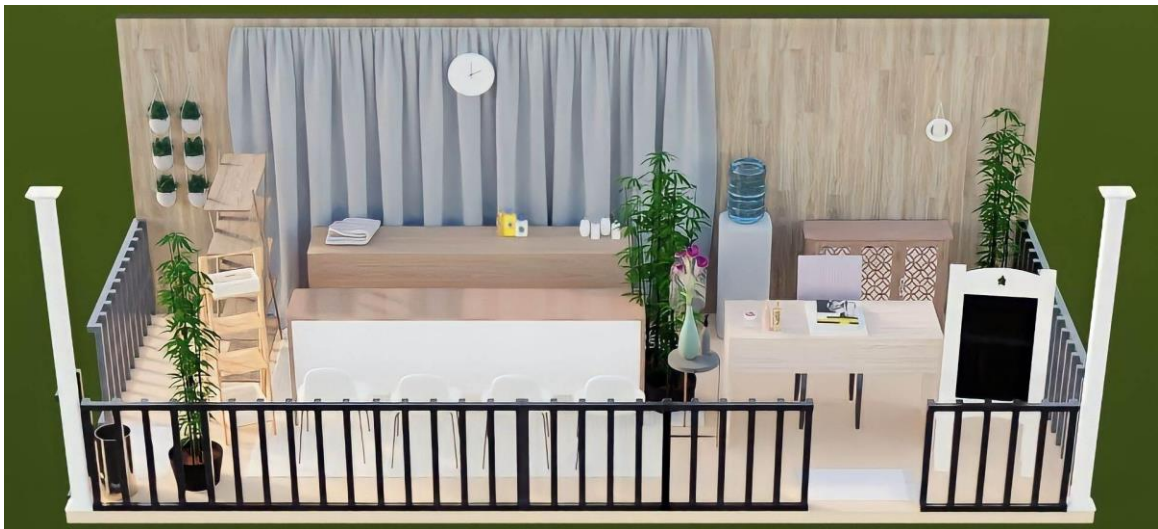
Illustration 3: Right Side View



Illustration 4: Left Side View

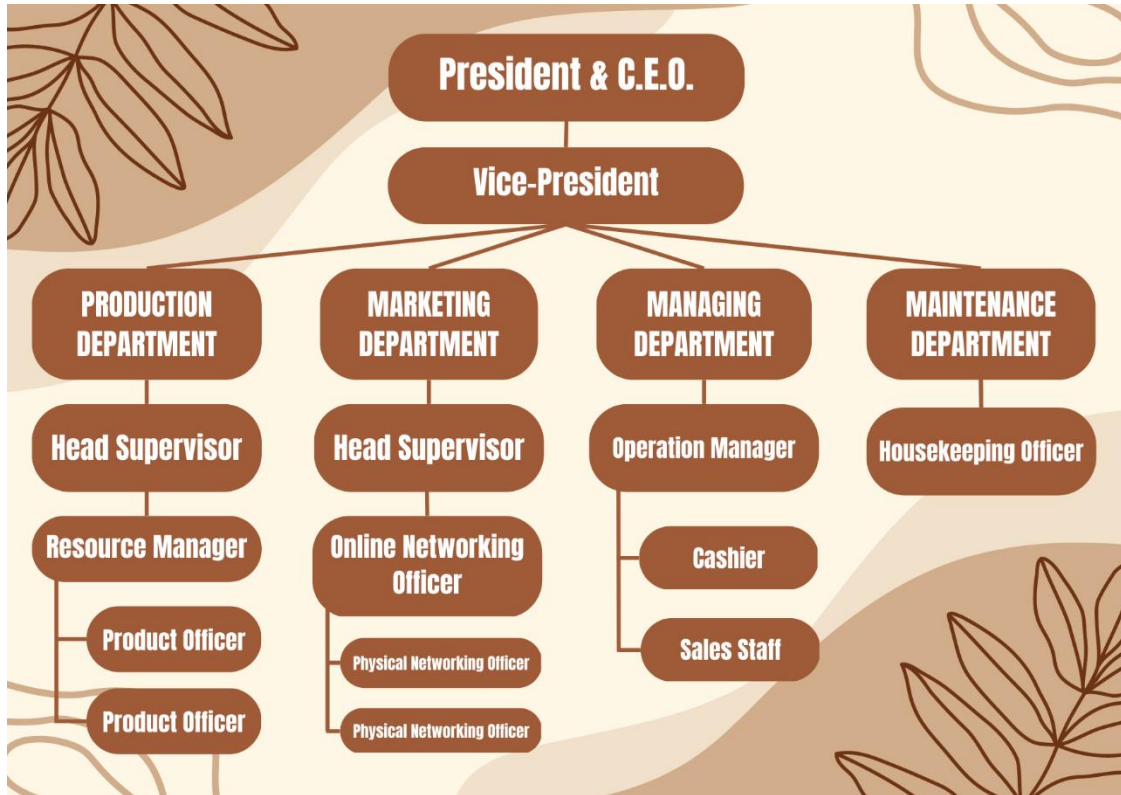


Illustration 5: Overview



3B. THE ORGANIZATIONAL STRUCTURE

THEORETICAL ORGANIZATIONAL STRUCTURE



ACTUAL ORGANIZATIONAL STRUCTURE

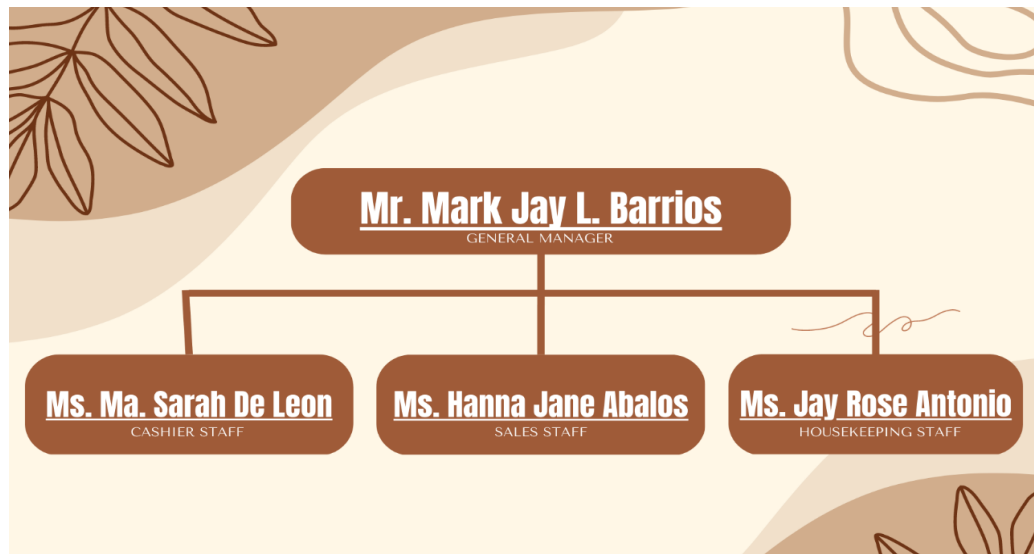


Table 13: SALARY AND BENEFITS

Position	Daily Wages	Benefits			Gross Monthly Salary	Net Monthly Salary
		PhilHealth	SSS	Pag-Ibig		
General Manager	750.00 Php	600.00 Php	675.00 Php	300.00 Php	15,000.00 Php	13,425.00 Php
Cashier Staff	675.00 Php	540.00 Php	607.50 Php	270.00 Php	13,500.00 Php	
Sales Staff	580.00 Php	464.00 Php	522.00 Php	232.00 Php	11,600.00 Php	
Sanitizer Formulator	620.00 Php	496.00 Php	558.00 Php	248.00 Php	12,400.00 Php	
Product Packager	580.00 Php	464.00 Php	522.00 Php	232.00 Php	11,600.00 Php	

3C. THE LEGAL FORM

These are the following legal forms our company must obtain for us to establish our business in our selected location.

