

PHINMA UPANG COLLEGE URDANETA

Nancayasan, Urdaneta City

Accountancy Business and Management **11**

ABM-4

ORGANIZATION AND MANAGEMENT PLAN

Presented as Partial Fulfillment of the Requirement for
ABM 001: ORGANIZATION AND MANAGEMENT

Submitted to:

ARNEL Z. BAUZON, MBA

Professor

Submitted by:

Alvendia, Nicole

Deleña, Micaela Joy

Bajit, Jose Paolo

Dia, Nicole

Bergado, Daniella

Dionio, Jerly Ann

Cabanit, Kyla Jade

Dumaguit, Daniella Sairah

Esperanza, Ivy

Espiritu, Grachella Joyce

Ferrer, Ciara Nicole

ABM Students

First Semester

Academic Year 2021 - 2022

Chapter I

Project Summary

Lumpia are various types of spring rolls that are commonly found in Indonesia and Philippines. It is often served as an appetizer and snack, and can be served deep fried or fresh (unfried). Lumpia are Indonesian and Filipino adaptations of the Fujianese and Teochew Poppiah, which was created during the 17th century in the former Spanish colonial era. Lumpia consists of vegetables, meat, seafood and other more that is wrapped in egg roll wrapper that is made up of flour, egg, cornstarch, and water. The tufo-stuffed is rolled into a thin cylindrical shape, cut into bite size lengths and deep fried to golden perfection. And with our product you can also make a large batch and freeze some so you will have lumpia ready any time, It is often served as an appetizer or snack, and might be served deep fried or fresh so you can go completely vegan. A healthy and flavorful version of the typical spring roll, filled with bamboo shoots and tokwa our product can provide a source of iron and vitamin A, cause iron needed for normal metabolism and in the formation of red blood cells that carry oxygen in the body, on the other hand vitamin A promotes healthy skin and normal vision also increased intake is linked to lower blood pressure in healthy individuals. Fresh Tofula is a very healthy food because the vegetables remain fresh and its natural nutrients are maintained.

Name of Enterprise

The name of our enterprise is Tofula Luscious. We came up with this name because our main product is made up of tofu and bamboo shoots or labong in tagalog. It became tofula as we combined the two main ingredients and added luscious for its delicious taste and smell. Moreover, one of the reasons behind the name of our enterprise is by considering that lumpiang labong can innovate and develop into something new.

Business Logo

As we know, all of us should have our own logo if we are pursuing our own business, so we decided to make our own logo that came from our product name and we also put there our tag line. We made this logo so people can easily find our business. Our business logo was inspired by our product which is the Lumpiang labong, we can see that the colors we used is the family of yellow and green as we represent our name enterprise. The color came from the lumpia and tofu when its fried it will become golden brown which is “Golden brown” used as an indicator of doneness, and Green is popularly known as the food's nature intended us to eat like bamboo shoots, that has a protective effect against cardiovascular disease, lowers blood pressure, and prevents strokes.

Logo of our enterprise



Business Tagline

We came up with our business tagline “Spring Roll makes your day Wonderful” because our spring rolls will give you comfort and joy that will surely be a families favorite. They are great as a cool summertime appetizer, also because of its delicious taste that even if you’re having a bad day after eating it your day will be wonderful. We make sure that delight is in every bite. Served rolled spring rolls with heart and smiles. Our Lumpiang labong's taste and aroma can lift your spirits and brighten your day. Most of the time, we are having a hard time due to difficulties and problems; thus we created the product to help you relax and forget them for a second. Lumpiang labong is ready to make your day wonderful since it is truly a food that can make us happy and feel good because it enhances calmness, improves mood and lessens depression and anxiety.

Product Description

Grated bamboo shoots and tofu are the main ingredients of our lumpiang labong with tokwa. We chose bamboo shoots for the ingredients because bamboo shoots is not that known by many. It is a portion of exceptionally healthy food. Bamboo shoots is good in this generation because it improves the health of people who experiences loss of appetite and indigestion, it is also good for those who want to lose weight, and lastly it is good for those who have cardiovascular diseases and people with cancer according to the modern researchers. The tofu is a good source of protein and it contains all nine essential amino acids and may also protect us against heart diseases, diabetes, and even cancer. The cost of grated bamboo shoots and tofu is very low , so it turns to us to easily come up with it. Lumpiang labong with tofu is just like a normal lumpia but instead of using the usual stuffing(vegetable, meat, bean sprouts, etc.) we made it a little twist by stuffing it with some grated bamboo shoots and tofu . The bamboo shoots are pickled so that it will have a sweet and sour taste. With a crunchy golden brown on the outside is a well balanced and delicious taste in the inside of it.

