

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	OFFICER IN CHARGE	Ref. No.
DEPARTMENT :	HUMAN RESOURCES DEPARTMENT	HRD-16-01-036
TO :	REGIONAL MANAGERS, AREA MANAGERS, BRANCH MANAGERS, CREDIT SUPERVISORS, CASHIERS	JANUARY 25, 2016

OBJECTIVE:

1. To address continuity of Branch daily transaction and supervision in the absence of a Branch Manager.
2. To provide opportunities for Credit Supervisors and Branch Cashiers to develop their supervisory skills in overseeing branch operations.

POLICIES:

1. Officer-In-Charge (OIC)
 - 1.1 In the absence of the Branch Manager(BM), this policy implies that Credit Supervisor will be the Officer-In-Charge to ensure that branch transactions are monitored; policies and procedures are strictly observed.
 - 1.2 In the absence of a Credit Supervisor; the Branch Cashier/Asst. Cashier assumes the responsibility to be the Officer-In-Charge.
2. Responsibilities
 - 2.1 OIC is generally responsible in ensuring that all Branch Manager's Daily Administrative Tasks are implemented in the Branch.
 - 2.2 Critical approvals such as but not limited to: Credit Application Approval should be noted by Branch Manager in case that the BM is on leave, but in event that the BM is under suspension or resignation, branch approvals should be duly noted by Area Manager.
3. In case that there will be a permanent vacancy for a Branch Manager position, the OIC shall assume the responsibility for a maximum period of three (3) months.
 - 3.1 It is the responsibility of the Area Manager to directly supervise Branch OIC and ensure replacement of the Branch Manager.
 - 3.1.1 In case that the branch OIC successfully meets the standard performance requirement, he/she may be endorsed for a Branch Manager Trainee position.

Prepared by:  Mark Menorio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective February 1, 2016	Page 1 of 2
---	---	-----------------------------------	-------------

PROCEDURES:

1. Branch Manager is on leave/rest day.

1.1 Branch Manager

- 1.1.1 Ensure that all accountabilities are endorsed to the OIC a day before the actual leave/rest day.
- 1.1.2 Ensure that OIC will be monitored and shall provide update on critical approvals on the actual date of assignment as OIC.
- 1.1.3 Inform Area Manager for proper endorsement and monitoring.

1.2 Branch OIC (Credit Supervisor/Cashier)

- 1.2.1 Ensure that daily Branch Manager's Administrative duties are implemented.
- 1.2.2 Communicate Branch approvals to Branch Manager and/or Area Manager.

1.3 Area Manager

- 1.3.1 Ensure direct monitoring of Branch OIC on necessary reports and/or approvals.
- 1.3.2 It is encouraged that the Area Manager may prioritize visit to the branch to assist the OIC if possible.

2. Branch Manager is under Suspension, Resignation, Termination, Prolonged Leave

2.1 Area Manager

- 2.1.1 Coordinate to HR Employee Movement to issue Employee Action Notice to officiate appointment of the Branch OIC up to a maximum of Three(3) months until replacement or recommendation will be endorsed.
- 2.1.2 Upon serving suspension to the Branch Manager, immediately facilitate turnover of accountabilities to the branch OIC.
- 2.1.3 Ensure that there will be acknowledgement of accountabilities between the BM and the OIC.
- 2.1.4 Conduct frequent visit to the branch to train and assist the branch OIC on critical branch operations.

2.2 Branch Manager

- 2.2.1 Receive notice from HRD.
- 2.2.2 Ensure complete and proper turnover of accountabilities to the branch OIC prior effective date of Suspension/Termination/Resignation.

2.3 Area Manager

- 2.3.1 Ensure that notice to the Branch Manager is served and duly acknowledged.
- 2.3.2 Facilitate complete and proper turnover of accountabilities between the Bm and the OIC.
- 2.3.3 Ensure direct monitoring of the branch daily report through the branch OIC and facilitate branch approvals.
- 2.3.4 For the acknowledged copy of notice of Suspension/Termination:
 - 2.3.4.1 Return acknowledgement copies to HRD Employee Relations.
- 2.3.5 For the acknowledged copy of Employee Action Notice of the Branch OIC
 - 2.3.5.1 Submit the acknowledged EAN together with the transfer of accountabilities to HRD Employee Movement.

Prepared by:  Mark Menorio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective February 1, 2016	Page 2 of 2
---	---	-----------------------------------	-------------