

PHINMA UPANG COLLEGE URDANETA

1st Semester, S.Y. 2021-2022

ABM 001 Organization and Management

2nd Quarter Major Performance Task 2

ORGANIZATION AND MANAGEMENT PLAN

Submitted to:

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CHAPTER 1

Project Summary

As we all know children today doesn't like to eat mushroom but they love to eat meat, so one of our objectives of this product is to lessen the demand of the meats and increase the demands on buying the vegetables most especially mushrooms, because today meats are expensive, and we only see mushrooms rarely in our refrigerator. It's always meats and fish, so we use mushrooms as an alternative product for meat and fish. We also know that there are a lot of nutrients that can be found in Mushrooms like Vitamin C, D, and B-6.

So in our product, we can make mushrooms taste even better for the other children to like the idea of eating Mushrooms and they might eat other vegetables too. This product is not only for children but of course for adults too but most especially for Vegetarians. For them, I know they might love it not only because it is all vegetables it is because it's affordable and easy to make. I may consider this product as one of the foods that you can eat for diets and for maintaining the weight of the body. Because the only ingredients that consist of fat on this are the fried mushrooms but still the other vegetables will help the customer loses or maintain their weight.

As we research mushrooms, a mushroom or toadstool is the fleshy, spore-bearing fruiting body of a fungus, typically produced above ground, on soil, or its food source. Mushrooms are popular valuable foods because they are low in calories, carbohydrates, fat, and sodium also, they are cholesterol-free. Besides, mushrooms provide important nutrients, including selenium, potassium, riboflavin, niacin, vitamin D, proteins, and fiber. Mushroom is common in the Philippines especially in our province Pangasinan. The most common mushroom here is oyster mushrooms. People in Pangasinan know that the Sta. Maria is celebrating Mushroom Festival every year so in that case, most people in Pangasinan are visiting Sta. Maria for tasting and knowing the history of Mushrooms. Also, Oyster Mushrooms are made mostly in wet hays. Farmers in the Pangasinan grow mostly Rice then when it's harvest time a lot of hays are being lighted up and burn, but other mushroom farmers use this to make and plant a mushroom. In other words, Pangasinan has a lot of resources for mushrooms, that's why we come up with

the idea of rather than consume the mushrooms in a different kind of dish why won't we make a new product about it.

Name of Enterprise

MUSHARAP

The business name mushrooms entrepreneurs, established, Musharap, when the people see and read our business name, they're going to think that our main product is mostly Mushroom because of the word Mush. The business name "Musharap" came from the word "Mush" in Mushroom and "Sarap" in Tagalog which means Delicious and Tasty in English. It symbolizes that our product is originally made by the Filipino people. We created a simple yet memorable business name that will easily remember by many, especially our customers. The most important product is mushroom, so we will have varieties of dishes made and cooked from the mushroom and our customers will surely love our business name. We believe that our business name is going to be trendy and catchy to our customers and they will surely remember it because of the Business Name and we serve mushrooms as the main ingredient.



Business Logo

Our logo is inspired by our main ingredients and also our main product which is the mushroom. We just use black and red as our main color with a slight touch of green and for our background, we use light brown. We decided that our logo must be memorable and to achieve that we make it a simple, yet, appropriate logo. We used the color red because it revs up people's appetites, making them hungry, the green leaves on top symbolizes that our product is natural and healthy with the brown background that makes our logo more earthy, friendly, natural, and organic. And the black signifies elegance and power. The six red dots signify the word "EDIBLE" means that our mushroom is edible and not toxic. That is why our product is reliable, healthy, and tasty.

Tagline

"Feel the mushroom quality with us"

We're presenting mushrooms and that means quality is a really big deal to us. Mushrooms are organically grown, carefully extracted, and analytically tested to guarantee high levels of active beneficial compounds. No grain fillers, no shortcuts, no funny stuff. We focus on quality, so you can feel a difference. What we all think of as a mushroom is technically called a "fruiting body". Similar to plants, mushrooms also have an intricate root system known as "mycelium" So if you want the benefits of mushrooms, "Feel the Mushroom Quality with us!"



Product/Service Description:

It is a sautéed bok Choy, onion leaves, squash blossoms, carrots and potatoes with half fried mushrooms in oyster sauce with broccoli and dried banana blossoms on top. The part of the proposal will talk about the appearance of our product. This includes the color and color combinations, sizes and shapes of the ingredients, visual attractiveness, eye appeal, and signs of freshness. The color and color combinations of this product is not much different from their original color, it just that the color of the sauce adds in the dish which is the oyster sauce that give the dish a brownish color. The color of the vegetables such as the broccoli, squash blossoms and others are not that different from their original color. While the mushrooms are lightly color brown.

The sizes and shapes of the ingredients are depending on the vegetables because there are ingredients that cannot be cut into cubes. First, the sizes and shapes of the leafy vegetables and mushrooms are just a bite size and that can be chew quickly. While the carrots and potatoes are cut into cube and small sizes so that there will be no struggle in biting it. Visual attractiveness of this dish can caught the eye of the customers because we can say that it's very tasty and can mesmerize the eye of the customers. In terms of the appeal, we can say that our dish is eye appealing because the presentation of our dish is very fascinating and it will make you taste it. Signs of freshness of our product are can be seen visibly because the colors of our ingredients are not far from their original color.

The freshness of each of the ingredients is good and the ingredients can be harvest from your backyard and that makes them fresh.

The aroma of the dish smells and feels like you already taste the dish. It has a sweet and savoury aroma because of the oyster sauce. There are varieties of flavours in this dish because of the vegetables used. The Bok Choy, onion leaves, is squash blossoms are quite different from carrots and potatoes. It is because they are much sweeter than carrots and potatoes. While the broccoli and banana blossoms are way more different because you can really taste them. But if you mix it after the serving, the taste of broccoli and banana blossoms will be sweet. While the Mushrooms are almost taste like chicken, others will not even recognize that it is a mushroom, the mushrooms didn't need some spices and that'll taste more like chicken. It is preferable to put spices before frying it. Lastly the aftertaste of the dish is you can still taste all the vegetables and the sweetness of the dish. Overall taste of the dish is that it's neither too sweet nor salty, but it's almost perfect for all the costumers' taste. The Temperature of the dish when serving it is not too hot and not too cold, but in a perfect temperature, so that the customer will not lose an appetite when eating it.

