

Appendix K. Sample Reports of Taters Enterprises, Inc.

			BUDGET			ACTUAL		
			QTY	UOM	ESTIMATED total/billable	QTY	UOM	TOTAL BILLABLE
#	Item No.	Item Description						
construction		Construction cost						
construction		Feeder line upgrade						
construction		Total Mechanical Cost						
construction		Total PM&S Cost						
Franchise Fee		Franchise Fee						
computer	351449	Kitchen Printer EPSON TM-U2200 Ethernet Interface						
computer	352559	Keyboard and Mouse MousenTech Combo						
computer	352222	UPS APC 3000UPS						
computer	352842	EPSON PDS Printer-TMU-U2200						
computer	357140	Epson 1200						
computer	357142	EC Line Cash Drawer 1000 (RJ11)						
computer	357143	EC Line Pin Display 1200 (RJ11)						
computer	3571219	Printer EPSON L230 3-in-1 80x (Print/Scan/Copy)						
computer	357142	EC Line Magnetic Stripe Reader 2200 USB						
computer	357352	Art						
computer	357652	Dell Commercial Notebook Vostro 2458						
computer	357657	3-Link Router D2R6053						
computer	357659	Router L1101 8015						
computer	357452	IP Camera with PTZ, wireless built in Mic and Speaker						
computer	352632	Micro SD 32GB						
computer	352780	Backup for Camera (Dell Backup)						
computer	353626	Kaspersky Endpoint Security						
computer	356110	Alliance WebPOS System (Annual Subscription)						
counters	351616	SS Grease Trap 150PM 6.48mm x 0.305mm x 305mm						
counters	351626	SS Exhaust Hood 1.37m x 0.85mm x 0.5mm						
counters	351636	SS Sink 0.55mm x 0.67mm x 0.60mm x 0.25M35						
counters	351688	SS Two Comp Dishwashing Counter 150mm x 553mm x 50mm x 50mm						
counters	351614	SS Beverage Counter 20120mm x 740mm x 100mm x 150mm						
counters	351694	Pyrex Stainless Counter 1600mm x 150mm x 55mm x 53mm						
counters	351694	SS Pyrex Machine Counter 150mm x 780mm x 80mm x 280mm						
counters	351694	SS Toaster Counter 120mm x 600mm x 75mm x 300mm						
counters		Soup Sink						
equipment	351264	SS Pyrex Vanner Stand Type 120mm x 600mm x 130mm						
equipment	351332	SS Sauce Paner 263mm x 403mm x 24mm						
equipment	351212	SS Nario Paner 600mm x 150mm x 104mm						
equipment	351221	Pyrex Machine - Hot 20012X						
equipment	351264	SS Inks Warmer 320mm x 200mm						
equipment	351311	Electric Deep Fryer LT 270mm x 50mm						
equipment	351220	Handheld Steam Lyeless Napper						
equipment		Recipe 100000 - Electric Griddle						
equipment	352226	LED TV 32" 32"						
equipment	352226	LED TV 42" 42"						
equipment	351665	Electric Oven 10-OK 160						
equipment	351112	Cash Counter 160cm x 160cm x 160cm						
equipment	351114	SS Nario Rack 280mm x 450mm x 40mm						
equipment	3511010	Harosh: Portable Griller						
equipment	351041	Stainless Steel/Plastic/Presser						
equipment		Chest Top - Fullsize - 100cm x 100cm						
equipment		Upright 120cm - 100cm x 100cm						
equipment		Kitchen Ref 4103-100cm x 100cm						
furniture	352342	Table 100cm x 100cm x 100cm						
furniture	352442	Wide Chair Metal Frame Chrome Plated						
furniture	352589	Open Overhead Shelves - 6 x 6 x 3 x 3						
furniture	351593	Frame						
furniture	352010	Tray Rod						
furniture	351774	Water Filtration with Housing 3 Stages						
furniture	351804	Fiber Cartridge						
furniture	351694	Pressure Regulator						
furniture	351716	Pressure at Control BL 371648						
furniture	352254	Shed Open Shelves 120cm x 5.5cm x 2.4cm						
furniture	359115	WellCook						
furniture	352030	MagicCo 18-stainless						
furniture	352144	Tatara Kase Gai						
furniture	352310	Pyrex 304 inch thickness						
signage	351226	Tatara Lighted Signage 1.88m x 0.5m						
signage	351654	SS Pin Signage 0.28m x 0.21m x 0.32m x 0.28m						
signage		Signage - Kiosk						
utensils	351261	Customized Hyster Tray 20"x16"x1" HD						
utensils	351262	Shoe for Hyster Tray						
utensils	351300	Food Pan (Stainless Steel) with covers						
utensils	352121	Squidgon						
utensils	352200	Sponge						
utensils	352210	Sponge w/ Scratch Bright 3s						
utensils	352211	Bam 14"						
utensils	352600	Plastic - Dipper						
utensils	352610	Electronic Cleaning Cloth						
utensils	352620	Michan Towel						
utensils	351710	Myde Brush						
utensils	352700	Duster						
utensils	352701	Duster with Broom						
utensils	352702	Lobby Duster with Broom						
utensils	352710	Utens Cleaner						
utensils	351130	Trash Bin - Mini						
utensils	351131	Trash Bin - 5L						