Partnership Agreement Form

Sample Partnership Agreement

1. Partners

_____ (Partners) make the following Partnership Agreement.

2. Creation of Partnership

As of _____, the Partners agree to enter into a Partnership for the purpose of operating a business known as: _____ (Partnership Business).

The name of the Partnership (if different from name of Partnership Business) shall be: _____ (Partnership Name).

3. Nature of Partnership Business

The Partnership Business will consist of the following business activities:

4. Contributions to the Partnership

The Partners will make the following contributions to the Partnership:

Partner Name	Cash Contribution	Other Contribution (describe property and/or work; give cash value)	Total Contribution Value
	\$	Total cash value:	\$
	\$	Total cash value:	\$
	\$	Total cash value:	\$

Registration with the Department of Trade and Industry (DTI)



This certifies that

is a business name registered in this office pursuant to the provisions of Act 3883, as amended by Act 4147 and Republic Act No. 863, and in compliance with the applicable rules and regulations prescribed by the Department of Trade and Industry.

This certificate issued to

is valid from 9 February 2013 to 9 February 2020 subject to continuing compliance with the above-mentioned laws and all applicable laws of the Philippines, unless voluntarily cancelled.

In testimony whereof, I hereby sign this

Certificate of Business Name Registration

and issue the same on this 9th day of February 2013 in the Philippines.


GREGORY L. DOMINGO
Secretary

Certificate No.

This certificate is not a license to engage in any kind of business and valid only at the scope indicated herein.

Documentary Stamp Tax Paid Php 15.00

TRN 6887675

Securities and Exchange Commission (SEC) Registration

SECURITIES AND EXCHANGE COMMISSION
SEC FORM 28-1-4
APPLICATION FOR INDIVIDUAL REGISTRATION RENEWAL
For the Year _____

(To be accomplished in four (4) copies with cover sheet; 3 copies for SEC & 1 retaining copy for the applicant)

☐ Associated Person ☐ Salesperson

Last Name	First Name	Middle Name	Certificate of Registration No.	
Residence Address		Phone No.	TIN	
Name of Employer Firm			Employer's Certificate of Registration No.	
Firm's Principal Business Address	Street	City	Province	Postal Code
Branch ID#	Office of Employment Address	City	Province	Postal Code

The above-named employer hereby makes application for the renewal of its registration of the above-named individual and hereby certifies that the information contained in his/her most recent filing of SEC Form 28-1-4 is true, correct, current, accurate and complete.

Staple applicant's
2x2 color ID picture
(with signature and
printed name
at the back)

Printed Name/Signature/Designation of Authorized Signatory

Reviewed by: _____

Signature of Associated Person

Signature of Applicant

Date

For SEC only: SP Registration No. _____ AP Registration No. _____

- | | | | |
|---|---|-------|--|
| 1. For Associated Persons, photocopy of the Certificate of Attendance to the SEC AP Seminar and the corresponding examination results for all Modules attended. For non-participants, an Undertaking that he/she will attend/take future Certification Seminars/Examinations. | | | |
| 2. Photocopy of previous year's AP/SP license | | | |
| 3. Payment of renewal fee: | | | |
| Salesperson | P | 1,810 | |
| Associated Person | | 1,575 | |

Signature of Processor Date

SEC Form 28-1-4
October 2004

Mayor's Business Permit



REPUBLIC OF THE PHILIPPINES
CITY GOVERNMENT OF PARAÑAQUE
BUSINESS PERMITS & LICENSING OFFICE



MAYOR'S PERMIT TO OPERATE BUSINESS

2020

DATE ISSUED: 2020-01-24

TAX YEAR

This certifies that

PHILIPPINE DUPLICATORS, INC.

with registered trade name as

PHILIPPINE DUPLICATORS, INC.

with business address at

CCC BLDG. KM. 14 WEST SERVICE ROAD, EDISON AVE., MERVILLE, PARAÑAQUE CITY

has been granted a BUSINESS PERMIT to operate the following business/es under City Ordinance No. 19 - 29 otherwise known as the Revenue Code of the City of Parañaque, subject to the provisions of other pertinent laws, ordinances and related administrative regulations

KIND/S OF BUSINESS/ES

IMPORTER - GESTETNER PRODUCTS
WHOLESALE - GESTETNER PRODUCTS

Locational Clearance No.: 16-02350

RENEWAL

SUBJECT TO INSPECTION AND REASSESSMENT. ANY VIOLATION OF LAWS, RULES AND REGULATIONS WILL RESULT TO THE REVOCATION OF THIS PERMIT.

Area of Establishment: 1,640.53

Total No. of Employees: 184

TIN: 000-412-893

SSS: 03-2816300-1

SEC/DTI/CDA: -

REMARKS

1. TO SUBMIT FIRE SAFETY INSPECTION CERTIFICATE ON OR BEFORE MARCH 2020.
NON-SUBMISSION OF THE REQUIREMENT WILL AUTOMATICALLY REVOKE THIS PERMIT.
2. TO COMPLY WITH CITY ORD. NO. 07-014 S. 2007 UNTIL MARCH 2020 (PESO).

THIS PERMIT IS VALID UNTIL

12-31-2020

BUSINESS TAX	952,472.40
MAYOR'S PERMIT FEE	10,000.00
WASTE GENERATION FEE	35,000.00
SANITARY PERMIT FEE	1,000.00
ANNUAL BUILDING FEES	1,200.00
ANNUAL ELECTRICAL FEES	1,424.00
ANNUAL PLUMBING FEES	240.00
ANNUAL SIGN FEES	1,440.00
ZONING FEE	125.00
INDIVIDUAL PERMIT FEE	27,600.00
PLATE AND STICKER	300.00
TAX ON DELIVERY TRUCKS AND VAN	3,000.00
ANNUAL MECHANICAL FEES	150.00
FIRE SAFETY INSPECTION CERTIFICATE	7,525.95
SANITARY INSPECTION FEE	280.00
TAX WITHHELD	-\$5,800.00
FILING FEE	100.00
BARANGAY CLEARANCE	6,330.00
BARANGAY PLATE	150.00
MAYOR'S PERMIT ID	300.00
PROCESSING FEE	10.00
CR Number: 2279333	Total Amount: 992,011.35
Quarter: 1-4	Total Penalty: 0.00
CR Date: 2020-01-23	Grand Total: 992,011.35



HON. EDWIN L. OLIVAREZ
CITY MAYOR

FOR AND BY AUTHORITY OF THE CITY MAYOR:

ATTY. MELANIE T. SORIANO-MALAYA
CHIEF, BPLO



This Permit is not valid without a security seal.

