

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	HEADCOUNT REQUISITION	Ref. No.
DEPARTMENT :	HUMAN RESOURCES DEPARTMENT	HRD-16-10-001
TO :	BRANCH MANAGER, AREA MANAGER, REGIONAL MANAGER	JANUARY 05, 2016

**OBJECTIVE:**

1. To establish standard guidelines on headcount requisition and ensure that efficient manpower utilization in each branch.
2. To ensure proper allocation and deployment of required headcount in the branch.

**POLICIES:**

1. **NO APPROVED HRF NO HIRING POLICY.** This means that hiring of employee; whether for replacement of additional headcount should be within a reasonable and efficient headcount allocation.

1.1 Deployment of applicant without duly approved request is subject to disciplinary actions.

**2 Branch Category and Headcount Complement**

The following positions shall apply a standard number of headcount per branch.

BRANCH CATEGORY	DESCRIPTION	MAXIMUM HEADCOUNT COMPLEMENT							
		BM	CASHIER	MECH	MA	AC	ASST. CASHIER	CS	MAXIMUM HEADCOUNT
1	NEWLY OPENED BRANCH ( UP TO 300 ACCOUNTS)	1	1	1	1	1			5
2	350 TO 1000 ACCOUNTS	1	1	1	2	3			8
3	1,001 - 1500 ACCOUNTS	1	1	1	2	4			9
4	1,501 - 2,000 ACCOUNTS	1	1	1	2	5	1		11
5	MORE THAN 2000 ACCOUNTS	1	1	1	2	6	1	1	13
6	SATELLITE BRANCH				1				1
7	SOFT OPENING	1	1						2

Prepared by:  Mark D. Menorio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective  February 1, 2016	Page 1 of 2
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### **3 Maximum Headcount**

- 3.1 Branch Headcount should reach maximum headcount before request for additional headcount.
- 3.2 In case that Branch Headcount is not at maximum: no need to add headcount unless justified and necessary (For HR & Management Approval)

### **4 Additional Headcount**

- 4.1 All additional Headcount should be duly justified by the Regional Manager.
- 4.2 Additional Headcount will be subject for HR & Management Approval.

### **5 Excess Headcount**

- 5.1 It is the responsibility of Area Manager to reallocate manpower to other branches or terminate existing contract (Contractual/Probationary) employment of employees.

## **PROCEDURES:**

### **1. Branch Manager**

- 1.1 Monitor efficient Headcount complement for his/her respective branch.
- 1.2 Replacement of Headcount should be 30 days prior actual deployment of needed headcount.
- 1.2.1 In the event of AWOL or immediate termination of employee, inform Area Manager for replacement of Manpower.
- 1.2.2 Check pooling of applicants for possible replacement.
- 1.3 For Additional Headcount, review status of active accounts and provide justification for such additional Headcount Requirement.
- 1.4 Ensure that HRF should be duly noted and approved by Area Manager.

### **2. Area Manager**

- 2.1 Review HRF based on approved Standard Headcount Complement.
- 2.1.1 For Replacement: Evaluate purpose if there is a need to replace
- 2.1.2 For Additional Headcount: Review Branch Performance based on number of active accounts and provides justification for the additional headcount.
- 2.1.3 Check if there is possible transfer of employees from branches with excess headcount, if so, prepare Employee Movement Form and submit to the HR Talent Management Supervisor.
- 2.1.4 Submit Headcount Requisition Form for additional headcount to Regional Manager for review and approval

### **3. Regional Manager**

- 3.1 Review Additional Headcount request based on submitted HRF.
- 3.2 If justification will satisfy needed headcount, Submit HRF to HRD for sourcing and processing of applicants.
4. All approved Headcount Requisition Form (HRF) should be submitted every 5<sup>th</sup> of the month to HRD (see Headcount Requisition Process)

Prepared by:  Mark D. Menorio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective  February 1, 2016	Page 2 of 2
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## 5. Headcount Requisition Form Explanation

Strictly observe proper filling out of HRF and consider levels of approval. HR Recruitment will not entertain any HRF submitted directly from Branch Manager. Consolidated HRF from Regional Manager is considered official and approved.

### PARTICULAR

### EXPLANATION

5.1 Requisition Date	: Date of Headcount Request (must not be later than 5 <sup>th</sup> of the month except for AWOL, Back Out, Termination)
5.2 Branch	: Indicate the Requesting Branch
5.3 Existing Headcount	: Fill out current headcount by indicating the existing headcount as defined in the branch position column (BM, Cashier, Mechanic, Marketing Assistant, Account Counselor, Assistant Cashier, Credit Supervisor, Others)
5.4 Headcount Request	: Indicate needed headcount for addition or replacement of existing branch personnel.
5.5 Purpose of Request	: Indicate if the said request is for Replacement or Additional.
5.6 Reason for Additional/Replacement	: Justify your reason why additional headcount is needed or why should the existing headcount be replaced.
5.7 Date of Separation/Transfer	: Indicate the last day of existing employee to be replaced or expected date of deployment for Additional Headcount.

Prepared by:  Mark D. Menorio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective  February 1, 2016	Page 3 of 2
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## ANNEX A



## HEADCOUNT REQUISITION FORM

REQUISITION DATE:

NO	BRANCHES	TOTAL ACCNTS	PAYING ACCT	# OF SATELLITE	ACTUAL BRANCH HEADCOUNT								HEADCOUNT REQUEST (to be submitted every 15th and 30th of the month)								PURPOSE OF REQUEST (ADDITIONAL/ REPLACEMENT)	INDICATE REASON FOR ADDITIONAL MANPOWER REQUEST, IF REPLACEMENT, INDICATE REASON OF SEPARATION (BACKOUT, EOO, ANOL, TERMINATED)	DATE OF SEPARATION/ TRANSFER
					BM	CASHIER	MESH	MA	AC	ASST. CASHIER	CS	OTHERS	TOTAL	BM	CASHIER	MESH	MA	AC	ASST. CASHIER	CS			
1	BRANCH A	1,300	850	0	1	1	1	2	2				7				1			1	ADDITIONAL	Area needs to be realigned-accounts are increasing	12/1/2015
																				1	REPLACEMENT	Resigned MA- Juan Dels Cruz	12/1/2015
		1,300	850	0	1	1	1	2	2	0	0	0	7	0	0	0	1	1	0	0	0	2	

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Page 4 of 2