Summary of Budget	-
Construction	-
Computer	-
Counters	-
Equipment	-
Furniture	-
Signage	-
Tools/ware	-
Utensils	-
Others	-
sec dep	-
cons dep	-
franchise fee	-
totals	-

Summary of Actual	-
Construction	-
Computer	-
Counters	-
Equipment	-
Furniture	-
Signage	-
Tools/ware	-
Utensils	-
Others	-
sec dep	-
cons dep	-
franchise fee	-
totals	-

Figure 4-10 Capital Expenditure

			BUDGET			ACTUAL		
			QTY	UOM	ESTIMATED total billable	QTY	UOM	TOTAL BILLABLE
utensils	U32910	Utility Pail w/ Cover 10L						
utensils	925462	Panicle - Dual Pan (big)						
utensils	925410	Mini Brush with Dusterpan						
utensils	922710	Moss Brush w/ Stringer Combo						
utensils	922700	Moss Head						
utensils	922700	Moss Handle						
utensils	U32990	UtilityBasketforCleaning						
utensils	U48521	WetKnobSprayer						
utensils	U48550	Sprayer						
utensils	911100	Tray - For Nipper						
utensils	922000	Ice Scooper FrodoShip tray						
utensils	926010	Fly Swatter						
utensils	926100	Brush For Bottle						
utensils	925161	Infra Sub - Kandolle 250W						
utensils	925140	Cupb - Box - Large						
utensils	922020	Step Ladder - 4 steps						
utensils	922210	Panicle Stick - Round						
utensils	922230	Over Step Stool						
utensils	916117	Washing Scale Digital 1kg x 1g						
utensils	916227	Washing Scale Mechanical 300g x 100g						
utensils	916237	Washing Scale Mechanical 300g x 2g						
utensils	U32111	PanCan-HotPlate						
utensils	U32200	FoodPailCover - for 18 Spoon						
utensils	U30000	Stock Pot for Cheese Sauce						
utensils	U30100	Grill Bed						
utensils	U30010	FoodPan - 8x8 Stainless 3/8"						
utensils	U30001	FoodPan - Stainless - 17x9"						
utensils	U30720	CardCoverer - SpringRoll						
utensils	U30670	Stainless Oil Strainer 1L						
utensils	U30620	Panicle For Box 2"						
utensils	U30210	Panicle for griddle 4"						
utensils	U30100	Panicle for Box 1" - for Cheese Trap						
utensils	U30600	Tongs for Jalepeno						
utensils	U30211	Tongs 10 - Flared 80cm						
utensils	U30210	Tongs 10 - Flared 80cm						
utensils	U30217	Tongs 17						
utensils	U30200	Stainless Tongs Small						
utensils	U17300	SS Funnel						
utensils	U20000	Panicle Pan 25.6x17.6x1.1						
utensils	U30217	Crowded Beaker 4800L						
utensils	U30215	Crowded Beaker - 7800L						
utensils	U30300	Cupped Box						
utensils	U30315	Cupped Medium (Green Red)						
utensils	U30415	Luxembourg-Covered 1.5x3L						
utensils	U30421	Luxembourg-Covered 3.4x4L						
utensils	U30431	Luxembourg-SquareKipper 10x10cm						
utensils	U30452	Luxembourg-New Medium Square 1L						
utensils	U30471	Luxembourg-7x8x2cm						
utensils	U30492	Luxembourg-New Small Square Round 650ml						
utensils	U30311	Mini Drawer-3 Layer						
utensils	U48580	MeasuringCupSet-Stainless 14pcs/set						
utensils	U48111	OvenThermometer 500-600F						
utensils	U48121	RefThermometerThermometer						
utensils	U48131	Provette 1st Thermometer						
utensils	U48151	15cm Thermometer						
utensils	U48300	MeasuringCup 1 1/2"						
utensils	U48380	MeasuringCup 2 1/2x1 1/2x1 1/2"						
utensils	U48111	10x1 1/2x1 1/2"						
utensils	U48300	Flavored Spoon - 10x1 1/2x1 1/2"						
utensils	U48301	Flavored Spoon - 10x1 1/2x1 1/2"						
utensils	U48302	Silicon Brush-Poly Blending						
utensils	U48303	Box Dish						
utensils	U48300	Box Spoon-For Griddle						
utensils	U51100	Stainless Microbowl						
utensils	U51115	Stainless Colander						
utensils	U51811	Stainless Tray 8x11						
utensils	U53000	Stainless Sauce Ladle						
utensils	U53001	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53002	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53003	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53004	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53005	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53006	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53007	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53008	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53009	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53010	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53011	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53012	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53013	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53014	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53015	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53016	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53017	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53018	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53019	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53020	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53021	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53022	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53023	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53024	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53025	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53026	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53027	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53028	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53029	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53030	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53031	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53032	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53033	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53034	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53035	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53036	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53037	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53038	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53039	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53040	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53041	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53042	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53043	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53044	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53045	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53046	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53047	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53048	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53049	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53050	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53051	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53052	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53053	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53054	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53055	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53056	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53057	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53058	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53059	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53060	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53061	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53062	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53063	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53064	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53065	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53066	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53067	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53068	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53069	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53070	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53071	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53072	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53073	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53074	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53075	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53076	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53077	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53078	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53079	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53080	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53081	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53082	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53083	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53084	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53085	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53086	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53087	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53088	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53089	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53090	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53091	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53092	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53093	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53094	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53095	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53096	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53097	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53098	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53099	Stainless Spoon 1/2x1 1/2x1 1/2"						
utensils	U53100	Stainless Spoon 1/2x1 1/2x1 1/2"						