BIN: 2004008052



1ST PLACE | ECONOMIC DYNAMISM CATEGORY IN 2014
NATIONAL COMPETITIVENESS COUNCIL

3RD PLACE | ECONOMIC DYNAMISM CATEGORY IN 2015
NATIONAL COMPETITIVENESS COUNCIL

MEBALCO LUMINADES AWARDEE 2016

MOST BUSINESS-FRIENDLY LGU FINALIST | 2017 | 2018 | 2019
PHILIPPINE CHAMBER OF COMMERCE & INDUSTRY

3RD PLACE | BEST IN EGOV INTER-OPERABILITY (E206) AWARD IN 2018
DIGITAL CITIES PH AWARDS

3RD PLACE | MOST IMPROVED CITY IN 2019
NATIONAL COMPETITIVENESS COUNCIL



Taxpayer Identification Number (TIN) Certificate

 The picture can't be displayed.

Contract of Lease

CONTRACT OF LEASE

KNOW ALL MEN BY THESE PRESENTS:

This AGREEMENT made and entered into by and between:

The **MILAN PRESTIGE BUILDING**, a business entity duly registered under the laws of the Republic of the Philippines, with principal office located along the National Highway, Barangay Halang, Calamba City, Laguna, represented by its **Proprietor Ms. JENNY G. DELA CRUZ** (herein called the "**LESSOR**");

-and-

The **PRESIDENTIAL MANAGEMENT STAFF**, a government agency duly organized and existing under and by virtue of Philippine laws, with principal office address at the Automobile Association of the Philippines Tower, 683 Aurora Boulevard, Barangay Marilena, Quezon City, represented herein by its **Assistant Secretary ANA MARIA A. CADENA** (herein called the "**LESSEE**").

WITNESSETH:

WHEREAS, the LESSOR is the absolute owner of Milan Prestige Building located along the National Highway, Barangay Halang, Calamba City, Laguna;

WHEREAS, LESSOR is offering for lease an office space with a floor area of 80-square meters located at the ground floor of the aforesaid building (herein referred as the "Leased Premises"); and

WHEREAS, LESSOR is willing to lease said premises to the LESSEE and the latter is willing to LEASE the same pursuant to PMS Bids and Awards Committee Resolution no. 81 (s. 2019).

NOW, THEREFORE, for and in consideration of the foregoing premises, and of the herein mutual covenants, undertakings, obligation, and terms and conditions, the parties have agreed, as they hereby agree as follows:

1. **TERM OF LEASE.** The term of this lease shall be for a period of one (1) year, commencing on 01 January to 31 December 2020.
2. **RENTAL.** The amount of rental shall be **Thirty-Four Thousand Two Hundred Pesos (Php34,200.00)** per month, or a total of **Four Hundred Ten Thousand Four Hundred Pesos (Php410,400.00)** for one year inclusive of all appropriate taxes and fees to be paid within the first five (5) days of the month, provided billings are timely submitted.
3. **TAXES.** The LESSEE shall withhold and remit the withholding tax to the proper government agency. The LESSEE shall submit three (3) copies of the Certificate of Creditable Income Tax Withheld at Source together with the Lessee's monthly rental payment. Any withholding taxes deducted from the rentals not supported by the Certificate of Creditable Income Tax

038-01

Location Clearance

CPOD-FORM NO. LC-001
SFC: 505 PD: 1000
SDD: 5.2.000, 540: 1000



Republic of the Philippines
City of Cebu
CITY PLANNING AND DEVELOPMENT OFFICE

Application No. : _____
Date of Receipt : _____
Check/PMOOR, NO. : _____
Amount Paid : _____
Date Received : _____

APPLICATION FOR LOCATIONAL CLEARANCE

NAME OF APPLICANT	NAME OF CORPORATION
(Last) _____ (First) _____ (Middle) _____	
ADDRESS AND TEL. NO.	ADDRESS OF CORPORATION
EDUTSU	
NAME OF AUTHORIZED REPRESENTATIVE	ADDRESS OF AUTHORIZED REP.
PROJECT TYPE	PROJECT NATURE
PROJECT LOCATION	PROJECT AREA: Lot _____ m ² Building(s) Improvement(s) _____
RIGHT OVER LAND	PROJECT TENURE
<input type="checkbox"/> Owner <input type="checkbox"/> Lease <input type="checkbox"/> (specify) _____	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary (No. of Yr.) _____
PROJECT CAPITALIZATION _____ (write in words & in figure)	

EXISTING AND USE OF PROJECT SITE

<input type="checkbox"/> Residential	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional
<input type="checkbox"/> Commercial	<input type="checkbox"/> Tenanted	<input type="checkbox"/> Non Tenanted
<input type="checkbox"/> Vacant/Idle	<input type="checkbox"/> Agricultural (specify crop) _____	<input type="checkbox"/> Others _____

