

MITSUKOSHI MOTORS PHILS., INC.		
POLICY		
MEMO TITLE :	NEW BRANCH PERFORMANCE STANDARD	REF. NO.2015-12-003
DEPARTMENT :	OPERATIONS SUPPORT DEPARTMENT	
TO :	ALL BRANCHES	
DATE :	DECEMBER 4, 2015	

OBJECTIVE:

1. To introduce new performance Standards towards to our direction on Collection.
2. To achieve/ deliver our Vision: To be the number ONE motorcycle company of choice with an image, brand, heart, and passion that brings everyone's satisfaction.

POLICIES & PROCEDURES:

1. New Performance standard to wit:

CATEGORY	MIN. STANDARD PERFORMANCE	WEIGHT	SCORING GRADE		
			ABOVE STANDARD	MEET	Below Target
Collection (Cumulative Net New Extension)	Based on Target	50%	110%	100%	70%
SALES	Based on Target	30%	100%	90% to 99.99%	below 90%
				90%	70%
REPO INV	Single Digit or 10% Decrease	20%	100%	Not Target but Decrease Inv.	Maintain / Increase Inv.
				90%	70%
TOTAL		100%			

2. How to get target for Cumulative Net New Extension

Example: Getting Target for Month of April

No	Months	Previous Month(PM) Actual Peso	Current Month Actual Peso	Variance From PM	Net New Extension (NNE)	Result of Var Fr PM to NNE	Cumulative Result of Var Fr PM to NNE	Status of Target
1	January	1,000,000	1,100,000	100,000	80,000	20,000	20,000	Above
2	February	1,100,000	1,150,000	50,000	50,000	-	20,000	Above
3	March	1,150,000	1,300,000	150,000	50,000	100,000	120,000	Above
4	April	1,300,000	1,300,000	-	60,000	(60,000)	60,000	Above
5	May	1,300,000	1,400,000	100,000	60,000	40,000	100,000	Above
6	June	1,400,000	1,390,000	(10,000)	50,000	(60,000)	40,000	Above
7	July	1,390,000	1,400,000	10,000	50,000	(40,000)	-	Meet
8	August	1,400,000	1,400,000	-	60,000	(60,000)	(60,000)	below
9	September	1,400,000	1,380,000	(20,000)	40,000	(60,000)	(120,000)	below
10	October	1,380,000	1,500,000	120,000	60,000	60,000	(60,000)	below
11	November	1,500,000	1,550,000	50,000	60,000	(10,000)	(70,000)	below
12	December	1,550,000	1,700,000	150,000	50,000	100,000	30,000	Above
	Total Year			700,000	670,000	30,000		

3. RESULT PERFORMANCE

N O	TOTAL GRADE	COLLECTI ON GRADE	AMOUNT INCENTIVE PER UNIT (BN SALES)	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
1	105.00%	100%	750	--	--	--	--
2	100.00% to 104.99%	100%	650	--	--	--	--
3	90.00% to 99.99%	100%	450	--	--	--	--
4	BELOW 90.00%		--	NTE W/ W.W	NTE W/ F.W.W	WILL SERVE 30 DAYS NOTICE	TERMIN ATION

Thus if not meet the requirements will be under evaluation based on Code of Discipline.

NTE – NOTICE TO EXPLAIN

W.W – WRITTEN WARNING

F.W.W – FINAL WRITTEN WARNING

- ❖ PRESCRIPTIVE PERIOD WILL BE SIX (6) MONTHS.
- ❖ ON THE FOURTH ACCUMULATIVE WARNINGS, WITHIN SIX (6) MONTHS, BM WILL RECEIVE THIRTY (30) DAYS' NOTICE.
- ❖ ALL EXPLANATION MUST BE SUBMITTED WITH PERFORMANCE IMPROVEMENT PLAN COMMITMENT

- ❖ Any discovered irregularities/deception such as Undeclared Repo Units and post dating of collection receipts will be charged on the given incentive for that period/month and will be dealt with accordingly based on our Company Code of Discipline

- 4. Prerequisite for Incentive Release:

- a. AM will request claim for incentives
- b. AM attached **CERTIFICATION** that all releases meet all the initial requirements: ID, Proof of Income and Billing, Complete CAF and CIR, Proper signed Legal Documents. If some releases are not yet complete, only those complete will be computed in the incentives.

Ex. 30 –sales; 25 – with complete requirements; 5 – incomplete

Therefore 25 multiply by amount incentive per unit = Amount of Incentives

- c. Claim and Certification must submit every 15th of the Month.

5. This new performance standard requirements is from January to April 2016 only, subject for revision for May 2016 performance requirement.

6. DISTRIBUTION:

POSITION	NEW % SHARE	NO OF PERSONNEL	RATE	SHARING	% ON AMOUNT INCENTIVE
BRANCH MANAGER	30%	1	0.30	0.30/1.54	19.48%
CASHIER	15%	1	0.15	0.15/1.54	9.74%
ASSISTANT CASHIER	10%	1	0.10	0.10/1.54	6.49%
CREDIT SUPERVISOR	15%	1	0.15	0.15/1.54	9.74%
ACCOUNT COUNSELOR	10%	4	0.40	0.40/1.54	25.97%
MARKETING ASSISTANT	12%	3	0.36	0.36/1.54	23.38%
*MECHANIC	8%	1	0.08	0.08/1.54	5.19%
TOTAL	100%		1.54		

*MECHANIC – can also have 10% incentives for Ten Thousand (P 10,000) worth of labor% ON AMOUNT OF INCENTIVES MUST DIVIDE TO NO. OF PERSONNEL FOR EACH POSITION

Please be guided accordingly,

RICHMOND NGAN,

EXECUTIVE OFFICER