

MITSUKOSHI MOTORS PHILS., INC.		
POLICY AND PROCEDURES		
POLICY TITLE :	COMPANY IDENTIFICATION CARD	Ref. No.
DEPARTMENT :	HUMAN RESOURCE DEPARTMENT	HRD 16-01-031
TO :	BRANCH MANAGER, CASHIER, ASST. CASHIER, CREDIT SUPERVISOR, ACCOUNT COUNSELOR, MARKETING ASSISTANT, BRANCH MECHANIC	JANUARY 05,2016

OBJECTIVE:

1. To provide and strengthen guidelines on wearing of Company Identification (ID) Card.
2. To facilitate process of replacement of ID in the event of loss or damage.
3. To improve customer experience by providing easy identification of service providers in the branch.

POLICIES:

1. Identification Card must be properly worn by all employees on all working days including Sundays, Holidays (legal/special holidays), and Scheduled Trainings/Official Business Event.
2. Branch Managers shall be directly responsible in ensuring strict monitoring and proper wearing of Company Identification Card
3. Any misrepresentation/misuse that will be incurred in the event of loss of ID shall be the full responsibility of the concerned employee and can be charged to the employee.
4. In case of suspension and termination, employee is required to immediately surrender his/her company ID to his/her Branch Manager.
5. In case of Resignation, ID should be returned a day before effective date of resignation
6. Disciplinary Actions: Non compliance of this policy shall be dealt with the following Disciplinary Actions based on COD: Rule 5, Section 2- Specific Company Regulations & Standards – Class 1
 - FIRST OFFENSE : Verbal Warning (With Voluntary Commitment Letter)
 - SECOND OFFENSE : Written Warning
 - THIRD OFFENSE : Final Written Warning-with conference with Area Manager
 - FOURTH OFFENSE : 7 Days Suspension
 - FIFTH OFFENSE : Permanent Written Warning/ Termination

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PROCEDURES:

1. Damaged Identification Card

1.1 Employee

- 1.1.1 Fill out Identification Card Request Form duly noted by Branch Manager.
- 1.1.2 Submit the following to HRD at employee.id@mitsukoshimotors.com.
 - 1.1.2.1 Identification Card Request Form (duly noted by BM)
 - 1.1.2.2 Scanned copy of damaged ID
 - 1.1.2.3 Soft copy of recent 1x1 ID Picture (red background).
- 1.1.3 Return old ID to HRD upon receipt of the New ID.

1.2 Branch Manager

- 1.2.1 Review ID Card Request.
- 1.2.2 Affix signature to confirm approval of request.

2. Lost Identification Card

2.1 Employee

- 2.1.1 Secure Affidavit of Loss.
- 2.1.2 Fill out Identification Card Request Form duly noted by Branch Manager
- 2.1.3 A Fifty Pesos (P50.00) Service Charge shall be paid by the employee in case of loss of ID
- 2.1.4 Submit the following to HRD at employee.id@mitsukoshimotors.com.
 - 2.1.4.1 Identification Card Request Form (duly noted by BM)
 - 2.1.4.2 Scanned copy of damaged ID
 - 2.1.4.3 Soft copy of recent 1x1 ID Picture (red background).

2.2 Branch Manager

- 2.2.1 Review ID Card Request.
- 2.2.2 Affix signature to confirm approval of request

3. Updating of Information

3.1 Change of Surname

3.1.1 Employee

- 3.1.1.1 Fill out Identification Card Request Form duly noted by Branch Manager
- 3.1.1.2 Ensure that all SSS, PhilHealth, Pag Ibig, TIN information are duly updated before updating the ID.
- 3.1.1.3 Submit the following to HRD at employee.id@mitsukoshimotors.com.
 - 3.1.1.4 Identification Card Request Form (duly noted by BM)
 - 3.1.1.5 Soft copy of recent 1x1 ID Picture (red background).
 - 3.1.1.6 Return old ID to HRD upon receipt of the New ID.

3.2 Change of Position

- 3.2.1 Replacement of ID will be provided by HRD upon updating of employee's position.

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4. Form Explanation

Strictly observe proper filling out of the Identification Card Request Form

PARTICULAR

4.1 Type of Request

4.2 Name

4.3 Company/Branch

4.4 Position

4.5 Date Requested

4.6 Date Hired

4.7 Employment Status

4.8 Address

4.9 Contact Number

4.10 Birthday

4.11 SSS Number

4.12 TIN Number

4.13 Pag Ibig Number

4.14 Philhealth Number

4.15 Contact Person In Case of Emergency

4.16 Relation

4.17 Contact Number

4.18 Requested by

4.19 Noted by

EXPLANATION

: Check specific type of request
(Replacement of Damaged ID, Lost ID,
Update Information)

: Requesting employees full name
(Last Name, First Name, Middle Name)

: Indicate current company and branch

: Employee's current position.

: Actual Date of Request

: Actual Date Hired as Trainee

: Indicate current employment status

: Indicate current address

: indicate current Contact Number (mobile
number / landline number)

: Employees Birthday (MM-DD-YYYY)

: Indicate SSS Number

: Indicate TIN Number

: Indicate Pag Ibig Number

: Indicate Philhealth Number

: Employee's Immediate Family

: Relationship to employee

: Employee's Immediate Family's Contact
Number

:Employee's Signature over Printed Name

:BM Signature over Printed Name

IDENTIFICATION CARD REQUEST FORM			
TYPE OF REQUEST:	<input type="checkbox"/> REPLACEMENT OF DAMAGED <input type="checkbox"/> LOST ID <input type="checkbox"/> UPDATE INFORMATION		
PERSONAL INFORMATION			
NAME:		DATE REQUESTED	
COMPANY/BRANCH		DATE HIRED:	
POSITION:		EMPLOYMENT STATUS:	
ADDRESS			
CONTACT NUMBER		BIRTHDAY	
SSS NUMBER		PAG IBIG NUMBER	
TIN NUMBER		PHILHEALTH NUMBER	
CONTACT PERSON IN CASE OF EMERGENCY:			
RELATION:		CONTACT NUMBER:	
REQUESTED BY:			
NOTED BY:			
(Submit duly accomplished form to employee.id@mitsukoshimotors.com together with the required documents. (see Company ID Policy))			

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