

PHINMA UPANG COLLEGE URDANETA

Nancayasan, Urdaneta City

Accountancy Business and Management

11 ABM-3

BUSINESS PLAN

Presented as Partial Fulfillment of the Requirement for

ORGANIZATION AND MANAGEMENT

Submitted to:

ARNEL ERWIN Z. BAUZON, MBA

Professor

Submitted by:

ALBERTO, ASHLEY LOREINE CAMPO

ALBERTO, GERARDO CASTISIMO

AMMATA, ERIKA MAE ORDONIO

ANGELES, MARRIANE GANDEN

AQUINDE, BIEN ALLEN SORIANO

BAGARINO, ALYANA GAIL CORPUZ

BANATLAO, ANGELA SABADO

BORJE, AYESHA KATE MAMONGAY

ESTEBAN, ANGELINA JOY LAMAGNA

GALAMGAM, KRIS ARVY CENTINO

ILUMIN, JESUS MARK BATERINA

MARAÑA, RONNA MAE GARCIA

ABM Students

First Semester

Academic Year 2021-2022

Chapter I

Project Summary

Deforestation has been increasing at a very rapid rate. And paper manufacturing is one of the industries that is accountable for these devastating numbers. Forty-two percent of all the woods harvested globally end up as papers. Not only that, but the production of paper emits nitrogen dioxide, sulfur dioxide, and carbon dioxide into the atmosphere, contributing to pollution such as acid rain and greenhouse gas emissions. On the other hand, plastic bottles, along with cans are the most common type of waste found in landfills. Studies show that people buy nearly 1.5 billion plastic bottles per day and each year, one million tons of aluminum cans are discarded.

When it comes to waste, most of us are familiar with the basics of sorting recyclables from non-recyclables and placing them in the appropriate bin. However, less of us consider where our trash goes and how it affects the environment. Waste is a huge problem in our country; it may accumulate on beaches and within gyres as it travels through the rivers and oceans. This trash endangers physical habitats, aquatic life, and most importantly, our environment.

Our machine, TCMS will not only make managing enormous volumes of waste easier and more cost-effective, but it also motivates people to recycle and contribute to the sustainable development of a better world. Our major goal is to provide a service that benefits everyone. Customers will simply place their trash on the machine, and the machine will dispense cash based on the weight of the trash. We will also provide a service in which the company's employees personally collect trash from our customers. Our assigned employees will collect the trash from the customers' homes, and the company will pay the customer after the retrieval. We aim to keep the environment clean, safe, and healthy. We aim to provide them with a simple and easy solution to minimize waste, conserve energy, and protect the environment. By reducing waste, it will help us to preserve our resources and ensuring a brighter future for the next generations.

In this project, we have positioned the profit that would help to change the environment and we feel that the product would continue to grow if it has gained higher levels of profit and customer satisfaction.

Name of Enterprise

OptiNature is the name of our enterprise. You might be thinking why OptiNature? Simple. "Opti" which came from the Latin word "Optimus" which means "the best" is combined with the word Nature. Overall, our Enterprise name directly means "The best, nature". By this, our customers would already get a hint about what is in the center of our business. Nature is the best. We owe it to nature to get where we are today as a technologically advanced species. However, when the modern era took hold, we began to forget about this.

We want to remind people that protecting nature is also protecting ourselves. Nature at its best. Our business focuses on developing methods, programs, and machines that will allow us to present nature in its best form for future generations.

Business Logo

Our business logo has leaves and is green in color to symbolize nature. The connecting points within the leaves symbolize the technologies that will be employed in the machines that we will be offering. This logo does not only stand out and is easy to notice from afar but it also perfectly represents our mission, which is to connect technology with humans, and humans to nature. The majority of people believe that as human technology advances, the environment will suffer and bear the brunt of the repercussions, but we want this narrative to end. As a group of young individuals who were born with the latest technology in their hands, we want to show that technology can be extremely beneficial to our deteriorating environment when used properly.



Business Tagline

Our Business Tagline is “Collecting Small Efforts Towards a Cleaner Future”. We are committed to providing services that would benefit not just us, but also the environment and the people in our community. We think that even the tiniest efforts can lead to huge breakthroughs, and we want others to think the same.

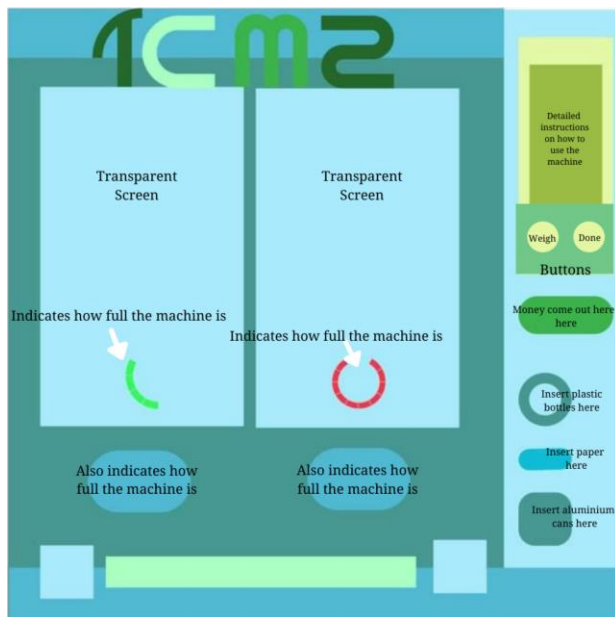
We want them to think that they have so much power in their hands, and that their small decisions will dictate our future. Hence, this would make them consider trying our services. We are motivated to reduce even the smallest amount of trash and wasted materials deposited in landfills and on our natural resources. We'll gather waste (papers, plastic bottles, and cans) and, as our tagline suggests, collect it all together as we embrace a safer, cleaner, and more sustainable future.

Service Description

Our service, Trash to Cash Machine and Service, will trade used paper, aluminum cans, and plastic bottles for money. The machine will pay Php 7.00 for 1 kilo of used paper, Php 40.00 for 1 kilo of aluminum cans, and Php 11.00- Php 15.00 for 1 kilo of plastic bottles. Our group would turn the used paper into notebooks, while the plastic bottles and aluminum cans would be sold to junk shops. Selling notebooks to consumers and plastic bottles and aluminium cans to junk shops would be our main source of income and funds to load the machine with money.