Anyone in the family would love and enjoy our lumpiang labong with tofu because it can be a snack and a viand. Our lumpiang labong with tofu are the best partner for rice because of its slightly salty delicious taste. We also add a little bit of grind pork, pepper, and our secret seasoning. To make it even tastier you can dip it with some vinegar. We can even sell it raw and cooked and the price of it will be Php.5.00 per piece.

It is very affordable and it can also make your day wonderful because of its taste. The advice we want to address for our customers that will buy raw lumpia is that the raw lumpia will only last for 3 days so you should cook and consume it before 3 days.

Lumpiang Labong with tofu



Chapter II

Planning

The future perspective of our business is to transcend our product through innovations with every ingredient to the highest outcomes. We can see that our business will grow and have different branches around the Philippines. Our product “Labong Shanghai w/ Tokwa” will be our main dish, the presentations and plating will also innovate into bamboo, and with the use of different digital platforms and flyers, we can now also attract costumers not only in the Philippines but other country as well. If our business will be popular throughout the year, we can now also produce new products and drinks as well. One of the drinks that we are planning to launch is “Bamboo Tea” and Bamboo juice” as well also the “sweet and sour labong shanghai”. We will also produce our new product which is Monggo Empanada. Monggo Empanada is a stuffed bread or pastry, baked or fried with mung-beans and you can also put like green leafy veggies if you're a vegetarian. However, if you prefer it sweet you can add condensed milk because we want to make something good for those anemic. We all know that nowadays some of us love to stay awake especially late night. This can lead to anemia and we're looking forward to make this food that will provide small amount of love to those people that experiencing anxiety, one of the main reason why we use veggies and little touch of sweet just to make thier mind happy. The philosophy is "Details Make Perfect".

We will keep finding out the disadvantages of our product to make further improvement and develop more, also there is a recent and increasing awareness for the importance of healthy and/or environmentally friendly food. The public is becoming increasingly more concerned with food quality and safety and food choices that impact on health of the individual and sustainability of the planet.

This societal factors led to the increasing demand for fast, affordable and healthy food. The main possible causes for this event can be the increasing of the population health concerns which led them to seek other healthy emerging products and brands.

In order to ease the business plan evaluation, a major core product was considered. In the first phase of investment, only this core product and no extras shall be available, as this core product is customizable to the client needs or wants. In a second phase of investment it shall be necessary to diversify the offers. The core product is a customized tofu and labong, sold in as a menu that will be composed of:

***TOFULA W/cheese**

***TOFULA W/ more veggies**

***Spicy TOFULA**

For the three options available. We offer, both core product and introducing new combinations (bases, ingredients, cheese, spicy flavor) and by introducing extras, for example the availability of different sauces, soups and deserts.

Regardless of all obstacles (fight against obesity, and other)the Tofula industry is predicted to continue to grow. Tofula are affordable, portable,and customizable,having the kind of flexibility that allows the easy adaptation of the concept to the current economic and cultural settings. Now is the time to try to take advantage of the people's preference for customization and choice, further on these ideas highlighting that there are several reasons for the success of the TOFULA . According to this source, the "Build-yourown" concept is a big tendency now, with nearly two-thirds of consumers saying that build-your-own tofula concepts are appealing and 64% saying that the ability to customize tofula ingredients and condiments is also important. Ultimately, what this venture proposes is to create a ne product model considering the new trends and needs on this market, enabling the consumption of fast but with quality meals granting people's preference for customization and choice. We can see that the improvements of our products and progress of our business in the next 3-5 years will be a success.

Chapter III

Organizing and Staffing

Organizing is Implementing a pattern of relationships among workers and making optimum use of the resources required to enable the successful carrying out of plans. Organizing as a process involves identification of activities, assignment of duties, and delegation of authority and creation of responsibility. Staffing is all about job analysis, recruitment, and hiring of people with the necessary skills for appropriate jobs. And the main purpose of staffing is to put right man on right job.