			BUDGET			ACTUAL		
			QTY	UOM	ESTIMATED total billable	QTY	UOM	TOTAL BILLABLE
utensils	U85000	Turner-Scoop/Handle						
utensils	U85600	Teflon Turner						
utensils	U93300	Plastic-VegetableSpinner						
utensils	U41216	Red Tray-Plastic 12x16						
utensils	99240	Toot Box						
utensils	963010	Philips and Screw Driver Set						
utensils	U48010	Pier-Lens Nose						
utensils	963020	Tape Bulk (empty)						
utensils	963030	Electric Tester						
utensils	966000	Double Sided Tape 3M						
utensils	962200	Alcohol						
utensils	962210	Sneeze Dn						
utensils	964000	First Aid Kit						
utensils	965000	Vandy Box-First Aid Kit Container						
utensils	U00110	Flashlight-Eveready						
utensils	U00120	Barkley 2-Eveready						
utensils	U48110	Chain with Plastic - 108" w/crim						
utensils	U48120	Chain with Plastic - 120" w/crim						
utensils	E99101	Padlock						
utensils	E99102	Padlock 3						
utensils	928000	Pot Holder						
others	931010	Warmer Sticker - All Natural						
others	931110	Warmer Sticker - Sour Cream						
others	931111	Warmer Sticker - Cauden Hot Surface Yellow						
others	931210	Warmer Sticker - Nacho Cheese						
others	931310	Warmer Sticker - White Cheddar						
others	931611	Sticker - Taters Gamadonga label						
others	931510	Warmer Sticker - Tawon BBQ						
others	931711	Sticker - Taters Tortilla label						
others	BO2640	Ruler (30in 12")						
others	BO2100	Shapener						
others	BO2220	Curver-Big						
others	BO2320	Curver-Big						
others	BO2420	Scissor-F						
others	BO4120	Puncher-Big						
others	BO4220	Tape Dispenser-Big						
others	BO3600	Stamp Pad with Ink (Joy #1)						
others	BO6220	Cook Board 2' x 1' 8"						
others	BO6210	Cook Board 1' x 1' 8"						
others	BO6310	White Board-1' x 1' 5"						
others	BO7100	Accounting Envelope with Garter						
others	BO8110	Calculator-Sharp 12 digit						
others	BO5440	Office Tape 1-1/2in						
others	BO5640	Double Sided Tape 1/2 w/o Foam						
others	BO2500	Punch Pins (303)						
others	BO5600	Key Holder-Assorted Color						
others	BO1400	Record Book						
others	BO1220	Exterior-Brown (3.0oz)						
others	BO3110	Bulpen-MB01 (Black)						
others	BO3210	Bulpen-Pilot V5 (Black)						
others	BO3510	White Board Marker-Regular (Black)						
others	BO3520	White Board Marker-Regular (Red)						
others	BO5100	Eraser-Pencil						
others	BO5210	Paper Clip-1" Small						
others	BO1500	Composition Notebook						
others	BO1300	Patty Cash Voucher						
others	BO3330	Pencil-Mongol #2						
others	BO6100	Magazine File (Red)						
others	BO1210	Copy Paper-Short						
others	BO1220	Copy Paper-Long						
others	BO3450	Permanent Marker Pilot-Fine (Black)						
others	BO3460	Permanent Marker Pilot-Fine (Red)						
others	938130	Acrylic (Tp Box/Comment)						
others	938150	Acrylic Flavorless Holder Slayers with Label						
others	930100	Red Lip Mechanism For Banners 20in x 60in						
others	E99500	USB - RGB						
others	950000	Quantra Flyers						
others	932222	100 Gp						
others	931610	Warmer Sticker - Caramel						
	TOTAL							