But the machine is not the endpoint; we can provide more. We are prepared to collect their trash from their homes, as many individuals are still reluctant to go outside due to the danger of COVID-19. Our members will be ready to pick it up if they arrange an appointment or contact us through our pages on different social media platforms. This service would only be applicable if the client's home is near to one of our members' houses. Our team is confident that people will choose to use the machine because it will pay them, as opposed to a regular trash can. It will also provide them with a sense of accomplishment and being part of something innovative and sustainable.

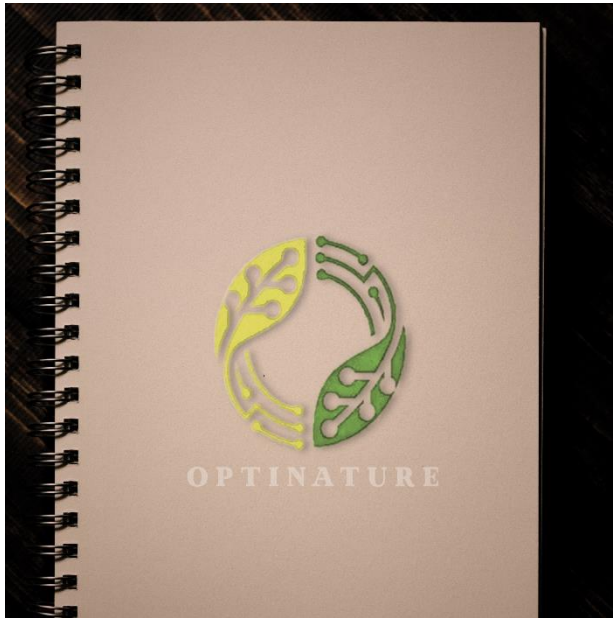
(The Machine's Blueprint)



(Service)



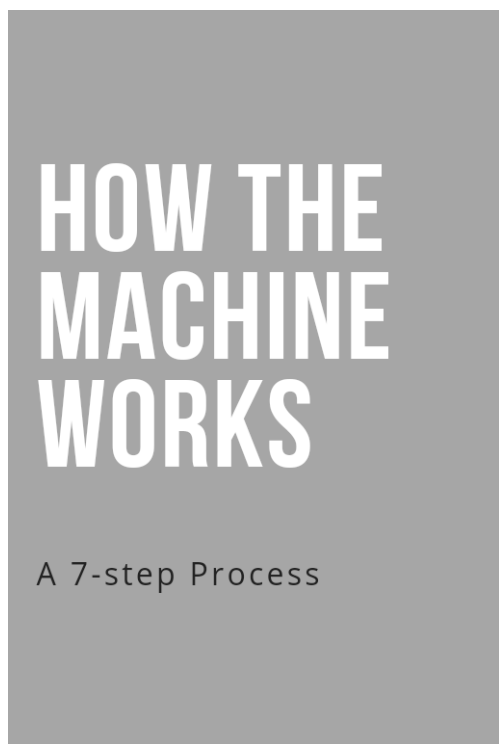
(The Notebook)



(Selling Waste to Junk Shop)



(Guide on How the Machine Operates)



01

Read the instruction on the machine.

02

Check the indicator if the machine is full, green stands for not full and red is full. If the indicator is red, the machine can't be used.

03

Put the trash in its proper place.

04

Press the other button (right side) if your waste is already weighed.

05

Observe what is happening to the trash in the transparent screen.

06

Wait for the money to come out.

07

Get the money from the cash dispenser once it come out.

Chapter II

Planning

In five years, we can see that our business is slowly adopting the word “success”. Success isn’t something that arrives in one day. Success is the achievement accomplished after battles. And to be able to triumph over the battles, it requires one simple thing, passion. When starting a business, it must be at its lowest before it can be a successful one. Like a plant, you must first plant the seed and water it every day with perseverance, and fertilize it with effort. In the coming years, I am sure that the machine we made, and the innovations we will be inventing will be recognized, enjoyed, loved, and above all, will grow like a flowering plant in green leaves, not only here locally but internationally.

After five years, we can see that our Trash to Cash Machine and Service is thriving, and it is already being enjoyed by well-known investors who are interested in our services. We can see the machine's wide-ranging impact on many different sectors of the community. Many people will be grateful for the machine as they observe the changes in how people deal with their waste. People in our community will learn that even a small waste can cause major problems, and as a result, they will become more responsible in how they dispose of their trash. We intend to upgrade our machine to improve our service and meet and exceed our customers' expectations. We will change the components of the machine into better and higher-quality materials.

These are the following improvements: (a) before, the recyclable materials that were collected by the machine were only picked up by one of the company's workers, our team will upgrade that part. In terms of how the trash will be removed from our machine, our company will acquire trucks to empty the machines. We will attach a vacuum hose to each garbage chute at the back of our machines to make our trash collectors' jobs easier and to facilitate suction all of the waste accumulated from the machine. (b) Before, the machine mirrors are only made of annealed glass which is not very durable, so our team also upgraded that part. Soon, the machine will have two bulletproof glass doors. Each door includes heavy-duty hasps, locks, and hinges to deter theft and vandalism. (c) Before, we always have two to three times of maintenance every week because the machine fills up quickly. Soon, that problem will be solved because we will do strategic planning and visualize our actions. As a result, we will install a decompressor inside the machine to decompress plastic bottles for an easy story and to create more storage places. (d) We can also adjust the electronic components of our machine, such as coin and bill validator to ensure that the cash we will give is genuine and in a proper amount. (e) The simple circle screen that shows the machine's storage capacity will have an automated screen that will show whether the slots are full for better understanding. These are the machine renovations or upgrades that we see within five years of service.

We will also broaden the scope of our services in order to increase profits for employees while also having a greater impact on the environment. If before, the machine only operates in schools and our communities, in two years it will also operate in malls, terminals, parks, and other large companies or establishments all over Luzon, and in five years, it will be all over the country.

Our service of collecting trash directly from our customers' homes will be enhanced as well. From only collecting wastes from customers whose houses are near to our members', we can expand this in the next five years by hiring more people around Luzon, Visayas and Mindanao that will continue to do this service, in substitute to us. This will offer salary to local people and more profit for us. In addition to the improvements, products made out of all the papers we collected will not just be made into notebooks in the next five years, we will also turn the collected papers into colored papers and hardbound notebooks that will be more appealing to the customers. A partnership with a well-known publishing company to supply them with papers they will need for their published books is also feasible.