The overall texture and consistency of the dish is smooth, crunchy and soft. The carrots, potatoes and broccoli their center parts are soft but not too soft, that when puncturing it with a fork it doesn't smooched or slipped easily. Then the stem of the bok Choy is a little crunchy but its leaf part is also smooth like the onion leaves and squash blossoms. Lastly the Mushrooms, the texture of the mushrooms when you eat it is crunchy but not too crunchy, that it will not be crushed before eating it. The flavour of the dish divided into three parts for the overall evaluation. The odor assessment, mouth assessment and the aftertaste assessment or in other terms. The Aroma and Tastes, since the Aroma and Taste especially the Aftertaste are quite perfect. So the overall evaluation of the flavour is also quite perfect.

CHAPTER 2

Planning

After few years in the business, the Musharap already has a new product other than MushVeggies, also, this business makes a new product every 2 to 3 months. We also have already 85 hectares of plantation of mushrooms and vegetables that can provide the whole branches of our business in the Philippines. This will ensure that the ingredients that we are using are fresh clean and very healthy for our customers. Almost every product of ours has Mushroom on it. The dish, appetizers, and especially the desserts have Mushrooms. Since our business creates a new product every month, we also improve our old products so that they'll never be removed from the list or menu. Instead, the old products will maintain their demands just like the new ones. By this time our product popularity is ascending, it is already tried by many social media influencers, and mention in many TVs shows locally and internationally. Our product is also already listed in one of the must-try food dishes in the Philippines when you search it on the internet.

The improvement of the business in the future focuses on the needs and wants of the customers, but also according to the employees' wants. So that we can manage all the expenses and profits of the business. Every year our customers are increasing as well our profits.

We already can provide our employees the benefits and the high salary with life insurance that increases their productivity and retain the best talent in working. We already support many programs that help such as malnourished kids to give them the opportunity for to be treated properly. In 10 years, our Mushroom product will have a big advertisement all over the world. It will be in magazines, commercials, and TV shows. Using social media as a platform will be a very big help to introduce our product to the world. Before it happens, we will make sure that our business will be a mega-hit in the Philippines and then make stores in neighbor countries and lastly, we will take the world.

We want to showcase another delicacy in our business, not just mushroom, we will continue to create and explore more options for our valued customers. As our popularity is increasing, we can afford to use celebrities not just

in the Philippines but in Hollywood to endorse our product. By the result of celebrity endorsements, our products will be on top of all the best delicacies in the world and be categorized as a “World Class”.

In our building renovation, we decided to build a 3-floor building with 60 square meters per floor. The underground floor consists of the kitchen where they cook the dishes. The first floor is where the customers eat or simply this is where all the customers go to wait for their food and eat. Lastly, the second floor is where the reservation occurs this could be the catering of a wedding and/or a birthday party. In addition, we also need to improve our main branch by improving our place. We will attract the customers not only with the delicious foods but also with a nice place and a good ambiance. We want our customers to feel relaxed and leave the place with a great smile on their faces. We will make the place that will suit all. For the people who want to relax, to enjoy, and also for the people who want peace. We will make the place instagrammable and we will plan for a great design that will suit our budget, location and that will surely attract customers.

We will make our chairs, tables aesthetic and comfier. Also, we will plate our foods with a great plating so that they won't lose their appetite and have the courage to take a picture and post it on their social media accounts, with that it is like a free advertisement. We will also provide an accent wall with our business name and will put bright colors that will stand it out and have good lighting inside the place. We will also put tables and chairs outside the restaurant for surely people who want natural air and natural light. We will also allocate space for a mini garden of our restaurant, will put there a mini fountain with a swing, and will landscape it aesthetically.

And with our comfort room, we will add some charms to it by adding selfie-friendly mirrors. That's all for our Building Renovation.

By the time where the improvement of our products happened, we have already thought about building our mushroom farm to provide the needs of our business. We always have a source where we can get mushrooms so that we don't have a problem with where to get them. As a result, the business will continue to grow. This is a good idea for us to create an effective strategy for growth, to determine our future business needs. We also already build a restaurant in a well-known area or place that we think is a good way to earn money from our restaurant. The Places that have a high production of mushrooms in this country especially in the Ilocos Region. Since

according to the Internet, Ilocos Region has a high production of mushrooms in the Philippines, so by that time we covered the whole part of Luzon with our business. After a year later we already build more restaurants in the whole country of the Philippines, because we know the more we build, the more we earn profits and that is a good income for us.

By building a few restaurants here in the Philippines our fine work will be recognized and our products will even reach other countries and our restaurant already recognized in the whole world. Few years in the business, the Musharap was also already built-in other countries like the United Kingdom, Italy, Germany, France, and Hungary. These countries have a high production of mushrooms in the whole world. Also, by that time, we built some restaurants in other countries but even though those countries don't have a high production of mushrooms they might get some supplies to the other countries that have a high production of mushrooms that we've already taken care of. This is how we expand our business in the future.

CHAPTER 3

Organization and Staffing

Organization and Staffing Organizing is arranging and structuring work to accomplish organizational works. The purpose of Organizing is to divide work to be done into specific jobs and departments, assigns tasks and responsibilities associated with individual jobs, coordinates diverse organizational tasks, cluster jobs into units, establishes relationships among individuals, groups, and departments, establishes formal lines of authority, and allocates and deploys organizational resources. It is concerned with having the right people at the right place and time to achieve organizational outcomes.