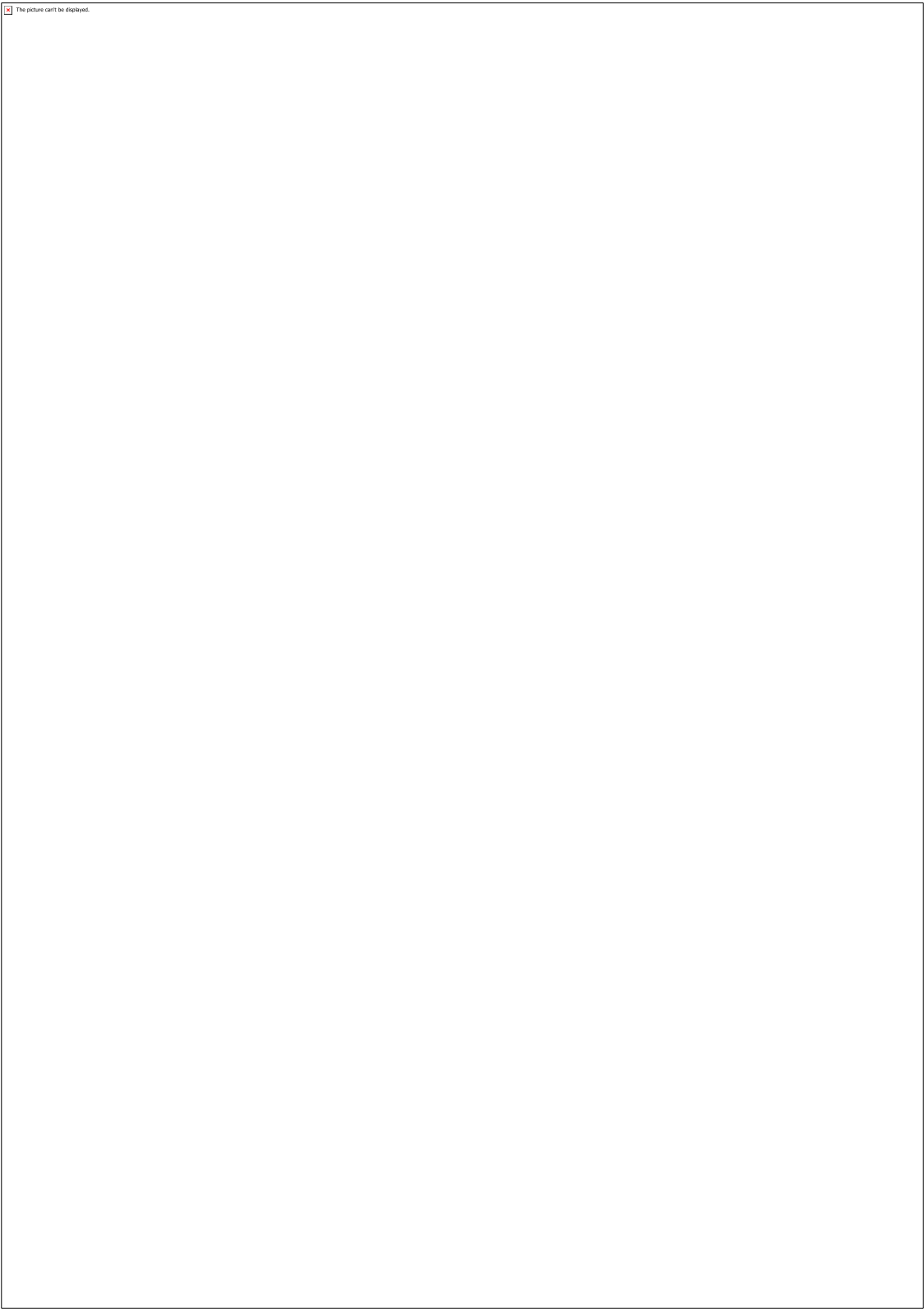
SIGNATURE OF APPLICANT _____ TEN _____ SIGNATURE OF AUTHORIZED REP. _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____ in the City of Cebu.
Affiant exhibited to Me her Community Tax Certificate No. _____ issued at _____ on _____

NOTARY PUBLIC

Dist. No. : _____
Page No. : _____
Book No. : _____
Series No. : _____

Bureau of Food and Drugs Permit



Community Tax Certificate

BIR FORM 0016 (DECEMBER, 2014)
ANALISA-2/9/2018-10:24 AM-16631009 (CC) 0013 00000000 00

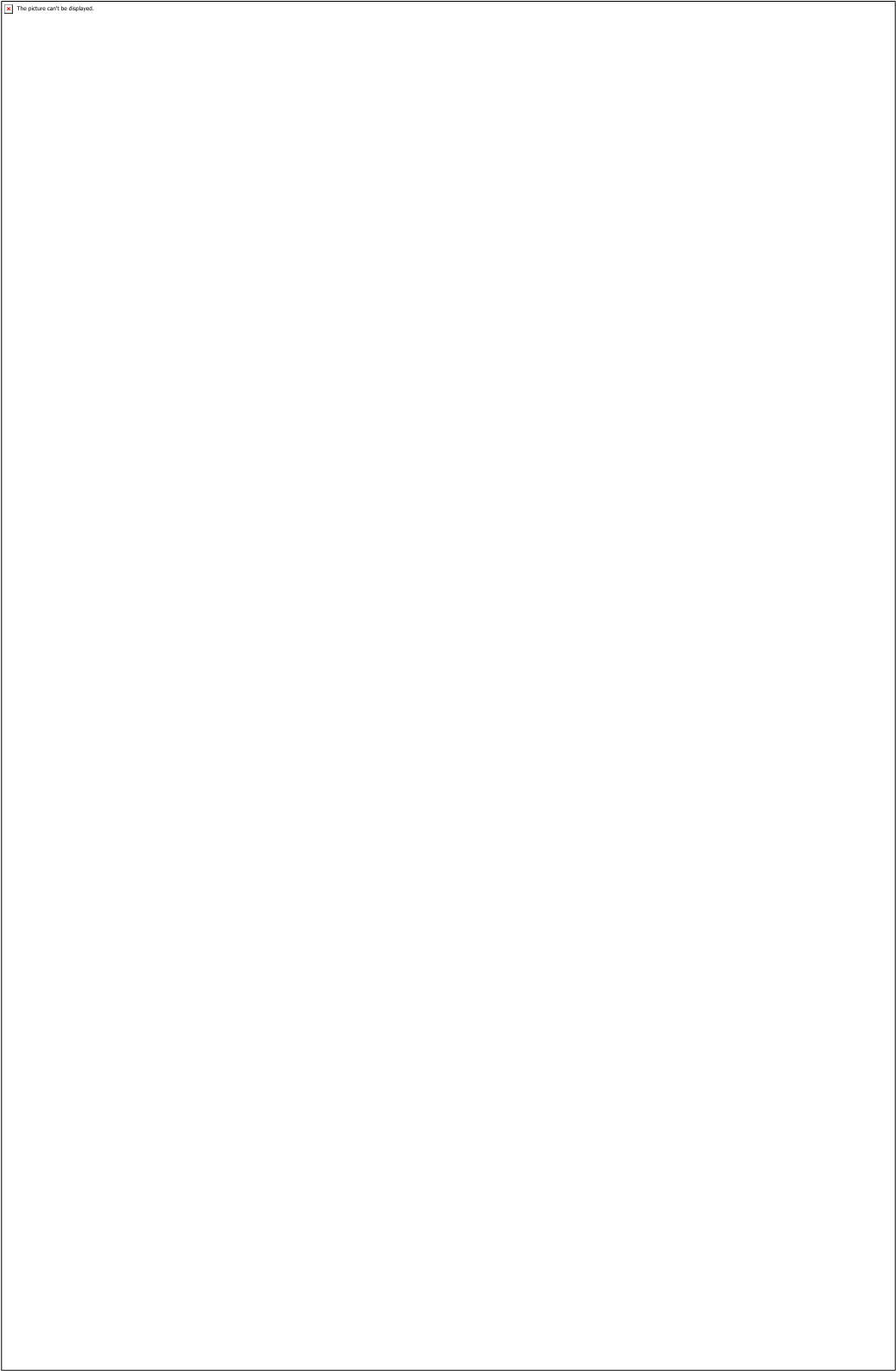
COMMUNITY TAX CERTIFICATE				INDIVIDUAL	
YEAR	PLACE OF ISSUE (City /Mun / Prov.)	DATE ISSUED			
NAME (SURNAME) (FIRST) (MIDDLE)				TIN (If Any)	
				<input type="checkbox"/> * <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
ADDRESS				<input type="checkbox"/> 1 MALE <input type="checkbox"/> 2 FEMALE	
CITIZENSHIP	ICR NO. (If an Alien)	PLACE OF BIRTH		HEIGHT	
Filipino					
CIVIL STATUS	<input type="checkbox"/> 1 Single <input type="checkbox"/> 3 Widows/Widower/ Legally Separated <input type="checkbox"/> 2 Married <input type="checkbox"/> 4 Divorced		DATE OF BIRTH	WEIGHT	
PROFESSION / OCCUPATION / BUSINESS				AMOUNT	COMMUNITY TAX DUE
					5.00
A. BASIC COMMUNITY TAX (P5.00) Voluntary or Exempted (P 1.00)					P
B. ADDITIONAL COMMUNITY TAX (tax not to exceed P5,000.00)					
1. GROSS RECEIPTS OR EARNINGS DERIVED FROM BUSINESS DURING THE PRECEDING YEAR (P1.00 for every P 1,000.00)				.00	.00
2. SALARIES OR GROSS RECEIPT OR EARNINGS DERIVED FROM EXERCISE OF PROFESSION OR PURSUIT OF ANY OCCUPATION (P1.00 for every P 1,000)				.00	930.00
3. INCOME FROM REAL PROPERTY (P1.00 for every P 1,000)					
Right Thumb Print	TAXPAYER'S SIGNATURE OIC - Municipal Treasurer MUNICIPAL / CITY TREASURER			TOTAL	P
				INTEREST	.00
				TOTAL AMOUNT PAID	P