After the auspicious launch of our first machine, we will release more products, generate more services, and start new projects and programs (like tree planting and cleaning drives) that follow the initial agenda of our company from the start; that is to accumulate small efforts that would have a vast benefit to our environment and would generate a safer future.

As our company is becoming bigger, renting a small building that will serve as our headquarters where we discuss possible new products and services, collaborate to plan the company's future and to see how good is our company's performance through sales, customers' trust rate, and expansion rate will be necessary. After six years, when we have already established a substantial reputation in the Philippines, we will begin shipping our machines and other products to several Asian countries, and eventually, all over the world.

Through all of our members' effort and passion to create a company with services that can help many people through helping the environment, the company's success will be promised and all of the hard work will pay off.

Chapter III

Organizing and Planning

Organization is the process of identifying and grouping the works to be performed, defining and delegating responsibility and authority, and establishing relationships for the purpose of enabling people to work most efficiently. As such, the company strives to attract, motivate, and retain a workforce with the appropriate characteristic to achieve the company's mission. Staffing is done by selecting the best applicants that fit the positions required for the company to function and then training the selected applicants to be the best and fully perform their job.

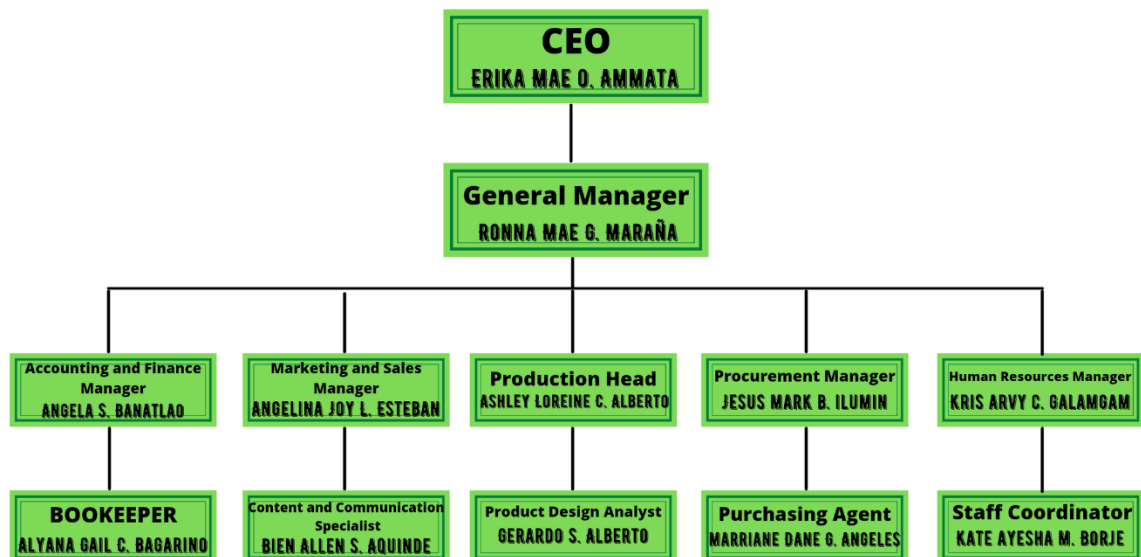
Our company recently has many things to be done on organizing and staffing. One of them is establishing relationships among the people that are in the company including the manager and CEO. Staffing ensures the company's continued survival and growth, so we developed succession planning, which provides a way to identify key roles, people with the right skills, and positions that may need to be filled quickly. We are also developing some personnel for shouldering greater responsibilities. To be able to have a great and successful company, it needs good management, from the top-level down to people like managers, and develop a strategic business plan, organizational structure, and operational support systems in order for the company to complete the organizational structure and policies regulation that will help the company to grow and prosper.

Organizational Structure

Our company's organizational structure is always well-organized and well-observed. Our entire team is dedicated and dependable. We work independently on our tasks, but we don't forget to solicit everyone's input and incorporate teamwork into every decision we make. In our company, we used a functional organizational structure, which meant that employees were assigned to positions based on their abilities and skills. This organizational chart will assist many new employees in learning about the company's functions and how each employee performs their duties.

Organizational Chart

OptiNature Organizational Chart



Compensation and Benefits

OptiNature provides compensation and benefits that will undoubtedly benefit each of our employees. These benefits are intended to meet their other needs in addition to their salary and to improve their performance. It helps to keep employees motivated by providing benefits based on their performance and actions, and it brings out the best in employees at the workplace.

OptiNature provides these compensation and benefits categories:

1. Health Care
2. Retirement Benefits
3. Employee Assistance Program
4. Life insurance
5. Paid time off such as sick days and vacation days
6. Discounts for products and services
7. Profit-sharing plans
8. Employee Stock Ownership Plan

In all the benefits given, you can read each description of a specific benefits. These are the compensation and benefits that OptiNature offers to all of our employees.

Health Care

Employee Health Care benefits can boost overall productivity, reduce absenteeism, enhance employee dietary habits, and encourage healthy behavioral patterns. Therefore, all regularized employees will be enrolled with the Health Care benefits with effective from the commencement date. All the terms and conditions of the coverage shall be according to the company's policy. Employees will reimburse all the medical expenses from the insurance company accordingly.

Retirement Benefits

Retirement benefits are benefits payable to the member of the pension scheme on retirement or earlier withdrawal from service, including retirement pensions; retirement lump sums or gratuities; benefits (such as dependants' pensions) payable following the member's death in retirement and periodic increases on all pensions whilst in payment.

Retirement benefits includes:

Death/Retirement Gratuity- OptiNature ensure to give our employees beneficiary of a life insurance policy, annuity, or pension when the insured or annuitant dies.

Benefits from PhilHealth- Our company ensure that all retired workers under our company is automatically reported to PhilHealth so that in case of emergency and in times of need, they can readily rely on accurate records, especially of their premium contributions.

Health Insurance- Our company ensure to protect our employees' health. The employees will pay less for covered-in-network health care.

Life insurance- Our company ensure to help our employees to pay for final expenses after an employee pass away. In exchange for their premium payments, the insurance company will pay a lump sum known as a death benefit to the employees' beneficiaries after his or her death.

Employee Assistance Program

Our company will offer Employee Assistance Program or EAP to its employees. It offers support to employees struggling with personal work and work-related problems, EAPs may help the employees with emotional and substance use issues, interpersonal relationships, legal problems, and financial difficulties. In addition, EAPs may provide information and resources on health promotion and work/life issues. Our company provide assessment and services for addressing a range of personal problems and concerns that interfere with employees's well-being and work performance.

