

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE	TRAINING GUIDELINES	Ref. No.
DEPARTMENT	HUMAN RESOURCES DEPARTMENT	HRD-16-01-023
TO	BRANCH MANAGER, AREA MANAGER	JANUARY 05, 2016

### OBJECTIVE

1. To provide operating guidelines that will facilitate training programs for MMPI employees.
2. To continuously provide learning programs for MMPI employees, to further equip, enable and up skill MMPI employees.

### POLICIES

#### 1. Enrollment:

- 1.1. Each employee is required to enroll at least one (1) Training Program every year
- 1.2. Area Managers may recommend essential trainings for every employee
- 1.3. Newly hired, promoted or transferred employees are directly enrolled to Business Operations Learning Program.
- 1.4. Only Probationary and regular employees are allowed to enroll on specific Training Programs.

#### 2. Attendance:

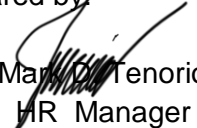

- 1.1 All employees/managers enrolled in a specific Training Program are required to complete the entire program duration. **This is equivalent to regular working hours.**
- 1.2. Absence without notice and valid reason shall be subject to disciplinary action. Issued Training allowance shall be charged to the said employee thru salary deduction.
- 1.3. In the event that Training schedule is the employee's day off, employee is allowed to cancel day off.

#### 3. Dress Code:

- 3.1. All employees who will be attending the said training are required to wear the prescribed Company Uniform.
- 3.2. Civilian attire is strictly not allowed.
- 3.3. Wearing of sandals or slippers or any indecent attire is strictly not allowed.
- 3.4. Employees committed this act will be subject for disciplinary action.

#### 4. Commitment and Action Plan

- 4.1. Employee who attended the training program shall be on a three month evaluation period. Performance Improvement or compliance to relevant post training activities will strictly be monitored.

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## 5. Budget Request

- 5.1. Rentals on venue, sound system or the like should follow standard procedural working hours as training hours 8:00-5:00pm.
- 5.2. Budget Request on Venue and Meals or other related expenses should be approximately 250-300.00 Php per head only. Food is optional and/or may be included in the package (Lunch and 2 snacks)
- 5.3. Only employees with more than 150.00php as cost of transportation are allowed to request Transportation allowance.
- 5.4. Only employees with more than 4 hours travel time are entitled for Accommodation/lodging. Budget requests for lodging should be 250-300.00php per head, excess amounts are subject for approval.
- 5.5. Employees entitled for accommodation also have allowances for meals. Request on this should be 50.00 per meal ( breakfast and dinner) per head.
- 5.6. All Budget request shall be sent 1 week before the Training. Late requests will not be processed.

## 6. Liquidation

- 6.1. All released authority number shall be liquidated within three (3) days after the Training Program.
- 6.2. All liquidations will be submitted to Training and Development either scanned copy or transmittal.
- 6.3. Liquidations without receipts are not allowed. In case no OR issued, provide voucher for un receipted expenses.
- 6.4. Failure to liquidate within three (3) days will be subject for disciplinary action and salary deduction.

## PROCEDURES:

### 1. Enrollment

#### 1.1. Branch Manager

- 1.1.1. Facilitate Training Enrollment of employees through Surveygizmo.

#### 1.2. Area Manager

- 1.2.1 Request Trainings applicable for employee's Learning.
- 1.2.1 Prepare List of Employees who will participate on a specific training program
- 1.2.2 Submit List to Training and Development for assessment and Training Schedule.

#### 1.3. Training and Development

Notify the employees on the schedule, venue and pre-training requirements.

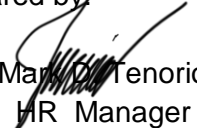

### 2. Attendance

#### 2.1. Training and Development

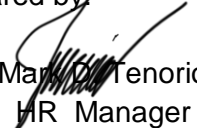

- 2.1.1. Publish monthly Training calendar to branches for schedule of trainings.

#### 2.2. Branch Managers

- 2.2.1. Inform enrolled employee and ensure proper allocation of manpower in the branch on the said training schedule.

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- 2.2.2. Ensure review and approval of necessary change of rest day or cancelled day off.
- 2.3. Area Manager
  - 2.3.1. Review employee's change of rest day or Canceled Day off.
- 2.4. HR-timekeeping
  - 2.4.1. Monitor Change of Rest Day or Canceled Day Off.
- 3. Budget Request
  - 3.1. Branch Managers
    - 3.1.1. Prepare and request Training Budget which includes Transportation expense for Area Manager's Approval.
  - 3.2. Area Manager
    - 3.2.1. Will consolidate and review all training budget requests and send directly to Training and Development for Operations approval.
      - 3.2.1.1. No Request approval, no authority number.
  - 3.3. Training and Development
    - 3.3.1 Once approved, Training Department will be sending Authority to allow release of budget from branch collection.
- 4. Liquidation
  - 4.1. Branch Manager
    - 4.1.1. Consolidate all receipts from Training expenses in a one whole sheet of paper.
    - 4.1.2. Review training expense liquidation and submit liquidation template together with the scanned copy of receipts to: [training@mitsukoshimotors.com](mailto:training@mitsukoshimotors.com)
    - 4.1.3. Submit original copy of liquidation and receipts via transmittal c/o Training Department.

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## ANNEX A

### Venue Budget Request

TO:	SIR RICHMOND NGAN				
THRU:	OPERATIONS DEPARTMENT				
FR:	NAME OF AREA MANAGER				
RE:	BUDGET REQUEST FOR				
DATE:	DATE REQUESTED				

TRAINING BUDGET REQUEST FORM			
Company	NAME OF DEALER	Date Requested:	DATE
Amount in Words	TOTAL AMOUNT IN WORDS	Amount in Figures:	TOTAL AMOUNT
Paid/Issued to:	NAME OF BRANCH		
BUDGET REQUEST PURPOSE			
Program	PROGRAM TITLE		
Venue	ADDRESS OF VENUE		
Date	DATE OF TRAINING		
Trainer	NAME OF TRAINER		
BUDGET PARTICULARS			TOTAL AMOUNT
MEALS	pax.	amt/head	
	No. of pax	amount per head	TOTAL AMOUNT
TOTAL AMOUNT			TOTAL AMOUNT in peso

Requested By:				
Area Manager		Regional Manager		
Noted By:		FOR OPERATIONS APPROVAL		
Mr. Mark Tenorio		Mr. Richmond Ngan		
HR Manager		Executive Officer		

## ANNEX B

### Transportation Budget Request

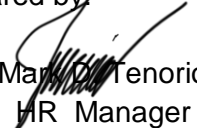

TO:	SIR RICHMOND NGAN				
THRU:	OPERATIONS DEPARTMENT				
FR:	NAME OF AREA MANAGER				
RE:	BUDGET REQUEST FOR				
DATE:	DATE REQUESTED				

DATE:	BRANCH	No. of Pax:	TRANSPORTATION				total
			JEEP	VAN	TRICYCLE	GAS ALLOW.	
	Requesting Branches		TOTAL No. of pax per branch				
	Date of Training						
TOTAL AMOUNT:							0

Requested By:				
Area Manager		Regional Manager		
Noted By:		FOR OPERATIONS APPROVAL		
Mr. Mark Tenorio		Mr. Richmond Ngan		
HR Manager		Executive Officer		

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## ANNEX C



## Lodging Request

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## ANNEX D

## Liquidation Summary

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