TATERS ENTERPRISES INCORPORATED
Onboarding Checklist

Name:
Designation:

Hiring Date:
Department:

No.	Particulars	Date Submitted/Provided	Remarks
I	JOB OFFER SHEET		
II	TEI PRE-EMPLOYMENT REQUIREMENTS (Appendix A)		
III	EMPLOYMENT CONTRACT		
IV	JOB DESCRIPTION		
V	NON-DISCLOSURE AGREEMENT		
VI	NON-COMPETE AGREEMENT		
VII	TRAINING BOND AGREEMENT		
VIII	EMPLOYEE RECORDS & PAYROLL		
1	ID Card		
2	Uniform		
3	Biometric enrollment		
4	Email Address		
5	ATM Card - Payroll		
6	201 File		
7	SSS E-1 Form (Fresh Graduate only)		
8	PAGIBIG Consolidation		
9	PHILHEALTH ER2		
10	EMPLOYEE ORIENTATION PROGRAM		
IX	Basic Company Orientation (Appendix B)		
1	Basic Technical Training (Appendix B) – Store personnel only		
2	Advanced Technical Skills Training (Appendix B) – Store personnel only		
3	Administration Office Orientation (Appendix C)		
4	MIS/IT Office Orientation (Appendix D)		
5	CRMD Office Orientation (Appendix E)		
6	Finance Office Orientation		
7	Marketing Office Orientation		
8	Warehouse Office Orientation		
9	WORK AREA & FACILITIES		
X	Work Station/Chair		
1	Laptop/Desktop		
2	Local Number		
3	Basic Office Supplies		
XI	OFFICE TOUR & INTRODUCTION TO PERSONNEL		

Prepared by:

Acknowledgement receipt of this checklist:

HR Recruitment Assistant

Received by: _____
Employee's Name & Signature

Approved by:

HR Manager

Figure 4-11 Onboarding Checklist



APPENDIX A

TEI PRE-EMPLOYMENT REQUIREMENTS

Name of Applicant: _____
 Department: _____ Position: _____
 Address: _____ Contact No: _____

Please submit photocopies of the following documents (with check) by _____.

	(For HR use)	
	Date Submitted	Remarks
Colored Picture (White Background)		
___ 2 pcs. 2" x 2" colored picture	_____	_____
___ 2 pcs. 1" x 1" colored picture	_____	_____
Government IDs/Certificate/Clearance		
___ SSS No. _____	_____	_____
___ TIN _____	_____	_____
___ HDMF No. _____	_____	_____
___ Philhealth No. _____	_____	_____
___ SSS Loan (Online) Status _____	_____	_____
___ HDMF Loan Status _____	_____	_____
___ NBI Clearance _____	_____	_____
___ NSO Birth Certificate _____	_____	_____
___ NSO Birth Certificates of Dependents _____	_____	_____
___ NSO Marriage Certificate _____	_____	_____
___ PRC License/Driver's License _____	_____	_____
School Records		
___ Transcript of Records _____	_____	_____
___ Diploma _____	_____	_____
Employment Records (from last employer)		
___ Certificate of Employment _____	_____	_____
___ Certificate of Clearance _____	_____	_____
Medical Records		
___ Chest X-ray Result _____	_____	_____
___ Urinalysis _____	_____	_____
___ Fecalalysis _____	_____	_____
___ Hepatitis B Exam _____	_____	_____
___ Drug Test _____	_____	_____
___ Medical Clearance for Fit to Work _____	_____	_____
Others:		
___ Certificate of Good Moral Character (for new graduate) _____	_____	_____
_____	_____	_____
Prepared by: _____ Date: _____	Received & Checked by: _____	
Checklist Received by: _____ Date _____	Date: _____	
Applicant		