Life Insurance

Life insurance policies help in safeguarding those who are financially reliant on the employees. The soaring cost of medical care is sufficient grounds to make health insurance a necessity. It protects the employees and their family from the financial repercussions of unexpected events. Our company will provide and ensures its employees are covered by life insurance protection for contingencies such as accidents, durability and illnesses.

Paid Time Off

We will provide Paid Time off (PTO) to our employees. Paid Time Off is the compensated time of the employees even if they are not working.

Paid time off (PTO) includes paid vacation, sick leave, holidays, and personal time. PTO is an all-in-one opportunity for employees to take time off at their own discretion.

Discount for Products and Services

Many will say discount is attractive especially to the customers and it's the fact that this feature is an excellent in customer's attention. Promotional sales is one of the strategies of discount to attract new customers and to motivate them to buy your products. But we will not only offer discounts to our customers but also to our very reliable regular employees. It is for them to enjoy discounts for their hardwork and dedication at work.

Profit-sharing plans

The company will give its employees a share of the company's profits. A regular employee receives a percentage of the company's profits based on quarterly or annual earnings under this type of plan. This is an excellent way for our company to instill a sense of ownership in our employees.

Employee Stock Ownership Plan

Our company uses Employee Stock Ownership Plan to purchase outstanding shares of company stock and deposit them into our employees' accounts. Employee Benefit Plan gives employees a stake in the company. It is formed by our company to encourage employees to do what is best for shareholders because they are shareholders themselves. It will also provide our company with tax benefits, incentivizing the owners to offer them to employees.

Policies and Regulation

The policies and regulations are vitally important in the company. Policies and regulations provide legal protection to the company and its employees. These policies and regulations made by the company guarantee that everyone is on the same page and there is no room for misconception. OptiNature Company is strict in enforcing these policies and regulations. Some of the company's policies are the following: (1) Equal Opportunity Policy. This policy prevents the company from discriminating against applicants or employees. (2) Workplace Health and Safety. It is one of the major policies in the OptiNature Company because this policy provides the employees with a safe and healthy work environment. (3) Hygiene and Sanitation Policy. We implemented this policy to ensure the safety of our employees and to have a healthy workforce. (4) Attendance and Time-off Policy. We required the first policy as a reminder that the attendance of every employee enhances productivity for the company and saves on the costs associated with paid time off for absent employees. At the same, we also required the time-off policy to prevent work burnouts. (5) The Employee Code of Conduct Policy. This policy includes specific rules related to dress code, confidentiality, and even the use of cellphones and social media during work hours. This policy is implemented to avoid sexual harassment, offending, and disrupting the workplace. We assure that these policies will be followed and will never be neglected. We treat our employees as if they were family, and we put these policies in place to ensure that they are safe, comfortable, and have a respectful working environment.

Resume

ERIKA MAE O. AMMATA

Address : ZONE VII, POBLACION EAST
STO. TOMAS, PANGASINAN

Cell phone no. : +639308418414

Email Address : erikaeam11@gmail.com

Career Objective : To establish a successful company and to lead a group of people that are reliable, smart and hardworking to achieve their own goals.



EDUCATION

Ernesting Gonzalez Central School	2011- 2017
-Salutatorian (2016-2017)	
Saint Anthony Abbot Academy	2017-2021
-Graduated Junior High School With Honors	
-With Honors (Grade 9)	
-With Honors (Grade 8)	
-With Honors (Grade 7)	

SKILLS

- Leadership skills
- Critical Thinking Skills
- Conceptual Skills
- Diagnostic Skills

PERSONAL BACKGROUND

Age	: 16	Citizenship	: Filipino
Gender	: Female	Height	: 5'2
Marital Status:	Single	Weight	: 77.1618 lbs.

CHARACTER REFERENCE

Mr. Steven Luke M. Zarasate
Araling Panlipunan Teacher
Saint Anthony Abbot Academy
<https://www.facebook.com/stevenluke.zarasate.3>

Mr. Sixto M. Galon
English and Literature Teacher
Saint Anthony Abbot Academy
<https://www.facebook.com/sixto.galon>

I hereby certify that the above information is true and correct to the best of my knowledge.

(Sgd.) **ERIKA MAE O. AMMATA**

RONNA MAE G. MARAÑA

Address : #180 MABINI STREET, ZONE
V, ROSALES, PANGASINAN

Cell phone no. : +639687761779

Email Address : maeciaxx18@gmail.com

Career Objective : To use my skills in creating and implementing a good work culture in an organization which will help in fulfilling the general target of the company; to secure a challenging position in a reputable organization.



EDUCATION

Rosales Wesleyan Academy, Inc. 2017-2021

- Valedictorian (2016-2017)
- Graduated in High School with Honors
- With high honors (2017-2021)
- Eager beaver Award
- School Leadership Position

SKILLS

- Leadership skills
- Critical Thinking Skills
- Managerial Skills
- Attention to Details
- Works well Under Pressure

PERSONAL BACKGROUND

Age : 17

Gender : Female

Marital Status: Single

Citizenship : Filipino

Height : 5'2

Weight : 108.027 lbs.

CHARACTER REFERENCE

Ms. Cristina Acuar

English teacher

Rosales Wesleyan Academy

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

Mr. Arnel Erwin Z. Bauzon

Organization management teacher

PHINMA UPang College Urdaneta

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

I hereby certify that the above information is true and correct to the best of my knowledge.

(Sgd)**RONNA MAE G. MARAÑA**

ANGELA S. BANATLAO

Address : #40 AVILA ST., GUISET SUR
POBLACION SAN MANUEL, PANGASINAN

Cell Phone no. : +639274602145

Email Address :
angelabanatlao72@gmail.com



Career Objectives: To employ my knowledge and experience with the intention of securing a professional career that offers challenges and opportunities for growth while learning new skills and expertise.

EDUCATION

Krus Na Ligas High School	2017-2021
-Academic Achievements	
-Award of Excellence in Voluntary	
Krus Na Ligas Elementary School	2011-2016
-With Honors	

SKILLS

- Active Listener
- Problem Solving
- Willingness to learn
- Teamwork Skills

PERSONAL BACKGROUND

Age : 16

Gender : Female

Marital Status: Single

Citizenship : Filipino

Height : 5'3

Weight : 132.28 lbs.