DOP: 05.11.2015


Tax Declaration Form

 PAY AS YOU EARN (PAYE) Employee Declaration Form (EDF) In respect of income year 1 July 2015 to 30 June 2016																																																													
<p>Applicable to an Employee who is entitled to the exemptions and reliefs mentioned in section 3 below and who wishes to have the exemptions and reliefs taken into consideration for the purpose of PAYE.</p> <p>• The Employee should fill in and submit this form to his Employer.</p> <p>• If an Employee has more than one Employer at any one time, the form should be submitted to only ONE of his Employers.</p> <p>• Where during the income year ending 30 June 2016, an employee becomes entitled to new exemptions and reliefs under Section 3, he may submit to his employer a fresh EDF claiming therein the new exemptions and reliefs to which he is entitled.</p> <p style="text-align: center;"><i>Please read the Notes at verso before you fill in this form</i></p>																																																													
1	Employee's Identification Title (Mr, Mrs, Miss) Surname Other Names National Identity Card Number Tax Account Number (TAN) Identification Number of Non-Government Employee in Employer's payroll (if known) Pension Number (if known - applicable to Government Pensioners) 																																																												
2	Name of Employer Div/ Paysite Code (Applicable to Government Employees)																																																												
3	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%; text-align: left;">Exemptions and Reliefs</th> <th style="width: 20%; text-align: center;">(Rs)</th> </tr> <tr> <td> 3.1 Income Exemption Threshold (IET) Category A (An employee with <u>no</u> dependent) - Rs 285,000 Category B (An employee with <u>one</u> dependent) - Rs 395,000 Category C (An employee with <u>two</u> dependents) - Rs 455,000 Category D (An employee with <u>three</u> dependents) - Rs 495,000 Category E (A retired or disabled person with <u>no</u> dependent) - Rs 335,000 Category F (A retired or disabled person with <u>one</u> dependent) - Rs 445,000 <p style="text-align: right;">Enter the IET Amount</p> </td> <td></td> </tr> <tr> <td> 3.2 Additional Exemption in respect of dependent child pursuing undergraduate course Name of child Educational Institution being attended (i) (ii) (iii) <p style="text-align: right;">Total Additional Exemption</p> </td> <td></td> </tr> <tr> <td> 3.3 Interest Relief on secured housing loan </td> <td></td> </tr> <tr> <td> 3.4 Relief for Medical insurance premium or contribution <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th></th> <th colspan="4">Premium or contribution allowable</th> <th></th> </tr> <tr> <th></th> <th>Self (Pmax Rs 12000)</th> <th>1st dependent (Pmax Rs 12000)</th> <th>2nd dependent (Pmax Rs 6000)</th> <th>3rd dependent (Pmax Rs 6000)</th> <th>Total</th> </tr> <tr> <td>Category A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category B</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category C</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category D</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category E</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category F</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p style="text-align: right;">Enter total premium</p> </td> <td></td> </tr> <tr> <td> 3.5 </td> <td style="text-align: center;"> Total Exemptions and Reliefs </td> </tr> </table>	Exemptions and Reliefs	(Rs)	3.1 Income Exemption Threshold (IET) Category A (An employee with <u>no</u> dependent) - Rs 285,000 Category B (An employee with <u>one</u> dependent) - Rs 395,000 Category C (An employee with <u>two</u> dependents) - Rs 455,000 Category D (An employee with <u>three</u> dependents) - Rs 495,000 Category E (A retired or disabled person with <u>no</u> dependent) - Rs 335,000 Category F (A retired or disabled person with <u>one</u> dependent) - Rs 445,000 <p style="text-align: right;">Enter the IET Amount</p>		3.2 Additional Exemption in respect of dependent child pursuing undergraduate course Name of child Educational Institution being attended (i) (ii) (iii) <p style="text-align: right;">Total Additional Exemption</p>		3.3 Interest Relief on secured housing loan		3.4 Relief for Medical insurance premium or contribution <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th></th> <th colspan="4">Premium or contribution allowable</th> <th></th> </tr> <tr> <th></th> <th>Self (Pmax Rs 12000)</th> <th>1st dependent (Pmax Rs 12000)</th> <th>2nd dependent (Pmax Rs 6000)</th> <th>3rd dependent (Pmax Rs 6000)</th> <th>Total</th> </tr> <tr> <td>Category A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category B</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category C</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category D</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category E</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Category F</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p style="text-align: right;">Enter total premium</p>		Premium or contribution allowable						Self (Pmax Rs 12000)	1st dependent (Pmax Rs 12000)	2nd dependent (Pmax Rs 6000)	3rd dependent (Pmax Rs 6000)	Total	Category A						Category B						Category C						Category D						Category E						Category F							3.5	Total Exemptions and Reliefs
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4	First employment / change in employment Have you submitted an EDF to any other employer in respect of income year ending 30 June 2016? Yes <input type="checkbox"/> No <input type="checkbox"/>																																																												
5	Declaration <div style="text-align: center;"> <small>(full name of signatory in BLOCK LETTERS)</small> </div> do hereby declare that I am employed by the employer named at section 2 above and that the information I have given on this form is true and correct. Date Signature 																																																												
<p>Where an employee claims additional exemption or relief under items 3.1, 3.3 or 3.4 and it is found that the claim is false or unjustified or in excess by more than 10% of the amount to which he is entitled, he shall be liable to a penalty of 25% of the amount of tax underpaid under PAYE.</p>																																																													