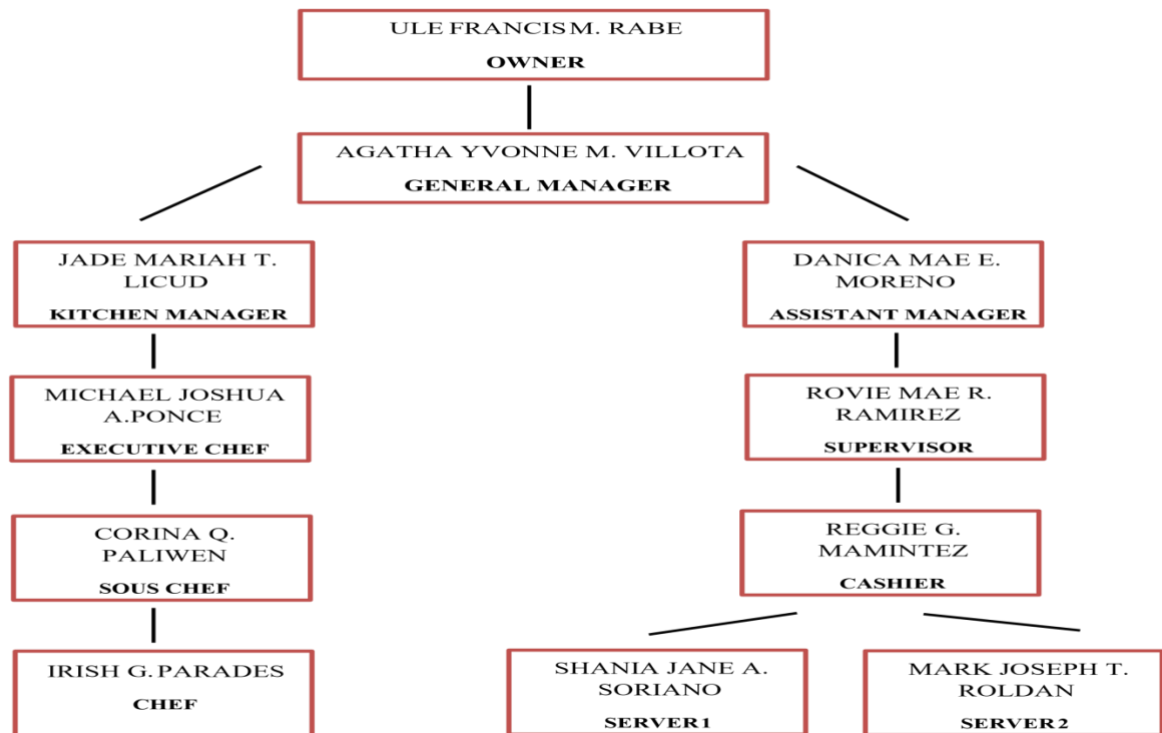
Staffing is the most fundamental and critical driver of organizational performance. It helps in discovering and obtaining competent personnel for various jobs. It makes higher performances, by putting the right person on the right job and it ensures the continued survival and growth of the enterprise through succession planning for managers. Staffing is a complex, multifaceted process that affects all areas of the organization but is particularly important about organizational effectiveness. As such, the organization strives to attract, motivate, and retain a workforce with the appropriate characteristics to achieve the organization's mission, strategy, goals, and objectives. Viewing staffing as a continuous process rather than a discrete event is an essential component of virtually all contemporary staffing models and conceptualizations. Staffing includes recruitment, selection, employment, and retention and is strongly affected by numerous laws and external conditions that bear directly on organizational employment processes.

Organizational Structure

All businesses, whether you realize it or not, have an organizational structure. In using business organizational structure, managers may determine required staffing, how to utilize existing resources and when to add new staff to complete the work. Also, we decided to follow the process of creating an organizational structure for our business. First, by building our organizational structure then, we establish the most efficient workflow, achieving

business goals, and serve customers well. When it comes to employees, No matter where they fit within the organizational structure, We give our employees equal measures of authority responsibility. So that's why we decided to have a Functional Organizational Structure because each member of this business has a different specialty. Also, in Functional Organizational Structure, it can be written from highest to the lowest member of the business.

Organizational Chart



Compensation and Benefits

The business Musharap gives compensation and benefits for the employees. The Compensation and Benefits will lead them to feel safe in our business. As Compensation and Benefits specialist, we will be responsible for overseeing, managing, and administering our employees' rewards, perks, and benefits. Our role will be extremely important as ours will be developing programs that improve the performance, engagement, and satisfaction of our employees.

Musharap provides Compensation and Benefits in the following:

1. Death Insurance
2. Continued Education and Professional Development
3. Disability Insurance
4. Health Insurance
5. Holiday Pay
6. Life Insurance
7. Maternity Leave

Death Insurance

The purpose of this is to pay the beneficiaries or the employees if the cause of death is an accident. The family of the beneficiaries will be given a benefit/s from the company. After all, they put their time and effort into even life working in the said company. Also, Insurance companies define accidental death as an event that strictly occurs as a result of an accident. Deaths from car crashes, slips, choking, drowning, machinery, and any other situations that can't be controlled are deemed accidental and death from an illness is also excluded. The beneficiary will get 200,000 worth of cash.

Continued Education and Professional Development

To make our employees become better workers through professional development. Our company decided to allow our employees to continue their education that will also help our business. Our company will pay all the expenses providing for your continued improvements. Professional development can open the doors to new opportunities for our employees. Disability insurance

It helps our employees to protect their selves against the risk of losing their paycheck due to injury or illness. The benefits that they receive from the policy can be used however they want, from monthly bills and out-of-pocket medical expenses to childcare and groceries. Our company is very open-minded to all the needs of our employees, we are willing to give them the best benefits for them.

Health Insurance

It can make it easier for our employee to pay their health care bills, and help them to get the right care they need. It is one of the most important benefits that we can offer to our employees because most of our employees can't pay for their health care out of pocket. Also, Health insurance is a contract that requires an insurer to pay some or all of a person's healthcare costs in exchange for a premium.¹ More specifically, health insurance typically pays for a medical, surgical, prescription drug, and sometimes dental expenses incurred by the insured. Health insurance can reimburse the insured for expenses incurred from illness or injury, or pay the care provider directly. It is often included in employer benefit packages as a means of enticing quality employees, with premiums partially covered by the employer but often also deducted from employee pay checks. The cost of health insurance premiums is deductible to the payer, and the benefits received are tax-free, with certain exceptions for S corporation employees.

Holiday Pay

We also give our employees holiday pay it is alternative compensation for our employees during holidays and it is the most important benefit for both employees and employer. We give them an additional hourly pay for work performed on a holiday. Many employees expect paid holidays and time off that is why our company is always giving them the benefits that they all deserve.

Life Insurance

It is all about securing you and your family financially. All parents want their children to be taken care of even when they are not around. Life insurance makes sure your loved ones won't suffer financially in your absence. There is no way to replace a loved one, But planning with life insurance does help in taking care of the financial

needs of the family. Our company offers term life insurance. Life insurance can help to ensure our employees' families and help cover their final expenses. In case of the demise of the only income earner, a life insurance policy becomes a financial safety net that helps our employees' families pay for expenses such as a loan, childcare, education, health, and many other everyday bills. Life insurance is an affordable way to financially protect our employees.