CHARACTER REFERENCE

Mrs. Maria Cecilia M. Bacani

Elementary Teacher

Krus Na Ligas Elementary School

<https://www.facebook.com/mariaceciliamagpayo.bacani>

Ms. Kristine Joy S. Molina

General Mathematics Teacher

PHINMA UPang College Urdaneta

<https://www.facebook.com/kristinejoy.molina.7>

I hereby certify that the above information is true and correct to the best of my knowledge.

(Sgd.) **ANGELA S. BANATLAO**

ANGELINA JOY L. ESTEBAN

Address : #47 BONIFACIO ST., BRGY.

POB. A, TAYUG, PANGASINAN

Cell phone no. : +639175909981

Email Address :

estebanangelinajoy@gmail.com



Career Objective : Secure a responsible career opportunity to fully utilize training and skills, while making a significant contribution to the success of the company.

EDUCATION

Tayug National High School	2017-2021
-Graduated in High School with Honors	
-With Honors (Grade 9)	
-With High Honors (Grade 8)	
-With Honors (Grade 7)	
Saint Patrick Catholic School	2015-2017
-With Honors	
-Most Piety	
Bright Child Montessori Christian Academy	2013-2015
-Top 1	
Tayug Central Elementary School	2011-2013
-Top 8	

SKILLS

- Communicational skills
- Leadership skills
- Managerial Skills
- Attention to Details
- Works well Under Pressure
-

PERSONAL BACKGROUND

Age : 16

Gender : Female

Marital Status: Single

Citizenship : Filipino

Height : 5'5

Weight : 138.90 lbs.

CHARACTER REFERENCE

Mrs. Rubelyn S. Fagel

ESP Teacher

Tayug National High School

<https://www.facebook.com/rubelyn.fagel.9>

Mr. Neil Brian G. Agram

SSP Adviser

PHINMA UPang College Urdaneta

<https://www.facebook.com/neilbrian.agram.3>

I hereby certify that the above information is true and correct to the best of my knowledge.

(Sgd.) **ANGELINA JOY L. ESTEBAN**

ASHLEY LOREINE C. ALBERTO

Address : #0036 SAN AURELIO 3RD
BALUNGAO PANGASINAN

Cell phone no. : +639387255747

Email Address :
albertoashleyloreine@gmail.com



Career Objective : My career objective is to continue my career with an organization that will utilize my management, supervision and administrative skills, to obtain a management position in which I am given the opportunity to play a direct role in the unlimited growth and success of a solid organization.

EDUCATION

Rosales Wesleyan Academy, Inc.	2017-2021
-Good Sports Award (2016-2021)	
-Honor Students Award (2008-2021)	
-Enthusiastic Learner Award (2017-2021)	
-Brave Soul Award (2017-2021)	
Escuela De San Antonio	2010-2017

SKILLS

- Leadership skills
- Communication skills
- Customer service skills
- Active listening skills
- Adaptability skills

PERSONAL BACKGROUND

Age	: 16	Citizenship	: Filipino
Gender	: Female	Height	: 5'4
Marital Status	: Single	Weight	: 130.073 lbs.

CHARACTER REFERENCE

Mr. Arnel Erwin Z. Bauzon
Organization and Management Teacher
PHINMA UPang College Urdaneta
<https://www.facebook.com/arnelerwinzamorabauzon>

I hereby certify that the above information is true and correct to the best of my knowledge.

(Sgd)**ASHLEY LOREINE C. ALBERTO**

JESUS MARK B. ILUMIN

Address : PUROK 3 POBLACION SUR
SISON, PANGASINAN

Cell Phone no. : +639666241449

Email Address :
jesusmarkilumin06@gmail.com



Career Objectives: Desire to contribute to a growing sales team where I can continue to develop my leadership skills in order to increase productivity and boost performance.

EDUCATION

Our Lady of Mount Carmel Academy	2017-2021
-Champion, Balagtasan	
Sison Central Integrated School	2010-2017

SKILLS

- Has a good eye in catching good and bad products
- Leadership skills
- Communicational skills
- Managerial Skills

PERSONAL BACKGROUND

Age : 15
Gender : Male
Marital Status: Single

Citizenship : Filipino
Height : 5'5
Weight : 187.39 lbs.

CHARACTER REFERENCE

Mrs. Editha B. Ilumin
Mother
Purok 3 Poblacion Sur Sison, Pangasinan
<https://www.facebook.com/editha.ilumin>

Mr. Neil Brian G. Agram
SSP Adviser
PHINMA UPang College Urdaneta
<https://www.facebook.com/neilbrian.agram.3>

I hereby certify that the above information is true and correct to the best of my knowledge.

(Sgd.) **JESUS MARK B. ILUMIN**

KRIS ARVY C. GALAMGAM

Address : TAVERA WEST POBLACION
DISTRICT 1 POZORRUBIO, PANGASINAN
Cell phone no. : +639071905383
Email Address :
krisarvygalamgam@gmail.com



Career Objective : Self-motivated professional with 2 years of experience in a human resource field. Looking to gain employment as a human resource coordinator to utilize my abilities and skills in ensuring an efficient HR unit.

EDUCATION

Benigno V. Aldana National High School	2017-2021
-Graduated in High School with honors	
-With honors (Grade 9)	
-With honors (Grade 8)	
-With honors (Grade 7)	
Pozorrubio Central School	2011-2016
-School Leadership Position	

SKILLS

- Communicational skills
- Leadership skills
- Managerial Skills
- Attention to Details

- Works well Under Pressure

PERSONAL BACKGROUND

Age	: 16	Citizenship	: Filipino
Gender	: Female	Height	: 5'3
Marital Status	: Single	Weight	: 110.23 lbs.

CHARACTER REFERENCE

Mrs. Jovita Gonzales
ESP teacher
Benigno V. Aldana National High School
<https://www.facebook.com/jovita.gonzales.96>

Mr. Arnel Erwin Z. Bauzon
Organization management teacher
PHINMA UPang College Urdaneta
<https://www.facebook.com/arnelerwinzamorabauzon>

I hereby certify that the above information is true and correct to the best of my knowledge.

(Sgd) **KRIS ARVY C. GALAMGAM**

ALYANA GAIL C. BAGARINO

Address : #37 PROVINCIAL ROAD,
POB. SUR, SISON, PANGASINAN

Cell phone no. : +639560946151

Email Address :

alyanagailbagarino@gmail.com



Career Objective : My career objectives is to secure a responsible career opportunity to expand my skills while making a significant contribution to the success of the company.