Building Permit



Sanitary Permit

	Safety and Buildings Division 201 W. Washington Ave., P.O. Box 7162 Madison, WI 53707-7162		County _____ Sanitary Permit Number (to be filled in by Co.) _____	
	Sanitary Permit Application In accordance with SPS 383.21(2), Wis. Adm. Code, submission of this form to the appropriate governmental unit is required prior to obtaining a sanitary permit. Note: Application forms for state-owned POWTS are submitted to the Department of Safety and Professional Services. Personal information you provide may be used for secondary purposes in accordance with the Privacy Law, s. 15.04(1)(m), Stats.		State Transaction Number _____ Project Address (if different than mailing address) _____	
I. Application Information – Please Print All Information				
Property Owner's Name _____ Property Owner's Mailing Address _____ City, State _____ Zip Code _____ Phone Number _____			Parcel # _____ Property Location Govt. Lot _____ _____ 1/4, _____ 1/4, Section _____ (circle one) T _____ N; R _____ E or W Subdivision Name _____ <input type="checkbox"/> City of _____ <input type="checkbox"/> Village of _____ <input type="checkbox"/> Town of _____	
II. Type of Building (check all that apply) <input type="checkbox"/> 1 or 2 Family Dwelling – Number of Bedrooms _____ <input type="checkbox"/> Public/Commercial – Describe Use _____ <input type="checkbox"/> State Owned – Describe Use _____			Lot # _____ Block # _____ CSM Number _____	
III. Type of Permit: (Check only one box on line A. Complete line B if applicable)				
A. <input type="checkbox"/> New System		<input type="checkbox"/> Replacement System		<input type="checkbox"/> Treatment/Holding Tank Replacement Only
B. <input type="checkbox"/> Permit Renewal Before Expiration		<input type="checkbox"/> Permit Revision		<input type="checkbox"/> Change of Plumber
<input type="checkbox"/> Other Modification to Existing System (explain) _____		<input type="checkbox"/> Permit Transfer to New Owner		List Previous Permit Number and Date Issued _____
IV. Type of POWTS System/Component/Device: (Check all that apply)				
<input type="checkbox"/> Non-Pressurized In-Ground <input type="checkbox"/> Pressurized In-Ground <input type="checkbox"/> At-Grade <input type="checkbox"/> Mound ≥ 24 in. of suitable soil <input type="checkbox"/> Mound < 24 in. of suitable soil <input type="checkbox"/> Holding Tank <input type="checkbox"/> Other Dispersal Component (explain) _____ <input type="checkbox"/> Pretreatment Device (explain) _____				
V. Dispersal/Treatment Area Information:				
Design Flow (gpd)	Design Soil Application Rate(gpdsf)	Dispersal Area Required (sf)	Dispersal Area Proposed (sf)	System Elevation
VI. Tank Info		Capacity in Gallons New Tanks _____ Existing Tanks _____	Total Gallons _____ # of Units _____	Manufacturer _____
Septic or Holding Tank	Dosing Chamber	Prefab Concrete _____ Site Constructed _____ Steel _____ Fiber Glass _____ Plastic _____		
VII. Responsibility Statement- I, the undersigned, assume responsibility for installation of the POWTS shown on the attached plans.				
Plumber's Name (Print)		Plumber's Signature		MP/MPRS Number
Plumber's Address (Street, City, State, Zip Code)		Business Phone Number		
VIII. County/Department Use Only				
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		Permit Fee \$ _____		Date Issued _____
<input type="checkbox"/> Owner Given Reason for Denial		Issuing Agent Signature _____		
IX. Conditions of Approval/Reasons for Disapproval				

Attach to complete plans for the system and submit to the County only on paper not less than 8 1/2 x 11 inches in size

Public Liability Insurance



PUBLIC LIABILITY INSURANCE PROPOSAL FORM

AAR INSURANCE KENYA LIMITED
GEORGE WILLIAMSON HOUSE, 4TH NGONG, 2ND FLOOR,
P.O. BOX 41766-00100, TEL: 020 - 2895000/2715319
FAX: 020 - 2715328, EMAIL: info@aar.co.ke

MPESA PAYBILL NO. 333200

PART A: DETAILS OF THE PROPOSER

1. NAME OF PROPOSER _____
2. POSTAL ADDRESS _____ POSTAL CODE _____ TOWN _____
3. TELEPHONE NO. (OFFICE) _____ MOBILE NO. _____
4. EMAIL ADDRESS _____
5. PIN NO. _____ ID NO / CERTIFICATE OF INCORPORATION _____
(Attach copy of each)
6. BUSINESS/TRADE/OCCUPATION _____

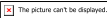
PART B: RISK DETAILS

7. Please give a brief description of the following:

a) Works carried out	_____
b) List all premises to which cover is to operate and indicate the extend to which access to this premises is available to members of the public	_____ _____ _____
c) Do any of your employees work away from your premises. If so state where and the nature of their work	Yes <input type="checkbox"/> No <input type="checkbox"/> _____ _____
d) Are any of your premises/ buildings sublet?	Yes <input type="checkbox"/> No <input type="checkbox"/>

8. Please list the limits of indemnity required for claims arising out of your possessions of the following: please indicate the number and type in each case:

Fire Safety Inspection Permit



3D. MANAGEMENT CONTROLS

Risk Management Plan

Hand sanitizer is commonly stored in plastic containers, presenting a unique and serious fire hazard. Many hand sanitizers must be maintained at temperatures below 25°F. Considering hand sanitizer is flammable, our organization will reduce the storage volume of hand sanitizer to the bare minimum required onsite, and we will not store it near heat sources, sparks, or open flames.

Plan for Managing Risks

We will take precautions to ensure the safety of our business to prevent potential threats. We will leave a warning and a reminder of how to use the product properly at the back of the bottle because our product has the potential to be flammable. Our company may run into situations where conducting online controlled experiments is the best risk mitigation strategy. So, to avoid them, we will frequently rely on experiments when doing so will allow us to gather enough information and certainty to enable us to make a more informed choice. Choosing the risk's priority is one of the most important aspects of risk management.

We cannot just let one person determine all possible risks in our business. And then after that we still need to see if the risk level that an individual did is worth mitigating or accepting and whether it would be better to eliminate the problem risk altogether. So, Eventually, everyone has to come together and prioritize all the risks by likelihood and level of impact, and decide that this risk is worth the investment to mitigate. That one, with low likelihood and low impact if triggered, is a reasonably acceptable risk because resources are better spent on higher risk concerns. We cannot simply allow one person to identify all potential risks in our company. Subsequently, we must determine whether the risk level identified by the individual is worth mitigating or accepting, and whether it would be preferable to eliminate the issue of risk. As a result, eventually everyone will have to sit down and rank all the risks according to likelihood and amount of impact before deciding which risks are worth the expenditure to reduce. Which risks are reasonable to tolerate, given that resources are better allocated to difficulties with higher risk.

Continuity Plan

The continuity of the business is being controlled and handled by the general manager, he is responsible for any emergencies that may happen to the company such as different forms of promotional events, disasters and equipment and production malfunctions, to ensure that the business still runs, the general manager will handle specific solutions to the problem, he/she will also operate the emerging events and assign an assistant to make reports in the business status to ensure business continuity.