Maternity Leave

The purpose of maternity leave is to allow an eligible staff member a period before and after giving birth, to prepare for and recover from the medical aspects of delivery, and to enable the staff member and newly born child to bond. We should value our employees just as much as we value our company. All regular full-time female employees are entitled to up to 105 days of paid maternity leave as per local law. We are very aware and ready to provide them with the full payment that they will receive during their maternity leave.

Retirement Pay- This is for the elderly who retired from the job in the company. They will get retirement money and support after they leave the company. If they have a medical problem the medication will be paid for and assessed by the company they worked on. Also, for the employees who got a better opportunity or job. They will also get retirement money before they are leaving in the business.

RESUME



ULE FRANCIS M. RABE

PERSONAL INFORMATION

AGE: 30
ADDRESS: #25 Pilar, Sta. Maria,
Pangasinan
BIRTH OF DATE: December 21, 1991
PLACE OF BIRTH: Tayug Family
Hospital, Pangasinan.
CITIZENSHIP: Single
NATIONALITY: Filipino
RELIGION: Roman catholic
LANGUAGE: Tagalog, English

PROFILE

Business Owner with 3 years of experience in Business Management. Responsible for planning how to run the business to become a successful Business Owner. Also having 4-5 businesses around the world especially in the Philippines with more than 3 restaurants.

CONTACT

PHONE: (+63)9394256513

LINKEDIN:
<https://www.facebook.com/uelfra>

EMAIL: ulefrancisrabe@gmail.com

SKILLS

Work supervision	98%
Planning	99%
Communication	98%
TeamWork	95%
Leadership	100%
Finance	99%
Budgeting	95%
BuisnessDevelopm...	98%

WORK EXPERIENCE

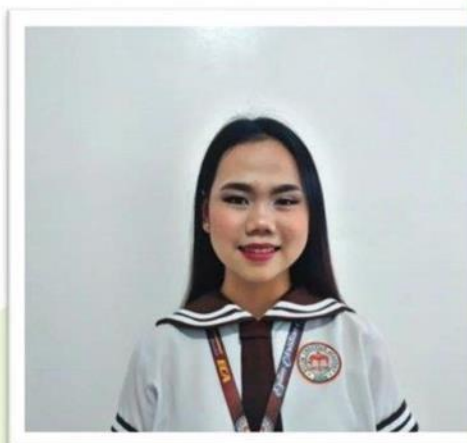
I've been a Business Owner for about 3 years now, I know how to handle things in business like tragedies, and good events especially, I'm the owner of the business. I handling more than 4-5 businesses around the world and having more than 3 franchises in the Philippines. I also have a different personality than the other business owners, where I have better analyzing and good decision making for choosing the right employee for the specific job.

ACCOMPLISHMENTS

- Salutatorian (2015-2016)
- With High Honors (2016-2021)
- 3 years in handling the business

EDUCATION

- St. Mary's Integrated School Inc.- Elementary
- PHINMA UPang College Urdaneta- Secondary
- BS in Business Administration Major in Marketing Management of the University of the Cordilleras.



AGATHA YVONNE
M.VILLOTA

PERSONAL INFORMATION

Age: 25
Address: Sobol Asingan Pangasinan
Date of Birth: September 22 1996
Place of Birth: Don Amadeo District
Hospital
Civil Status: Single
Nationality: Filipino
Religion: Roman catholic
Language: Tagalog,
Ilocano, Kapampangan

PROFILE

I am a responsible person when it comes to working and you can trust me also, as you can see my past experience and current academics can be able to acquire the position of being a General Manager of your company. I am a hardworking person, driven to succeed in a new career path

CONTACT

PHONE:
(+63)9386108927

LINKEDIN:
<https://www.facebook.com/yvonnneee.22>

EMAIL:
yvonnevillota931@gmail.com

SKILLS

Work Supervision	92%
Planning	94%
Communication	95%
Team work	95%
Leadership	97%
Finance	95%
Budgeting	95%
Buisness Development	94%

WORK EXPERIENCE

I was a supervisor a year ago in a motor's company, I also work as a cashier in the market, I also work as a manager in one of the hotels in Baguio, I am hardworking because I want to be successful someday.

ACCOMPLISHMENTS

- Elementary Sobol Elementary School Grade 1 -6 (honor student)
- Secondary Eyilm Christian Academy
- Grade 7 with honors Grade 8 with honors
- Grade 9 with high honors
- Grade 10 with high honors

EDUCATION

- Bachelor Degree
- Bachelor of science in Business Administration major in Marketing at Pinma Upang College Urdaneta



JADE MARIAH T. LICUD

PERSONAL INFORMATION

AGE: 24
ADDRESS: Salvacion Sto. Tomas
Pangasinan
Date of Birth: February 14, 1997
Place of Birth: San Carlos City
Civil Status: Single
Nationality: Filipino
Religion: Christian
Language: Ilocano, Tagalog, English

PROFILE

Equipped with the ability to escalate brand awareness by utilizing skills gained in the business industry, being able to identify opportunities, overcome objections, build long-term mutually beneficial relationships with workforce, establishing successful and lucrative company.

CONTACT

PHONE: 09062778162

LINKEDIN:
FB: <https://www.facebook.com/Jademariahlicud30/>

EMAIL:
jadetabilinlicud@gmail.com

SKILLS

Work supervision	90%
Planning	93%
Communication	95%
Teamwork	90%
Leadership	100%
Finance	100%
Budgeting	96%
Buisness...	85%

WORK EXPERIENCE

- Counter Server/Cashier
Starbucks Coffee
- Line cook
Kuya J Restaurant
- Assistant Manager
Max's Restaurant

ACCOMPLISHMENT

ELEMENTARY:

- Grade 1 (2nd place Spelling Bee Contest Elementary Category 2003)
- Grade 3 (1st place District Mathematics Festival 2005)
- Grade 4-5 (Most outstanding student award 2006-2007)
- Grade 6 (Valedictorian 2008)

HIGHSCHOOL:

- Grade 7-8 (Top 1 in class 2009-2010)
- Grade 9 (3rd place Science Quiz Bee Olympics 2011)
- Grade 10 (Valedictorian 2012)

COLLEGE:

- Magna Cum Laude (2016)

EDUCATION

- Elementary: Salvacion Elementary School
- Secondary: Antonio P. Villar National Highschool
- Tertiary: University of the Philippines (BS in Accountancy)



DANICA MAE E.MORENO

PROFILE INFORMATION

AGE: 23
ADDRESS: Palina East Urdaneta City
Pangasinan
BIRTH OF DATE: February 10 1998
PLACE OF BIRTH: Urdaneta City
CIVIL STATUS: Single
NATIONALITY: Filipino
RELIGION: Roman catholic
LAGUAGE: Tagalog,Ilocano,English

PROFILE

Hardworking business-management graduate with Proven.leadership,organisational,and product-development skills seeking to apply my abilities to the position of Assistant Manager at Business Management.