EDUCATION

Sison Central Integrated School

2008-2021

-Mythical Six Award (2018)

SKILLS

- Leadership experience
- Communicational skills
- Managerial Skills
- Attention to Details

PERSONAL BACKGROUND

Age : 16

Gender : Female

Marital Status : Single

Citizenship : Filipino

Height : 5'2

Weight : 88.1849 lbs.

CHARACTER REFERENCE

Ms. Marites C. Rondaris
Insurance Agent
Baguio Colleges Foundation
Maritesrondaris@gmail.com

Mr. Alfredo P. Bagarino Jr.
Security Officer
Arellano University
Alfredobagariono@gmail.com

I hereby certify that the above information is true and correct to the best of my knowledge.

(Sgd.) **ALYANA GAIL S. BAGARINO**

BIEN ALLEN S. AQUINDE

Address : #100 FLORES STREET
BINALONAN, PANGASINAN

Cell phone no. : +639639937096

Email Address : muahbien@gmail.com



Career Objective : To contribute to the development and well-being of the company to enjoy the success I hoped for.

EDUCATION

Juan G. Macaraeg National High School	2017-2021
-Graduated in High School With honors	
-With honors (2017-2021)	
-First Placer of the Bed-Making Contest (2018)	
-Winner of Town Aerofusion (2019)	
Binalonan North Central School Sped Center	2012-2017
-With honors (2013-2017)	
Sta. Maria Elementary School	2011-2012

SKILLS

- Leadership skills
- Communicational skills
- Can work with pressure
- Managerial skills

PERSONAL BACKGROUND

Age : 16
Gender : Male
Marital Status: Single

Citizenship : Filipino
Height : 5'7
Weight : 110.25 lbs.

CHARACTER REFERENCE

Mr. Rafael Miranda Aquinde
IT graduate
Accenture
University of Eastern Pangasinan
<https://www.facebook.com/profile.php?id=100001902388557>

I hereby certify that the above information is true and correct to the best of my knowledge.

(Sgd.) **BIEN ALLEN S. AQUINDE**

GERARDO ALBERTO

Address : BRGY. SAN AGUSTIN, STO.
TOMAS, PANGASINAN

Cell Phone no. : +639150981124

Email Address :
gerardoalberto029@gmail.com



Career Objectives: To use my skills in the best possible way for achieving the company's goals.

EDUCATION

Palm Springs Montessori Integrated School Inc. 2009-2021

- Best in Arts
- Champion, Modulo Art
- Champion, Poster Making Division Level
- R1AA Qualified

SKILLS

- Creativity Skills
- Great at Graphic Designing
- Conceptual Skills

PERSONAL BACKGROUND

Age : 17

Gender : Male

Marital Status: Single

Citizenship : Filipino

Height : 5'7

Weight : 132.28 lbs.

CHARACTER REFERENCE

Mr. Rey Jacoba

Grade 10 Adviser

Palm Springs Montessori Integrated School

<https://www.facebook.com/rej.jacoba>

Mrs. Gen Madrogaba

Mathematics Teacher

Palm Springs Montessori Integrated School

<https://www.facebookcom/gen.madrogaba>

I hereby certify that the above information is true and correct to the best of my knowledge.

(Sgd.) **GERARD ALBERTO**

MARRIANE DANE G. ANGELES

Address : #164 CACHILA ST., SAN
ALEJANDRO, STA. MARIA, PANGASINAN

Cell phone no. : +63982245429

Email Address :
daneangeles442@gmail.com



Career Objective : To seek for a company where
I can further widen my knowledge, and acquire a fruitful and productive work
experience.

EDUCATION

Saint Mary's Integrated School, Inc.	2017-2021
-Graduated in High School with honors	
-With honors (Grade 9)	
-With honors (Grade 8)	
-With honors (Grade 7)	
West Central School	2011-2017
-Girl Scouts of the Philippines (GSP) Awardee	

SKILLS

- Computer literate
- Works well under pressure
- Works well even under minimum supervision

PERSONAL BACKGROUND

Age	: 16	Citizenship	: Filipino
Gender	: Female	Height	: 5'3

Marital Status : Single

Weight : 127.60 lbs.

CHARACTER REFERENCE

Mr. Froilan Fernandez

TLE Teacher

Saint Mary's Integrated School, Inc.

<https://www.facebook.com/froilanmacatbag.fernandez>

Mr. Vincent Roy Samera

Guidance Counselor

Saint Mary's Integrated School, Inc.

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

I hereby certify that the above information is true and correct to the best of my knowledge.

(Sgd.) **MARRIANE DANE G. ANGELES**

AYESHA KATE M. BORJE

Address : #293 DILAN
PAURIDO URDANETA CITY, PANGASINAN

Cell Phone no. : +63619973718

Email Address : bayeshakate@gmail.com



Career Objectives: To seek for a company where I can further widen my knowledge, and acquire a fruitful and productive work experience.

EDUCATION

Divine Word College of Urdaneta 2017-2021

-Graduated in High School with honors

-With honors (Grade 9)

- With honors (Grade8)

-With honors (Grade 7)

SKILLS

- Human Skills
- Willingness to Learn
- Attention to Details

PERSONAL BACKGROUND

Age	: 16	Citizenship	: Filipino
Gender	: Female	Height	: 5'3
Marital Status	: Single	Weight	: 125.60lbs

CHARACTER REFERENCE

Mr. JJ Fernandez

Math Teacher

Divine Word College of Urdaneta

<https://www.facebook.com/johnjheric.fernandez.3>

I hereby certify that the above information is true and correct to the best of my knowledge

(Sgd.) **AYESHA KATE M. BORJE**

Chapter IV

Democratic Leadership Style

We choose the Democratic Leadership Style because under this leadership, everyone is encouraged to participate and this leads to increased feelings of involvement among everyone that works under our company. We choose this leadership style because it is considered to be one of the most effective for leaders in executive positions and it can bring benefits to our organization. The democratic process tends to focus on equality and the free flow of ideas and opinions from the members of our company. Despite this, the leader of the company is still there to guide and lead the employees to choose the better and the best ideas. It is hard not to feel more involved in your team under this leadership style, it gives us the potential of being one by openly communicating and sharing ideas for the sake of the team and for other departments to grow more, not just to race to the top. Every company must value their employees, and by that, our company's team members are made to feel more important. By having their concerns heard, they feel more valued and integrated into the organization. It is difficult to imagine democratic leaders accomplishing their goals without direct participation from others. With more minds working on a problem, the number of potential solutions increases while decisions may be reached more quickly than under other ways of leadership. We're looking at the solutions. The eventual solution may likely take time to process, but in Democratic Leadership, it invites participation from others in the organization as part of the decision-making process.