Figure 4-12 Pre-Employment Requirements Checklist

APPENDIX D

MIS Department				
Enrollment / Retirement of Head Office Employee Accounts Checklist				
As of August 2015				
Enrollment of new employee		Done		
Task	Details	Yes	No	Remarks
Computer Access	Add Account in the Active Directory	<input type="checkbox"/>	<input type="checkbox"/>	
	Preset default password to be changed on first logon	<input type="checkbox"/>	<input type="checkbox"/>	
Email Access	Assign email address	<input type="checkbox"/>	<input type="checkbox"/>	
	Add email address in the mailing list	<input type="checkbox"/>	<input type="checkbox"/>	
	Add email address in LDAP directory	<input type="checkbox"/>	<input type="checkbox"/>	
VoIP System	Add user info and local no. in the Voicelink Server	<input type="checkbox"/>	<input type="checkbox"/>	
	Add and Update TEI Telephone/Mobile Directory	<input type="checkbox"/>	<input type="checkbox"/>	
Biometric	Scan finger in biometric and add code in the server	<input type="checkbox"/>	<input type="checkbox"/>	
Computer Preparation	Configure Domain Account	<input type="checkbox"/>	<input type="checkbox"/>	
	Install Default Software	<input type="checkbox"/>	<input type="checkbox"/>	
	Configure Microsoft Outlook for email and Signature	<input type="checkbox"/>	<input type="checkbox"/>	
	Configure Assigned Printer	<input type="checkbox"/>	<input type="checkbox"/>	
Software Preparation	Install and Configure Spark account	<input type="checkbox"/>	<input type="checkbox"/>	
	Install and Configure ExpressTalk account	<input type="checkbox"/>	<input type="checkbox"/>	
	Install and Configure Spiceworks account	<input type="checkbox"/>	<input type="checkbox"/>	

Figure 4-13 Onboarding Checklist (MIS)

APPENDIX C


 Admin On-Boarding Orientation Checklist				
Name of Employee :				
Position :				
Department :				
Please check the item(s) once completed.				
Description	Orientation Date	Oriented By	Completed (<input type="checkbox"/>)	Remarks
Use of Canon Multipurpose Printer, Aircon, Telefax, E-Typeewriter				
TQM Reminders (Interdepartment Monthly Audit, Kaizen Suggestions, Customer Satisfaction Survey (Reception))				
Kaizen Participation				
Room / Facility Reservations				
Facility Management (Hall A&B, MPR, Executive Conference Room, Pantry (including Microwave Oven, Dispenser, Ref, Oven Toaster, Coffee Maker), Comfort Rooms, Storage Room, Office Are, Locker Room Guidelines, Parking Space and other amenities				
Records Control Management (i.e. Controlled Forms, Dockets Labelling, Documentation, etc.)				
Security Management (i.e. Visitor and Supplier Guidelines, etc.)				
Garbage Segregation (Waste disposal for Biodegradable, Non-Biodegradable & Hazardous Material)				
Messengerial Services				
Keys Inventory (Guidelines in Borrowing of Keys)				
Telephone Etiquette				
Updated Contact Lists (HO/Stores/Malls)				
Service Provider Schedule (Pest Control, AC)				
Emergency Procedures (Earthquake, Flood and Fire)				
TEI Customer Satisfaction Survey (Reception)				
			ADM-0022/07302015/REV.0	

Figure 4-14 Onboarding Checklist (Admin)