CONTACT

PHONE: 09950273412

LINKEDIN: Danicamae\com

EMAIL:
danicamaemoreno6@gmail.com

SKILLS

Work supervision	93%
Planning	90%
Communication	95%
TeamWork	95%
Leadership	90%
Finance	91%
Budgeting	89%
BuisessDevelopment	93%

WORK EXPERIENCE

As a Assistant Manager I responsible for implementing wrokflow procudures based on a direction from the company.An Assistant Manager must have a keen eye for detail and the ability to follow instructions from a direct boss

ACCOMPLISHMENTS

- Elementary-Palina East Urdaneta City Pangasinan 2003-2004 with high honor
- Secondary-2004-2008 with highest honor
- College- Cumlaude at University of the philippines

EDUCATION

- Bachelor Degree in business at University of the philippines



MICHAEL JOSHUA A.PONCE

PERSONAL INFORMATION

AGE:26

Address:Sto Tomas Pangasinan

Date of birth: August 13 1995

Place of Birth: Sanpablo City Laguna

Civil Status: Single

Nationality: Filipino

Religion: Roman Catholic

Language: Tagalog,English,Ilocano

PROFILE

- Creative and well contribution especially in team planning
- Able to communicate to others with positive thoughts
- Can handle difficulties in and out of work
- Able to finalized work under-pressure
- Can lead the team into success

CONTACT

PHONE:09982310358

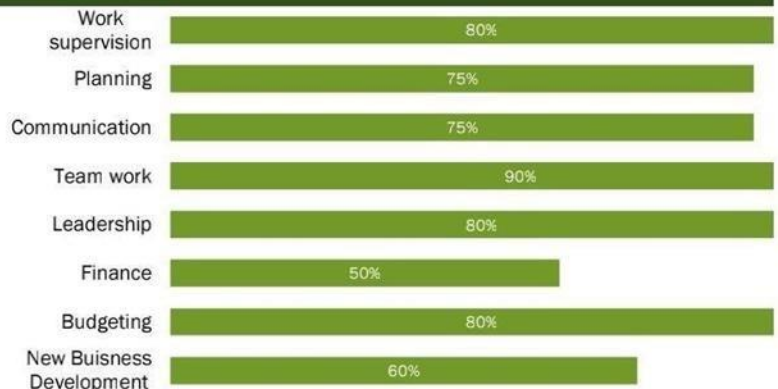
LINKEDIN:

<https://www.facebook.com/mjoshuaponce>

EMAIL:

Michaeljoshua0813@gmail.com

SKILLS



WORK EXPERIENCE

I am a currently an assistant chef at my previous job at The Aristocrat and I know that I did my best to fulfill my duty but I want to be in the next level. That's why I am applying for being an Executive Chef, I want to Lead my future co workers and to bring a harmonious atmosphere at work.

ACCOMPLISHMENTS

- Elementary 2002-2007(with honors)
- Grade 7- 2008 (Science Investigatory Project 5th place Division of Manila)
- Grade 9- 2010 (with honors)
- Grade 10- 2011 (with honors)
- Grade 11- 2012 (with honors)
- Grade 12- 2013 (with high honors)
- College- 2014-2017 (cum laude)
- Philippine Airlines- Cabin Crew of the Year (2018)
- Individual contributor of the Year (2019)
- The Aristocrat- Valuable Employee of the Year (2020)

EDUCATION

- ELEMENTARY:ERNISTING GONZALES CENTRAL SCHOOL
- SECONDARY: ANTONIO P VILLAR NATIONAL HIGH SCHOOL
- BS TOURISM Management Major in Travel at De La Salle University Manila



ROVIE MAE R. RAMIREZ

PERSONAL INFORMATION

AGE: 22

ADDRESS: Loac Pangasinan

Date of Birth: October 21 1998

Place of Birth : Loac Pangasinan

Civil Status: Single

Nationality: Filipino

Religion: Roman Catholic

Language: Ilocano, Tagalog,

PROFILE

Become respectful and assertive leaders. Motivate the team to obtain the collaboration. Inspire and lead by example. Able to manage employees and helping them fulfill major projects, such as increasing productivity and manufacturing quality.

CONTACT

PHONE: (+63)9389158411

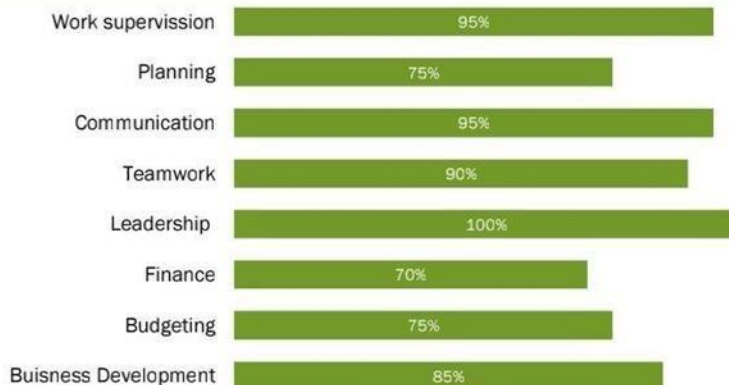
LINKEDIN:

<https://www.facebook.com/roviieram>

EMAIL:

ramirezroviemae@gmail.com

SKILLS



WORK EXPERIENCE

I've been a supervisor at my current job for the last two years. Throughout my career, I've had the unique opportunity to come up with new positions that I felt were imperative to the growth of the company, and I was able to hire for those positions

ACCOMPLISHMENT

- Urdaneta I Central School (honor students) From Grade 7-10 With High Honors
- Honor Roll inclusion for high grades.
- School subject-based award

EDUCATION

- BACHELOR OF SCIENCE IN TOURISM MANAGEMENT-Phinma Upang Urdaneta College



CORINA Q. PALIWEN

PERSONAL INFORMATION

AGE: 26
ADDRESS: Labayug, Sison Pangasinan
BIRTH DATE: March 21, 1995
PLACE OF BIRTH: San Fernando, Launion
CIVIL STATUS: Single
NATIONALITY: Filipino
RELIGION: Protestant (Wesleyan)
LANGUAGE: Tagalog, Ilocano, English

PROFILE

I am a dedicated and enthusiastic young chef, prepared to work hard and learn from the best. I can show attention to detail, be able to multitask, have an excellent understanding of cleanliness and allergens as well as cooking techniques and culinary expertise.