Social Obligation and Responsibility

"Collecting Small Efforts Towards a Cleaner Future," the company began with a single goal in mind: to help communities by developing machines and formulating services that will have a significant impact on the environment. We are all aware that the Philippines' trash dumping and pollution problems have worsened in the last decade. More families are becoming homeless as a result of rising ocean levels and illnesses are everywhere because the air, water, and food that we all consume are polluted.

Our company is well aware that even minor changes can have a significant impact. Aside from the services and the machines we are willing to provide, we will also conduct programs that we believe will benefit people in our community while remaining true to our company's main goal of protecting and preserving the environment. The company will implement "OptiKKK: Kalinga para sa Kalikasan at Kabataan." This program is intended to provide the best possible care for the environment and the youth. This program will include clean-up drives and mangrove planting on coastal areas, as well as tree planting and feeding programs. The company will organize and carry out quarterly clean-up drives and mangrove planting in different selected communities near any body of water. Clean-up drives are critical in coastal areas to protect marine life, while planting mangroves will protect the community from large waves during a typhoon (storm surge), reducing flooding.

Tree planting will also be done quarterly by the company. Trees emit oxygen that we breathe, protect communities that are near mountains from landslides, and provide habitat for a variety of wildlife. Deforestation has been a major issue in the Philippines since the advent of technology, and there is no clearer solution to this problem than tree planting. Mountains that have been impacted by illegal logging and other legal activities will be the program's primary target for tree planting. Trees such as narra, bani, and acacia are to be planted by the company.

More children and toddlers are suffering from malnutrition as the poverty rate of this country rises. Our company works hard for our future, but what is the good of this if the children who are supposed to enrich it suffer from malnutrition? We must protect children in order to safeguard our future. Our company will help prevent malnutrition by running feeding programs in some of our country's poorest and most difficult-to-reach communities. The children will be given healthy foods based on servings recommended in the food pyramid and additional supplements. The feeding program will surely help thousands of children grow and be healthy.

Chapter V

Controlling

Controlling is known for all levels of organizations. One of the functions of controlling is to help measure the progress of a certain goal of an organization. OptiNature wants to develop a cleaner and safer future by machines and true service. To achieve that goal, we need to measure our capabilities in controlling. Controlling guides the organizational goals not only for a short period of time but also in achieving long-term goals in the future. In OptiNature, controlling is essential because it helps to check errors and implement corrective action, minimizing deviation from standards, and keeps our project management on track. With such a framework in place, our company is much more likely to achieve its goals. This helps our managers and other top-level management positions understand where the company are lacking and how we can improve our performances. Using this knowledge, our managers can use all available resources optimally and prevent wastage. If controlling is developing and guiding organizational goals, it is also checking mistakes and it tells how the challenges occurred. The success of an organization is determined by how you handle it, but effective controlling also contributes to its success.

SWOT Analysis

SWOT stands for "Strengths, Weaknesses, Opportunities, and Threats". SWOT analysis is a framework for identifying and analyzing an organization's strengths, weaknesses, opportunities, and threats. When multiple groups or voices within an organization are allowed to contribute realistic data points rather than the prescribed message, SWOT analysis works best. Using both internal and external data, the method can steer businesses toward more successful strategies while steering them away from those that have been or are likely to be less successful. The primary goal of a SWOT analysis is to help businesses become more aware of the factors that influence business decisions.

Table: SWOT Analysis

STRENGTHS	WEAKNESS
<ul style="list-style-type: none">• Excellent customer service -We provide services and machines that benefit not only our company but also the customers. We want to give our customers a service that they will enjoy.	<ul style="list-style-type: none">• Lack of skills and knowledge for creating a machine• Big expenses associated with the construction, operation, and maintenance of the machine

<ul style="list-style-type: none"> • Focuses for Environmental Innovation -We provide high-value machines and services that attempt to maintain the environment clean, safe, and healthy for an innovative and sustainable future by lowering emissions and wastes. • Efficient Trash Management -We want to lessen waste that is scattered around. A simple and precise way of reducing waste, conserving energy, and protecting the environment. We provide a machine that can manage large amounts of garbage more easily and more efficiently. 	
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OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> • Updated Software -We can update the software of our machine to give our customers faster transactions. • More Versions of the Machine -We can also upgrade our machine and give more options to the public. Examples of this are different versions and colors of machines and not only is it helpful to the environment but also gives a very stylish look. • Expand the Scope of the Service and Machines - We can place the machines and offer our services in more locations. 	<ul style="list-style-type: none"> • Lack of Attention -The machines will be ignored and not be given attention by the public. • Great Competence -Other companies might produce machines and formulate services that have the same purpose and scope as ours.

Production Process

In our manufacturing process, we make sure that the entire materials are all durable and high quality. Every detail of the machine has been thoroughly researched, and those who build it are real professionals.

The Machine Production Process

1. The cabinet is made from a roll or coil of galvanized steel. At the start of the assembly line, the raw steel passes through automated presses that flatten it and cut it into sheets. Cabinets are frequently made of two or more separate pieces.

2. Sheets of steel automatically enter and exit heavy-duty air and hydraulic presses. Each press exerts 200-400 tons of force or more. The steel sheets lie flat as the presses crimp the edges, create bends in the metal, and form the steel into the cabinet's basic shape.

3. The seams are secured using resistance welding, also known as spot welding, a process that uses a high-voltage charge through two contacts that melts metal surfaces together.

4. Finally, the cabinet is unloaded from the line and taken to the finishing area to undergo powder finishing and await installation of the tank.