FINANCE DEPARTMENT ONBOARDING CHECKLIST

Name of New Employee : _____
Date Hired : _____
Unit : _____

Task	Yes	Not Required
Petty Cash Handling	<input type="checkbox"/>	<input type="checkbox"/>
How to liquidate	<input type="checkbox"/>	<input type="checkbox"/>
Reimbursement	<input type="checkbox"/>	<input type="checkbox"/>
Cash Advance Request	<input type="checkbox"/>	<input type="checkbox"/>
How to Prepare Request for Payment	<input type="checkbox"/>	<input type="checkbox"/>
Encoded to SAP System	<input type="checkbox"/>	<input type="checkbox"/>
Goods Issue Request	<input type="checkbox"/>	<input type="checkbox"/>

Prepared by : _____

Figure 4-15 Onboarding Checklist (Finance)

Store Name	Name of employee			Position	Integra code	Employment Status
	Surname	First Name	Middle Name			
Employee 1	Bonifacio	Andres	Alcantara	Team Captain Trainee	100277	Direct
Employee 2	Rizal	Jose	Suarez	Cashier 2	100329	Agency
Employee 3	Del Pilar	Gregorio	Hunasan	Team Captain	100283	Direct
Employee 4	Mabini	Apolinario	Abad	Stock Clerk	100353	Agency
Employee 5	Aginaldo	Emilio	Gil	Team Captain	100369	Direct
Employee 6	Luna	Antonio	Dignos	Stock Clerk 2	100282	Direct

Figure 4-16 Employee Roster




2018 Strategy Map		2018 Balanced Scorecard MIS Department-DevTeam				FEB 2018 RESULTS					
Strategic Objectives	Department Objectives	Measures	Target 2018	Running Target	FEB	Upper-Intermediate		Vigilant		Meticulous	
						Forward Guide	Revised Guide	Forward Guide	Revised Guide	Forward Guide	Revised Guide
 Financial Perspective	Financial performance: excellence for business growth and sustainability	Generate sales and reduce operating expenses	Sales								
			% Savings on Budget	10.00%	0.00%						
Customer Perspective	World-class products and service excellence for customer delight	Improve customer satisfaction	Store Satisfaction Rating	4.25							
			Interdepartment Satisfaction Rating	85%							
Internal Process Perspective	Operational excellence in work systems, processes and support services	Streamline processes, ensure uptime of systems and improve quality and timeliness of services	No. of Complaints	↓20	0						
			% Uptime of Systems	99.00%	100.00%						
			% Timeliness (Resolution of Request)	95.00%	100.00%						
			% Timeliness (Resolution of Issues)	95.00%	100.00%						
			% Accuracy (Solutions/Query)	98.00%	100.00%						
	Project Completion	Project Completion	% Response Time	95.00%	0.00%						
			100.00%	-							
			→								
			% Savings on Innovation	5.00%	0.00%						
			% Compliance to Report Submission	95.00%	-						
Learning & Growth Perspective	Improve Work Environment	SS Audit Rating	85.00%	-							
			No. of Accidents	0	0						
			% Tidiness	85.00%	78.00%						
	Increase competency and enhance employee engagement	Employee Satisfaction Rating	85.00%	-							
			Employee Engagement Rating	4.25	-						
		Increase Competency Staff	11% ↑	0.00%	0.00%						
			No. of implemented Suggestions	1 per employee per month	0						
		SS Audit Rating	85.00%	-							
			No. of Accidents	0	0						
			% Tidiness	85.00%	78.00%						

Figure 4-18 Balanced Scorecard (MIS)



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

Application for Registration of Sales Machines



Date Submitted: February 08, 2018

Transaction Details:
Transaction Number: REG18020809484162596

Permit Details:
Permit Type: Final Permit
Machine Setup: POS> Stand Alone

Business Details:
RDO Code: 53B
TIN/Branch Code: 208524029 - 001
Registered Name: SNACK CHAMPS INC
Business Name: SNACK CHAMPS INC
Business Address: CINEMA BLDG. COMMERCE AVE. COR FILINVEST ALABANG, MUNTINLUPA CITY

Software Name	Software Version	Accreditation Number	Serial Number	Brand	Model	Present Reading	Date of Reading	Last OR Issued	Last Cash Invoice	Last Charge Invoice	Last Transaction	Rowing	Status
ALLIANCE POS FBS GOLD	Version 4.11.11	0800000699870000221971	EC16060270	EC LINE	EC-1200	0	02/08/2018	0				No	New
ALLIANCE POS FBS GOLD	Version 4.11.11	0800000699870000221971	EC16070318	EC LINE	EC-1200	0	02/08/2018	0				No	New

Figure 4-19 POS Permit