CONTACT

PHONE: 9777738813

LINKEDIN:
<https://www.facebook.com/urbebecors>

EMAIL: corinapaliwen21@gmail.com

SKILLS

Work supervision	90%
Planning	80%
Communication	95%
Team work	90%
Leadership	85%
Finance	90%
Budgeting	90%
New Business	95%

WORK EXPERIENCE

I started my small business, a food business when I was 16 years old. I also worked in the most famous restaurant under one of the finest chefs for 2 years. I am accountable for cooking and plating dishes with high attention to detail.

ACCOMPLISHMENT

- ELEMENTARY
- Grade 1-6 (HONOR STUDENT)
- HIGH SCHOOL
- Grade 7-10 (WITH HONOR)
- Grade 11-12 (With High Honor)
- COLLEGE
- Completed my Bachelors Degree as a Cum Laude

EDUCATION

- BS Hospitality Management Major in Culinary Entrepreneurship



IRISH MAE G, PAREDES

PERSONAL INFORMATION

Age: 25 years old
Address: Villa Pozzurobio Pangasinan
Date of Birth: August 10, 2005
Place of Birth: Villa Pozzurobio Pangasinan
Civil Status: Single
Nationality: Filipino
Religion: Roman Catholic

PROFILE:

To obtain the challenging position of Head Chef where superior culinary knowledge and management skills will add value in preparing diverse range of foods, and contributing extensively to the hotel's kitchen service.

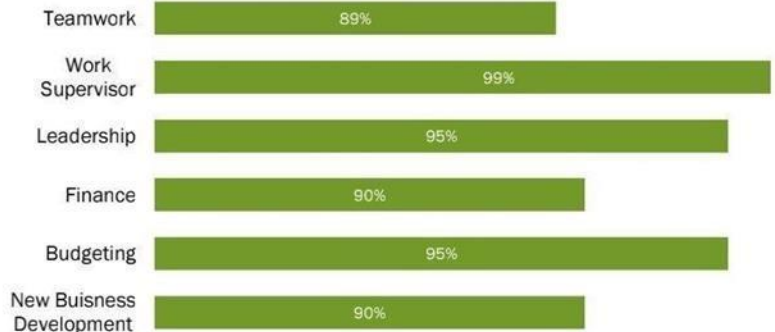
CONTACT

PHONE:
(63+)9617539148

EMAIL:

IRISHPAREDES67@GMAILCOM

SKILLS



WORK EXPERIENCE

To secure a position as a cook at one of the state's most excellent and exceptional food service establishments and to contribute my culinary expertise in preparing outstanding and commendable dishes to provide customers with a world-class dining experience.

ACCOMPLISHMENTS

- ELEMENTARY: GRADE 1-6 (with high honors)
- SECONDARY: GRADE 7-10 (academic awarded with honors)

EDUCATION

- ELEMENTARY: UDIAO ELEMENTARY SCHOOL
- SECONDARY: NOTRHERN LUZON ADVENTIST COLLEGE ACADEMY
- TERTIARY: PHINMA UPANG COLLEGE URDANETA



REGGIE M.MAMITEZ

PERSONAL INFORMATION

Age: 23
Address: Buneg Pozorubio Pangasinan
Date of Birth: November 13, 1997
Place of Birth: Buneg Pozorubio Pangasinan
Civil Status: Single
Nationality: Filipino
Religion: Roman Catholic
Language: Tagalog/Ilocano

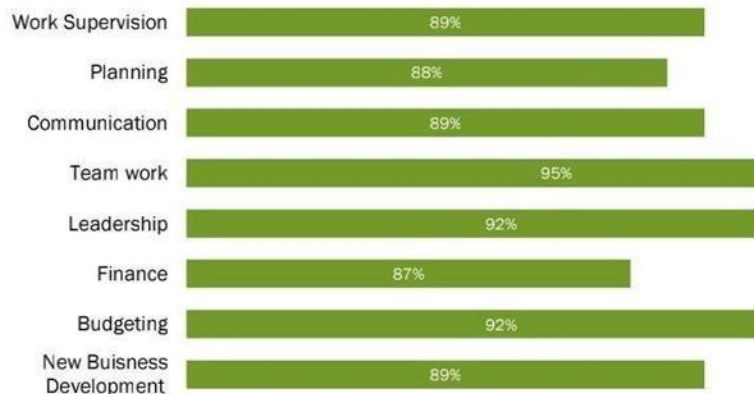
PROFILE

I am a responsible tourism management student eager to find a position where my past experiences and current academics can be applied to acquiring a new skill set within the tourism industry. I have an organized and logical approach to problem solving and seeing things through to completion. I am reliable, hardworking, and driven to succeeding in a new career path.

CONTACT

PHONE:
09619818460
LINKEDIN:
<https://www.facebook.com/reggiemalala>
Email: reggiemamitez@gmail.com

SKILLS



WORK EXPERIENCE

I was a cashier in a public market a year ago, it's hard to be a cashier because I have to combine my studies and my work to be successful one day.

ACCOMPLISHMENTS

- Elementary : Grade 1-6 (with honors)
- High school : Grade 7 (with honors)
- Grade 8 (awarded student) Grade 9 (awarded student)
Grade 10 (with honors)

EDUCATIONAL

- Tourism Phinma Upang College Urdaneta



SHANIA JANE A.SORIANO

PERSONAL INFORMATION

AGE:23
ADDRESS: SAN FELIPE CENTRAL
BINALONAN PANGASINAN
BIRTH DATE: March 30,1998
PLACE OF BIRTH: San felipe
Binalonan Pangasinan
CIVIL STATUS: In relationship
NATIONALITY:Filipino
RELIGION: ROMAN CATHOLIC
LANGUAGE: Ilocano,Tagalog,English

PROFILE

I'm responsible person when it comes to working and I'm gonna do my best for the position you'll give to me, as you can see in my resume I excel very well and also I am a hardworking person with a dream.