<p>5. While the cabinet is being made, another line forms the tank. The tank is created by a process similar to that used to make the cabinet. Galvanized steel is cut from rolls of raw material and enters the automated line. Openings for bolts, feeder stacks, motors, and other mechanisms are punched in the sheets, and the corners are notched so that the tank will fit inside the cabinet more easily and securely once it is welded.</p>
<p>6. Presses provide any necessary forming and bending, and separate pieces are welded together to create a whole unit.</p>
<p>7. The tank is then taken to the finishing area, where it is fitted to the correct cabinet.</p>
<p>8. Before powder finishing, the cabinet undergoes an eight-stage pre-treatment. First, the cabinet is attached to an overhead conveyor that runs the cabinet 210 ft (64 m) through the pre-treatment system. Nozzles mounted on both sides of the conveyor thoroughly spray the cabinet at each stage, beginning with an alkaline wash to remove heavy surface soil.</p>
<p>9. A second alkaline bath cleans the surface even further.</p>
<p>10. The cabinet is then rinsed, coated with zinc phosphate, and rinsed again.</p>
<p>11. Chromic acid, a sealer, is then applied and the surface is rinsed once more.</p>

12. Finally, the entire surface is thoroughly rinsed with deionized (DI) water. Units then go into the drying oven for approximately 30 minutes to an hour at temperatures ranging from 350°F to 400°F (177°C to 204°C) to ensure that no moisture is left on the surface

13. Upon leaving the drying ovens, the cabinet remains on the overhead conveyor system where it begins the powder finishing process.

This process "paints" the cabinet in various colors by applying a coating of acrylic powder to the surfaces of the cabinet and baking it into place. Cabinets, tanks, internal mechanisms, and other parts.

14. Cabinets travel along the conveyer into environmentally controlled powder booths. The booths are constructed of polypropylene, which is believed to attract less excess powder, improving spray efficiency and reducing the need for clean-up. Each booth applies a single color with an array of 18 to 22 spray guns, all of which are designed to move in order to provide better coverage, reach into cavities, and track along with the cabinet. The guns apply an acrylic powder in a uniform 0.0015-0.002 in (1.5-2 mm) thick layer on the cabinet. The positively charged powder adheres easily to the grounded cabinet surface. Oversprayed powder is collected, mixed with virgin powder, and resprayed, resulting in very little waste of coating material. As much as 95% of oversprayed powder can be recovered.

15. When the powder application is finished, coated cabinets exit the booth and go into the cure oven for 20-30 minutes at 370°F (188°C). The powder finish is permanently baked on.

16. Finished cabinets and tanks are then united for the process of foaming, the application of polyurethane foam insulation to the interior of the machine. The tank is fitted into the cabinet, and both are pre-heated to approximately 120-150°F (49-66°C) while awaiting foaming. When the correct temperature is reached, high-pressure foaming fixtures blow the insulation between the cabinet and the tank using carefully metered shots of material. The foam solidifies, providing not only effective insulation but also a degree of additional structural stability to the cabinet and tank.

17. A vacuum hose will be installed to each garbage chute connecting to each slot so the machine can easily suck in the garbage.

18. At one time, the resin additives used to create the structure of foam insulation, called blowing agents, contained large amounts of CFCs, or chlorofluorocarbons. However, environmental concerns over the use of CFCs led to the use of alternative blowing agents, including halocarbon (HCFC) substitutes and water.

19. A decompressor will be installed inside the machine to decompress plastic bottles for easy story and to create more storage space.

20. In the final stage of manufacturing, doors are installed on the cabinets. The exterior door units hold most of the highly sophisticated electronics including coin and bill validators, selection buttons, control panels, change tubes, signs, and lighting. Interior doors act as additional seals for the inside of the machine.

21. The basic door shell is created and finished in much the same way as cabinets and tanks, with additional punching necessary to accommodate the controls on exterior doors. Components of doors are often assembled as completely as possible in one area rather than on an assembly line. It is essential that the correct door is fitted to the correct cabinet, so door assembly is centralized in order to reduce the possibility of errors in matching doors with units. During manufacture, doors are placed on revolving, indexable carousels that allow operators to turn and move them.

22. All assembly items are placed on the door while it is in this carousel. Operators fit the coin and bill validators, card acceptors, selection buttons, LCD displays, and other external controls in the appropriate spots and attach them with bolts or screws. Selection buttons are wired to the motors of the proper can stacks. Front panels of silk-screened Lexan are installed in channels on the doors. Lighting fixtures are bolted in place and wired into the power supply. Finished doors are carried to the cabinets and automatically attached. The completed trash to cash machine is then ready for quality checking and testing.

How the Machine Works

1. Read the instruction on the machine.
2. Check the indicator if the machine is full, green stands for not full and red is full. If the indicator is red, the machine can't be used.
3. Put the trash in its proper place.
4. Press the start button (left side) to start weighing your trash.
5. Press the other button (right side) if your waste is already weighed.
6. Observe what is happening to the trash in the transparent screen.
7. Wait for the money to come out.
8. Get the money from the cash dispenser once it come out.

The Service Process

1. Collect your garbage and put it in a sack or garbage bag.
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2. Call the OptiNature company number (+123 456 7779) or message on their Facebook page (OptiNature Company TCMS Online)
3. Respond to the questions from the company's staff so they can find your location right away. They will send the estimated time they will come and collect your garbage.
4. Wait for the OptiNature's staff to collect your garbage. They will weigh your trash once they arrive at your location.
5. Once the weighing method has been completed, get the money in exchange for your trash based on how many kilos it weighs.

OptiNature Enterprise Policies and Regulations

The policies and regulations provide the company and its employees with information and protection. The policies and regulations assist employees in keeping their actions within the margins of error that would most likely affect the company; they also help in ensuring that the company complies with relevant regulations. Furthermore, it would demonstrate the organizations' efficiency, professionalism, and stability. This can result in stronger business relationships and a better public reputation. Policies and regulations would serve as a road map for our day-to-day operations.

Our company is concerned about the safety of its employees. Regulations compel employees to comply and act in a specific manner. Policies and regulations in a company are crucial because they reflect on the performance of the employees. OptiNature has strict policies in place for employees to set goals and limits. The machine's construction should always ensure cleanliness, with no cracks or rubs.

Other policies and regulations that would benefit both the company and its employees are as follows: employees of OptiNature will have a benefit of leaves (sick leave, maternity leave, vacation leave), they will have a higher salary every promotion for their position among the company. Everyone would get fair treatment among themselves whether in any position. Every employee will have a right to complain if a fellow employee does not follow the rules. Disciplinary action will be held if one employee did something that can taint the company's reputation. The punishment will be based on how deleterious he or she did. Employees must sanitize themselves before entering the company building's premises. Employees must do their work properly and maintain a high-performance rate. Employees must be honest at all times. And lastly, employees must always talk and interact with customers with respect and patience.

With these policies and regulations, the employees of OptiNature will be at ease and never worry while working under the company. These will ensure the bond they will have, never have any reservations and anyone to be blamed. These policies and regulations will lead to a smooth workforce and teamwork.