

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	PROMOTION	Ref. No.
DEPARTMENT :	HUMAN RESOURCES DEPARTMENT	HRD-16-01-013
TO :	BRANCH MANAGER, AREA MANAGER, REGIONAL MANAGER	JANUARY 05, 2016

OBJECTIVE:

1. To provide opportunities to high potential and high performing employees in order to prepare for the next fulfilling role.
2. To provide standard procedures on Branch Manager Trainee.

POLICY:

1. Candidate for promotion must be on a Regular Employment Status.
Minimum of Probationary Employment status may be recommended provided duly justified and with outstanding performance and with leadership competency.

2. All candidates must undergo the standard promotion screening procedures which includes:

Examination : All employee shall undergo examination for the recommended position

Panel Interview : Candidate shall be scheduled for panel interview by area and regional manager prior recommendation.

Final Screening : Recommended candidates will be interviewed by HR Manager and candidates must complete the requirements during the promotion period.

3. All newly promoted employees shall undergo 6 months trainee period.
Employee must successfully complete the programs and performance standard during this period.
Promoted employee will be evaluated on the Fourth (4th) month from the date of promotion to assess suitability for the new role.
Only approved discretionary allowance will be provided during this period until a promoted candidate becomes full pledge on his/her position.
A promoted employee shall ensure strict compliance to the policies and procedures of the company. Any violation that would warrant suspension to any newly promoted employee shall revert to his/her previous position.

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PROCEDURE:

1. Application Process:

Branch Manager

Employee must fill out the application form duly noted by his/her Branch Manager (BM).
Branch Manager will endorse the Application form to Area manager for review and acknowledgement.

Area Manager

After careful review on his/ her application, The Area manager will endorse the candidates for screening process.

2. Screening Process:

Branch Manager

Employee must take the Examination for the position that he/she is applied to and duly noted by Branch Manager.

Branch Manager must review employee's performance and qualifications. Upon review, Branch Manager must note his/her recommendation and send the copy of his/her recommendation to his/her Area Manager.

Area Manager

Area Manager shall review recommendation. If the qualification fits for the position, Area Manager will endorse the candidate to Regional Manager for Panel Interview Schedule.

Regional Manager

Regional Manager shall acknowledge and prepare the candidates for panel interview.

3. Panel Interview:

Panelist shall be composed of Regional Manager and Two (2) Area Manager

Area Manager

3.1.1.1 Area Manager should panel candidates from different area.

Regional Manager

3.1.2.1 Regional Manager being the Panel Chairman shall schedule and facilitate panel interview of candidates in the area.

Panel shall be scheduled every 1st week of the month (area meeting)

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Recommendations for promotions should be submitted to HRD-Manager for review Final Screening and endorsement to Branch Manager's Training Program

4. Branch Manager Training Process

Area Manager

Area Manager shall be in charge of direct coaching and training on branch operational procedures for the newly promoted candidates.

Training of BM Trainee includes:

Actual immersion to Branch Manager's Daily Task

Policy Review on Branch Operational Procedures.

Observation and reporting of branch performance during area meetings.

Immersion to other branches to observe best practices.

Regular weekly coaching to new managers through coaching log shall be compiled by area manager for documentation and evaluation purpose.

5. Performance Appraisal Criteria

Branch Manager Trainee shall undergo performance appraisal to measure effectiveness, growth, and contribution to the organization. It also provides channel to give employees opportunity to improve and measure his/her performance to the job requirement. Employee must achieve at least 80% weighted average on the performance criteria to meet and be qualified for the job expectations.

Performance Appraisal Matrix

CRITERIA	PERCENTAGE
Actual On-The-Job Performance	70%
Attendance	10%
Adherence to Company Policies	10%
Knowledge	10%
TOTAL	100%

Actual Job Performance Rating: This is rated based on actual job expectations. Evaluation is based on completion of Task and Achievement of Assigned Targets

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Attendance **Rating:** This is based on the following employee attendance Matrix:
Rating shall cover whichever is applicable or any higher degree of accumulated tardiness or absences incurred during the appraisal period

Criteria		Percentage
Absence	Tardiness	10%
0 Records of Absences	0 Records of Tardiness	10
1 Absence during Appraisal Period	1 Record of Tardiness during Appraisal Period	9
2-3 Absences during appraisal period	2 -3 Records of Tardiness during appraisal period	5%
More than 3 absences during appraisal period (except for hospitalization or severe illness)	More than 3 Records of Tardiness during appraisal period	0% Coaching Log for Branch Manager Trainer

Adherence to Company Policies Rating- rating on this criterion can be derived through:

Criteria	Percentage
No Records of Policy Violations	10%
With Verbal Reprimand/Warning of Managers	7%
Dishonesty and/or with records of suspension higher disciplinary action	0% End of Contractual or Probationary Employment/ Coaching Log for Regular Employee

Knowledge Rating- This is based on the Branch Manager Trainee's Average Score on all exams that he/she will complete during this period. Average Score shall be published by Training Department.

6. Successful Branch Manager Trainee will be confirmed as full pledged Branch Manager through Employee Action Notice which will be issued by Human Resources Department.
7. Should a Branch Manager Trainee fails the Performance Criteria, he/she will revert to his/her previous position which will carry his/her previous salary structure.
- 7.1 Branch Manager Trainee who fails the performance standard may reapply after Six (6) Months from the end of Training Period.

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8. Form Explanation

PARTICULARS

EXPLANATION

Requested by : Name of Requesting Manager (Commonly Area Manager)

Confirmed by : Name of Approving Manager (Commonly Regional Manager)

Date of Request: Indicates the actual date of request.

Name : Indicate the name of employee(s) who will be transferred.

Branch : Indicate employee's originating Company and Branch

Position : Indicate employee's Current Position

Movement Request: Check the column that corresponds to the type of movement (Change Position, Branch Transfer, Salary Increase)

Movement Recommendation: Indicate employee's new position to handle.

Effective date: Indicate date of transfer. (Transfer should be every 6th and 21st)

Reason for Movement: Indicate justification for employee's transfer.


Acknowledged by: Ensure signature of employee(s)

Recommended by: Area Manager's signature over printed name

Approved by: Regional Manager's signature over printed name

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ANNEX A



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MOTORS PHILIPPINES INC.

EMPLOYEE MOVEMENT REQUEST

REQUESTED BY : _____ Printed Name / Signature (Area Manager)
 CONFIRMED BY : _____ Printed Name / Signature (Regional Manager)
 DATE OF REQUEST : _____

No	Name of Employee/s	Company-Branch	Position	Movement Request (Please check type of movement)			Movement Recommendation (TRANSFERRED TO:)	Effective Date	Reason for Movement	Acknowledged by: (Employee's Signature)
				Change Position	Branch Transfer	Salary Increase				
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Recommended by: _____
 Area Manager's Signature over Printed Name

Approved by _____
 Regional Manager's Signature over Printed Name

-----To be filled up by HR Department Only-----

Remarks: _____

REVIEWED BY: _____
 HR ASSOCIATE

APPROVED BY: _____
 HR MANAGER

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