CONTACT

PHONE: 0995-404-5121

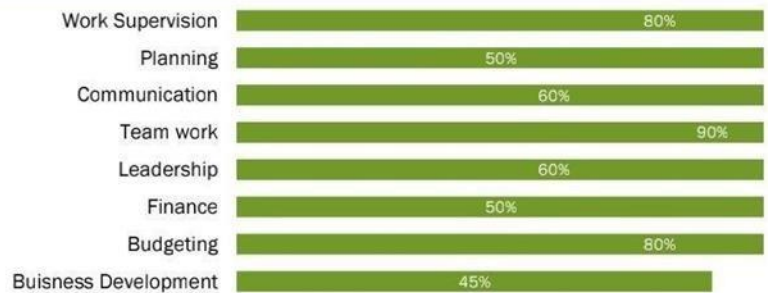
LINKEDIN:

<https://www.facebook.com/nayangggg.16>

EMAIL:

sorianoshaniajane16@gmail.com

SKILLS



WORK EXPERIENCE

In my previous work I am an server their, I can be also a server here in your restaurant and I can promise to you that I am good at serving and you can trust me too.

ACCOMPLISHMENT

- Kinder 1-3 (With Honors)
- Elementary - Grade 1-6 (With Honors)
- Highschool - Grade 7-9 (With Honors)
- College - Magna Cum Laude

EDUCATION

- PSU Accountancy and Management



MARK JOSEPH T. ROLDAN

PERSONAL INFORMATION

AGE: 25

ADDRESS: Salvacion Sto Tomas
Pangasinan

DATE OF BIRTH: September 1996

PLACE OF BIRTH: Urdaneta City

CIVIL STATUS: Engaged

NATIONALITY: Filipino

RELIGION: Roman Catholic

LANGUAGE: Tagalog, Ilocano

PROFILE

Professional and enthusiastic Server with over three years of experience serving of food adept at delivering first class service to all dining patrons, adding to the positive reputation of dining establishments.

CONTACT

PHONE: 09519938440

LINKEDIN:

<https://www.facebook.com/utep19>

EMAIL:

Roldanmark473@gmail.com

SKILLS

Work supervision	95%
Planning	88%
Communication	85%
Teamwork	90%
Leadership	89%
Finance	89%
Budgeting	88%
Buisness...	80%

WORK EXPERIENCE

As a waitress or a waiter, there are several types of details that you can include in your work experience section of your resume. The type of job descriptions you include in your resume should reflect your experience working in the hospitality industry. For instance, you might include examples of your customer service skills, how you have helped past restaurants create repeat business or other professional accomplishments that show employers your competency as a server. You can also include examples of your job responsibilities and the tasks you may perform, both regular duties and additional tasks.

ACOMPLISHMENTS

- ELEM: GRADE 6 SALITOTORIAN
- HIGH SCHOOL: GRADE 10(WITH HIGH HONOR)
- COLLEGE: SUMA CUM LAUDE

EDUCATION

- BATCHELOR OF SCIENCE IN ENTREPRENEURSHIP
AT ATENEO DI MANILA UNIVERSITY
- ELEM: SALVACION ELEMENTARY SCHOOL
- ANTONIO P VILLAR NATIONAL HIGH SCHOOL

CHAPTER 4

Participative Leadership

The business managers chose Participative Leadership with different reasons. Participative Leadership is most successful in organizations or companies that have defined roles requiring little management or oversight, like universities, technology companies or construction firms. However, participative leadership can be applied with varying levels of whole-group ownership to meet the needs of any organization. Participative Leadership also have benefits or advantages like, it offers employees more than just the opportunity to improve their income through good performance. It gives your staff members the chance to be active in determining the future success of the company allowing employees to be active in the growth of the organization and to encourage those employees to stay with the company to see their plans result in success. This will cut down on the costs of turnover. Participative leadership improves morale and retention. People are more willing to contribute if they sense they will be heard, and their input will be valued. This is a necessary condition for a happy and motivated staff. This results in overall increase of the ownership of work of an employee.

Participative leaders encourage participation and contributions from group members and help group members to feel relevant and committed to the decision-making process. In this way, improves commitment and collaboration, which results into rational decisions. This empowerment can lead to increased efficiency, better productivity, and job satisfaction. Participative leadership facilitates a free flow of ideas where each employee has something to contribute, offers a host of benefits to an organisation willing to use it. While all contributions may not be valuable or actionable, creating an environment in which they can be discussed invites others to contribute their ideas things can then be refined, evaluated, and built upon. Participative leadership will be a big help for a business like this because our opinion and voice matters when it comes to pursuing the same goals for our business. We think and act as one and by that we can achieve the bright and crystal clear future that we are visualizing. Also, Participative business must be use for our business because we believe that participation is the key to all successful democratic enterprises. As our business is only starting a strong and clear vision for the

future must built that is why we need to build a team relationship that will improve the culture of our employee engagement.

Social Obligation and Responsibility

The Musharap Managers believe what Winston Churchill says “We make a living by what we get, but we make a life by what we give”. It means that in a process of give and take we make the society a better place. By receiving something from other people that helps us, we give something that helps other people about something. Since our business is known for producing nutritious food for everyone it will be great to share it to the people who need one. So, the business managers decided to have a Feeding Program as our major project. The business Managers promoted this because we wanted our business to help people who needed help, just like a feeding program. We may call this project as SLFA Program. Which means Sangkatauhan Launch Food Aid Program. Where we will be giving food to the society and community especially to the malnourished kids, senior, and 4ps Members. Our goal in this program is to keep the community healthy and well-conditioned.

We chose this project to give other people an example on eating healthy foods or simply to acknowledge people to always eat healthy foods. In this project it benefits the specific people in the community. Those will be the Malnourished kids, Seniors, and 4ps Members. They’ll be the major target of the program because we know that they need it for their health. The process of this program will be coordinating not just one barangay but the whole town. We can educate them first what our program is all about and we can make a suggestion box for them so that their ideas will be our new way to help them. After asking permission to implanting this program we’ll ask for the barangay officials’ help for us to make this project successful. The Program’s Safety protocols will be every person that will benefits this program will have a more like checklist so that we can easily monitor every person, and giving alcohol and telling them to washing their hands before and after eating to keep the germs and bacteria away. Also, this program are meant to be performed one week every month to monitor the respondent’s’ health if it is improving. Now that we explained everything about the program, we now know that this will achieve the goals we want.