3E. THE DAILY OPERATIONS

The day-to-day operations of our business involves focusing on giving the greatest service to our customers as well as assisting our co-students and teachers in moisturizing and cleaning their hands with our product. The SANPERTON will be accessible from 8:30 a.m. to 4:30 p.m. every day of the week. In terms of the general manager's role, he will oversee all events that take place within our establishment. The cashier, on the other hand, will be completely focused on the cashier. We also have sales personnel who will be responsible for serving our customers, as well as housekeeping employees who will be accountable for keeping our organization pleasant and always organized, as well as other sanitary measures within our establishment area.

3F. LOCATION AND FACILITIES

The store will be located at Luistro Bldg. in Parañaque National High School-Main, Dr. Arcadio Santos Ave. Parañaque. The store will be less expensive but in high quality like the equipment and materials. The store will be focusing on cleanliness and neatness in order to provide satisfaction to customers.

4. FINANCIAL ANALYSIS

4A. CAPITAL EXPENDITURES

Sanperton's Capital Expenditures

Sanperton's capital expenditures that are needed for the business to operate are itemized as follows:

A. TOOLS & EQUIPMENT

Table 14: TOOLS & EQUIPMENT

Tools and Equipment	Price
Printer	10,000 Php
Autoclave Sterilizer	10,250 Php
Measuring Cup	600 Php
Mixing Bowl	1,380 Php
Mixing Spoon	1,380 Php
Dropper	660 Php
Rubber Scraper	300 Php
Pitcher	960 Php
Funnel	240 Php
Scissors	600 Php
Puncher	340 Php
Tray	250 Php
	Total: 26,960 Php

B. MATERIALS

Table 15: MATERIALS

Materials	Quantity	Unit Price	Price
Bottle/ Container (30 mL)	7,685 pcs.	10 Php	76,850 Php
Bottle/ Container (50 mL)	1,400 pcs.	12 Php	16,800 Php
Bottle/ Container (100 mL)	840 pcs	14 Php	11,760 Php
Aloe Vera Gel (1L)	130 pcs.	300 Php	39,000 Php
70% Isopropyl Alcohol (3.4L)	76 pcs.	130 Php	9,880 Php
Essential Oil (10mL)	80 pcs.	20 Php	1,600 Php
Water-Based Color (10 mL)	15 pcs.	25 Php	375 Php
Sticker Paper (100 pcs. per Ream)	10 pcs.	170 Php	1,700 Php
Drawstring Pouch	9,920 pcs.	4.70 Php	46,624 Php
Cardboard	420 pcs.	6 Php	2,520 Php
Bond Paper (500 pcs. per Ream)	6 pcs.	200 Php	1,200 Php
Printer Ink	4 pcs.	45 Php	180 Php
Hemp Rope (25 meters)	40	-	1,160 Php
Latex Gloves	100 pcs.	-	150 Php
			Total: 209,799 Php

C. STORE RENOVATION

Table 16: FURNITURE AND FIXTURES

Furniture and Fixtures	Quantity	Unit Price	Price
Tables	2 pcs.	699 Php	1398 Php
Chairs	5 pcs.	400 Php	2000 Php
Shelves Rack	2 pcs.	500 Php	1000 Php
Board Standee	1 pc.	200 Php	200 Php
Cash Drawer	1 pc.	600 Php	600 Php
Cabinet	1 pc.	550 Php	550 Php
Plant Stand	1 pc.	110 Php	110 Php
Plants	5 pcs.	200 Php	1000 Php
Mat Rug	2 pcs.	49 Php	98 Php
Clock	1 pc.	95 Php	95 Php
Curtain	2 pcs.	190 Php	380 Php
Garbage Can	2 pcs.	55 Php	110 Php
Curtain Holder	1 pc.	30 Php	30 Php
Water Dispenser	1 pc.	600 Php	600 Php
Signage	4 pcs	60 Php	240 Php
Labor for Contractor	-	-	10000 Php
			Total: 18,411 Php

D. TOTAL CAPITAL EXPENDITURES

Table 17: TOTAL CAPITAL EXPENDITURES

Particulars	Total Amount
Tools and Equipment	26,960 Php
Materials	209,799 Php
Store Renovation	18,411 Php
	Total: 255,170 Php

SOURCE AND USE OF FUNDS

Funds that will be used will come from the members of this partnership. Each member has a 10% contribution of the total start-up cost of 255,170 Php.

Table 18: SOURCE OF FUNDS

Source of Funds	Amount
Partnership Members	255,170 Php

4B. ADMINISTRATIVE AND OPERATING EXPENSES

Wages - refers to the remuneration given to the human resource of the business and other fringe benefits (bonuses) which has an estimated cost of 667,200 Php (for the first year).

Other Expenses - refers to the electricity expenses and legal fees which has estimated cost of 17,500 Php a year

Supplies And Materials - refers to the supplies and materials that will be used in the operation of the business which has an estimated cost of 210,599 Php a month.

Depreciation Expense -refers to the reduction in fixed assets that represents usage during the period.

4C. FINANCIAL PROJECTIONS

At least 50% of the total population at Paranaque National High School-Main are Sanperton's target audience. In order to create the monthly financial forecasts, it is crucial to project the following:

- 77 out of 80 survey respondents, or 96%, agreed that hand sanitizer is crucial for all students. Given that they are aware of the significance of hand sanitizer, this is a great indication that these individuals could be captivated by Sanperton.

- 71 out of the 80 poll respondents, or 89%, said they would patronize our business once it was launched. This is a strong hint that plenty of individuals would be interested in or have the potential to purchase from Sanpertron.
- A total of 71 people will buy from Sanpertron. This strongly suggests that if customers are pleased with our goods and services, they are more likely to use them again and become a regular customer of Sanpertron.

4D. SENSITIVITY ANALYSIS

4E. FINANCIAL REPORT

PRODUCT	VARIATION	COST PRICE	SELLING PRICE
Fruity Lemon	30 mL	19.04 Php	40 Php
	50 mL	24.82 Php	50 Php
	100 mL	34.68 Php	60 Php
Fruity Blueberry	30 mL	19.04 Php	40 Php
	50 mL	24.82 Php	50 Php
	100 mL	34.68 Php	60 Php
Fruity Strawberry	30 mL	19.04 Php	40 Php
	50 mL	24.82 Php	50 Php
	100 mL	34.68 Php	60 Php
Floral Lilac	30 mL	19.04 Php	40 Php
	50 mL	24.82 Php	50 Php
	100 mL	34.68 Php	60 Php
Floral Lavender	30 mL	19.04 Php	40 Php
	50 mL	24.82 Php	50 Php
	100 mL	34.68 Php	60 Php
Fresh Lemon	30 mL	19.04 Php	40 Php
	50 mL	24.82 Php	50 Php
	100 mL	34.68 Php	60 Php
Fresh Orange	30 mL	19.04 Php	40 Php
	50 mL	24.82 Php	50 Php
	100 mL	34.68 Php	60 Php
Fresh Mint	30 mL	19.04 Php	40 Php
	50 mL	24.82 Php	50 Php
	100 mL	34.68 Php	60 Php
Warm Cinnamon	30 mL	19.04 Php	40 Php
	50 mL	24.82 Php	50 Php
	100 mL	34.68 Php	60 Php

Warm Vanilla	30 mL	19.04 Php	40 Php
	50 mL	24.82 Php	50 Php
	100 mL	34.68 Php	60 Php
Warm Tea Tree	30 mL	19.04 Php	40 Php
	50 mL	24.82 Php	50 Php
	100 mL	34.68 Php	60 Php
Bubble Gum	30 mL	19.04 Php	40 Php
	50 mL	24.82 Php	50 Php
	100 mL	34.68 Php	60 Php

PRODUCT	VARIATION	QUANTITY SOLD	COST PRICE	COST OF GOOD SOLD (COGS)
Fruity Lemon	30 mL	1039	19.04	19782.56
	50 mL	189	24.82	4690.98
	100 mL	113	34.68	3918.84
Fruity Blueberry	30 mL	316	19.04	6016.64
	50 mL	57	24.82	1414.74
	100 mL	34	34.68	1179.12
Fruity Strawberry	30 mL	994	19.04	18925.76
	50 mL	181	24.82	4492.42
	100 mL	108	34.68	3745.44
Floral Lilac	30 mL	452	19.04	8606.08
	50 mL	82	24.82	2035.24
	100 mL	49	34.68	1699.32
Floral Lavender	30 mL	1672	19.04	31834.88
	50 mL	304	24.82	7545.28
	100 mL	182	34.68	6311.76
Fresh Lemon	30 mL	813	19.04	15479.52
	50 mL	148	24.82	3673.36
	100 mL	89	34.68	3086.52
Fresh Orange	30 mL	407	19.04	7749.28
	50 mL	74	24.82	1836.68
	100 mL	44	34.68	1525.92
Fresh Mint	30 mL	903	19.04	17193.12
	50 mL	164	24.82	4070.48
	100 mL	99	34.68	3433.32
Warm Cinnamon	30 mL	362	19.04	6892.48
	50 mL	66	24.82	1638.12
	100 mL	39	34.68	1352.52

Warm Vanilla	30 mL	587	19.04	11176.48
	50 mL	107	24.82	2655.74
	100 mL	64	34.68	2219.52
Warm Tea Tree	30 mL	91	19.04	1732.64
	50 mL	17	24.82	421.94
	100 mL	10	34.68	346.8
Bubble Gum	30 mL	45	19.04	856.8
	50 mL	8	24.82	198.56
	100 mL	5	34.68	173.4
			TOTAL	209,912.26 Php

PRODUCT	VARIATION	QUANTITY SOLD	SELLING PRICE	SALES
Fruity Lemon	30 mL	1039	40	41560
	50 mL	189	50	9450
	100 mL	113	60	6780
Fruity Blueberry	30 mL	316	40	12640
	50 mL	57	50	2850
	100 mL	34	60	2040
Fruity Strawberry	30 mL	994	40	39760
	50 mL	181	50	9050
	100 mL	108	60	6480
Floral Lilac	30 mL	452	40	18080
	50 mL	82	50	4100
	100 mL	49	60	2940
Floral Lavender	30 mL	1672	40	66880
	50 mL	304	50	15200
	100 mL	182	60	10920
Fresh Lemon	30 mL	813	40	32520
	50 mL	148	50	7400
	100 mL	89	60	5340
Fresh Orange	30 mL	407	40	16280
	50 mL	74	50	3700
	100 mL	44	60	2640
Fresh Mint	30 mL	903	40	36120
	50 mL	164	50	8200
	100 mL	99	60	5940
Warm Cinnamon	30 mL	362	40	14480
	50 mL	66	50	3300
	100 mL	39	60	2340

Warm Vanilla	30 mL	587	40	23480
	50 mL	107	50	5350
	100 mL	64	60	3840
Warm Tea Tree	30 mL	91	40	3640
	50 mL	17	50	850
	100 mL	10	60	600
Bubble Gum	30 mL	45	40	1800
	50 mL	8	50	400
	100 mL	5	60	300
			TOTAL	427,250.00 Php

SANPERTON	
Statement of Comprehensive Income for the Month Ended December 31, 2022	
Sales	427,250.00 Php
Less Cost of Goods Sold	209,912.26 Php
Gross Profit	217,337.74 Php
Less Operating Expense	
Salary Expense	46,843.00 Php
Rent	5,000.00 Php
Supplies	800.00 Php
SSS	7,228.00 Php
PhilHealth	1,529.00 Php
Miscellaneous	10,000.00 Php
Total Operating Expense	71,400.00 Php
Net Profit	145,937.74 Php

Sanpertron				
Statement of Partner's Equity as of December 31, 2022				
Partner's Beginning Capital		255,170.00 Php		
Add Net Income		145,937.74 Php		
Partner's Ending Capital		401,107.74 Php		
Partner's Equity Table				
Name of Partners	Initial Investment	Share on Net Income	Withdrawal	Ending Capital
Arcona	25,517 Php	10%	0	40,110.774 Php
Bagsic	25,517 Php	10%	0	40,110.774 Php
Bandillo	25,517 Php	10%	0	40,110.774 Php
Bautista	25,517 Php	10%	0	40,110.774 Php
Binalla	25,517 Php	10%	0	40,110.774 Php
Fernandez	25,517 Php	10%	0	40,110.774 Php
Abizar	25,517 Php	10%	0	40,110.774 Php
Busano	25,517 Php	10%	0	40,110.774 Php
Cadungog	25,517 Php	10%	0	40,110.774 Php
Dela Paz	25,517 Php	10%	0	40,110.774 Php

SANPERTON	
Statement of Cash Flows as of December 31, 2022	
Cash Flow from Operating Activities	
Cash Received from the Customers	427,250.00 Php
Cash Paid to Suppliers	209,912.26 Php
Cash Paid for Expenses	71,400.00 Php
Cash Flow from Investing Activities	
Cash Paid for Equipment	20,250.00 Php
Cash Paid for Furniture and Fixtures	18,411.00 Php
Cash Paid for Tools	6,710.00 Php
Cash Flow from Financing Activities	
Cash Invested by the Owner/s	255,170.00 Php
Cash Ending Balance	355,736.74 Php

SANPERTON	
Statement of Financial Position as of December 31, 2022	
Asset	
Current Assets	
Cash	355,736.74 Php
Supplies	209,799.00 Php
Total Current Assets	565,535.74 Php
Non-Current Assets	
Tools	6710.00 Php
Furniture and Fixtures	18,411.00 Php
Equipment	20,250.00 Php
Total Non-Current Assets	45,371.00 Php
Total Assets	610,906.74 Php
Liabilities and Capital	
Liabilities	0.00 Php
Partner's Equity	401,107.74 Php
Total Liabilities and Capital	401,107.74 Php