Chapter 5

Controlling

Controlling is one of the organization's important functions because controlling management refers in a management context to setting standards, measuring actual performance, and taking corrective action. Controlling is the process to compare actual performance to the expected results. Its importance also becomes apparent when we find that it is needed in all the functions of management. Controlling checks mistakes and tells us how new challenges can be met or faced. It is a process in which one has the power to decide what to do in the organization and the ability to monitor others. Controlling represents a process through which managers ensure that resources are procured and used efficiently and effectively to meet the goals of the organization. Controlling helps to seek planned results from the subordinates, managers and at all levels of an organization. The controlling functions help in measuring progress towards the organizational goals. It is a process of monitoring performance and taking action to ensure desired results. Therefore, it helps the employees to be motivated and it increases their potential on doing something better.

SWOT Analysis

SWOT Analysis is one of the methods that will help the managers to determine and explain the parts of the Business Organizations' Strength, Weaknesses, Opportunities, and Threats. It shows here how does SWOT Analysis affect the organization of the Business. Strength is the advantages of the company that the other companies don't have. Weaknesses are for the part of the companies' lack of. Opportunities are the things that we may improve in the business that helps the business' profit and sales to increase. Finally, Threats are the things that may cause the business to lose profits and sales. SWOT Analysis helps the business to know what to do in the business and how to manage it during good and bad times.

Table: SWOT Analysis

<p>Strength</p> <ul style="list-style-type: none"> • Uniqueness of the products <ul style="list-style-type: none"> -Major ingredient of product is mushroom, it is also taste like meat when served. • Way preferable in adults <ul style="list-style-type: none"> -Since our product is healthy and nutritious some adults may prefer this product. • Cheap and Affordable price <ul style="list-style-type: none"> -The ingredients are cheap; therefore, the final product is also cheap. 	<p>Weaknesses:</p> <ul style="list-style-type: none"> • Less supply of the unique products <ul style="list-style-type: none"> -Due to having a unique product it's hard to find supplier who produce mushrooms. • Lack of employees <ul style="list-style-type: none"> -In a large business we also encounter a problem where one part the business needs additional employee. • Locations <ul style="list-style-type: none"> -The location of our business is hard to determine because some places don't have enough supply of the ingredients.
<p>Opportunities:</p> <ul style="list-style-type: none"> • Having no shares in a supplier <ul style="list-style-type: none"> -We have no shares with our supplier because of the unique product, which is the mushrooms. • Loyal Customers • Improvements of the products 	<p>Threats:</p> <ul style="list-style-type: none"> • Competitors having a unique product <ul style="list-style-type: none"> -Most of the competitors also have the decision to choose their own products that's how they create unique products. • Calamities and Disasters • Great Competition

Production Process

For the business Production Process, we assure that the equipment, materials and specially ingredients are ready and complete. The employees are also prepared for the process. This is where the ingredients will be explained one by one until reach the final product of the business.

1. Cut the mushrooms in any sizes you like it should be well distinguished, and not to small (2-3 mins)
2. Then fried the mushrooms until it's golden brown and set it aside for a while. (3-4 mins)
3. Cut the broccoli, carrots, potatoes then boil it, along with banana, and squash blossoms then set it aside for later (5-6 mins)
4. Prepare the pan then put a small amount of oil (2 mins)
5. While preparing the pan, start to cut and minced the onions, onion leaves, and garlic (2 mins)
6. Next sauté the garlic and garlic (3 mins)
7. Put next the onion leaves, potatoes, carrots, the garnishing flowers and stir it. (2 mins)
8. Then add the Bok choy and string beans (1 min)
9. Stir it for a while then add the Fried Mushrooms (3 mins)
10. Put the 2 small pack of oyster sauce and 2 pinches of salt (2 mins)
11. Then wait until it's finished (2 mins)
12. Lastly put the broccoli on top of it along with the banana and squash blossoms. Serve. (15 mins)

Services

We can say that our company's services are excellent to the point that our customers are willing to come back because our services can exceed their expectations. One of the best services that our company can give to our customers is the best accommodation for our staff and of course good facilities are also provided by our company

for our workers, especially to our customers. Another service that we can provide for our customers to cheer them up is a perfect greeting. Our employees will go out of their way to make our customer feel better.

The action step we can do to make it happen is to keep an eye out for customers who aren't having the best day as long as they're not being rude or obnoxious, we will find a way to cheer them up. In all the services that we have We can definitely give you the assurance of excellent product, services, fellowship, and great satisfaction that you're looking for. Customers can rely to us without any hesitation and by that we can tell that our services are truly superb.

Musharap Business Policies and Regulations

Rules and Regulations are designed to achieve their aims and goals. Policies are made by individuals, groups, companies, and even governments to carry out their plans. Regulations are rules that are made to make people comply and behave in a certain manner. It also explains how the customers and employee should So, business rules and regulation are important to follow because it maintains the success flow of the business.

1. ATTENDANCE, VACATION, AND TIME-OFF POLICY

Having a standard way to request a day off or take vacation leave will help things run more smoothly in the office. A PTO policy should outline how much time off employees receive, when and how they can accrue more time off, who they should contact to request their time off and anything else they may need to know about taking PTO. Other time off policies to consider creating include parental leave policies and bereavement leave policies.

2. DISCIPLINARY AND DISMISSAL POLICY

It is easier to deal with workplace issues when there is a defined disciplinary procedure in place. Employees must understand how they can be disciplined and what concerns they can be disciplined for. A disciplinary policy should be a step-by-step procedure that ensures that everyone is treated fairly and appropriately.

3. EQUAL OPPORTUNITIES

This policy ensures that employees are treated fairly. Every employee should have an equal opportunity to apply for and be hired for jobs, to be trained and promoted, to have reasonable accommodations made for a physical impairment, and to have their employment terminated in a fair and equitable manner.

4. NO DRUG AND ALCOHOL POLICY

Drug and Alcohol policies promote and maintain a risk-free environment, the use of drug and alcohol during and outside of working hours presents a risk to businesses through injuries, lost productivity, and absenteeism.

5. PRIVACY POLICY

A company just like us must have a privacy policy in place that specifies how personal data will be handled and managed. What information can be made public and what information must remain private are defined by privacy policies. Employee health data, addresses, phone numbers, and emails, all of which are considered personal information, should be covered by these regulations.

6. SOCIAL MEDIA POLICY

These days, social media is fast expanding and becoming more integrated into daily professional life. It is essential for our company to have a social media policy in place to protect the company reputation. Employees have a habit of putting their place of employment on their social media sites, blurring the distinctions between personal and professional networks. It's a good idea to inform employees that their social media behavior impacts on the organization, especially if they 'advertise' on social media where they work.