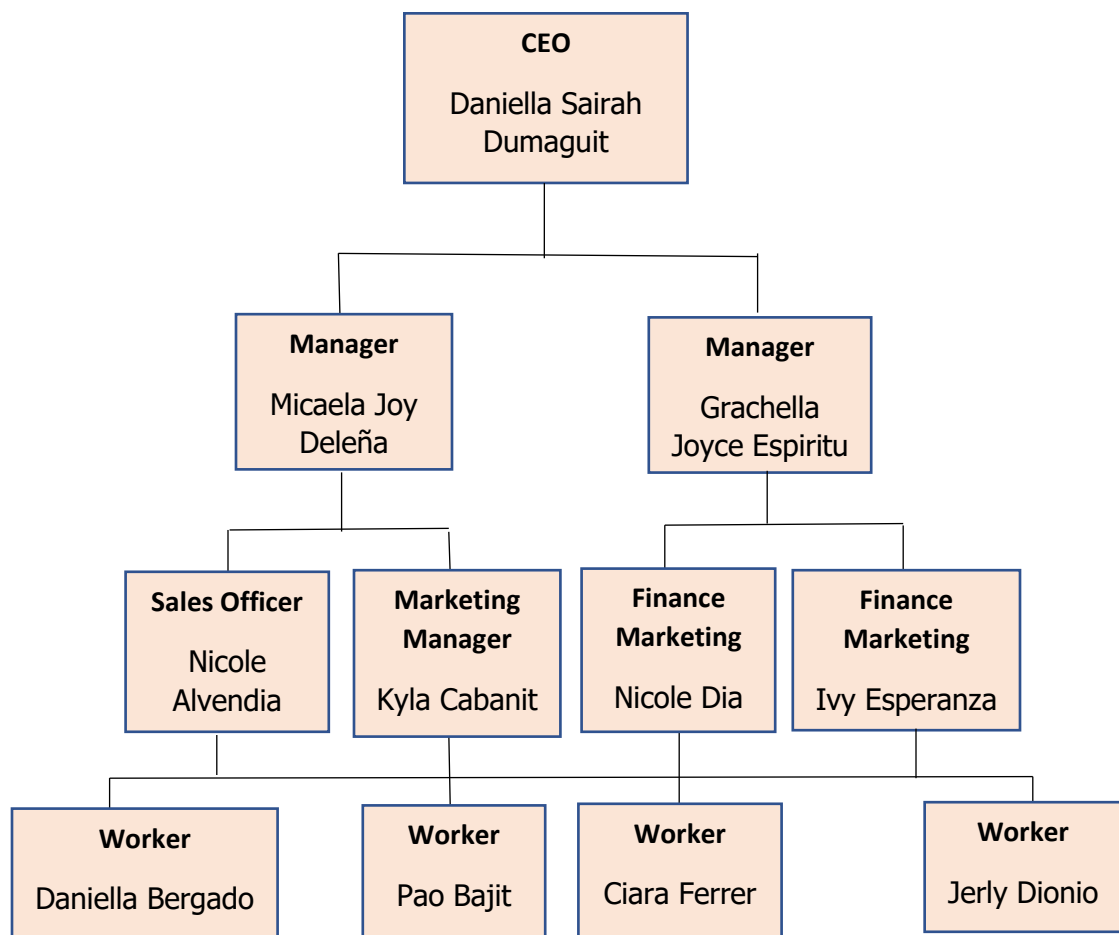
Organizational Structure

The Organizational structure of Tofula Luscious will reflect the business procedure and differentiate the owner of the company and the worker into different jobs. Organizational structure determines how the roles, power, and responsibilities are assigned, controlled, and how information flows between different levels of management. It defines how activities such as task allocation, coordination, and supervision are directed toward the achievement of organizational aims. It affects organizational action and provides the foundation on which standard operating procedures and routines rest. It determines which individuals get to participate in which decision-making processes, and thus to what extent their views shape the organization's actions.

Organizational structure can also be considered as the viewing glass or perspective through which individuals see their organization and its environment.

The structure of our organization determines the mode in which it operates and performs. Organizational structure allows the expressed allocation of responsibilities for different functions and processes to different entities such as the branch, department, workgroup, and individual.

Chart 4. Organizational Chart



Compensation and Benefits

Salary is important. However, it doesn't provide the whole picture. In today's war , it is essential to the employees of Tofula Luscious to feel valued and appreciated. And the best way to show it is by telling them about the awareness of full investment. When negotiating a job or discussing their current compensation, it's common for people only to refer to their salary. Unfortunately, this means they're missing out on a significant portion of their total reward and compensation package, including benefits, insurances, commission and other add-ons.

Tofula Luscious Enterprise has this compensation and benefits categories:

- ° Overtime Pay
- ° Commissions
- ° Healthcare
- ° Paid Time Off
- ° Performance Bonus
- ° Corporate Discounts
- ° Tuition Reimbursement

OVERTIME PAY is an additional pay of a covered employee's hourly rate for work performed beyond eight (8) hours a day or for overtime work. In case our employee wants to be paid extra.

Tuition Reimbursement

Organizations offering employees to pay back for their education expenses is an excellent employee benefits idea. Employees have to pay on their own before taking up a course. But once the system gets over, the employer decides to pay either a part or the full amount for the course, because we want them to see how much we care for their future.

Corporate Discounts

Refers to the discounts offered to employees on the original price of goods or services by the employer. These are discounts that are developed exclusively for corporate employees. Companies also use this method to test their products internally before launching them to the market. As simple as this they can taste their works and also help to grow our business.

Performance Bonus

Everyone wants to and loves being appreciated. And when you understand employees for their hard work and achievements, they continue to perform well. Rewarding them for their performance motivates and encourages them to achieve goals more effectively. It is so amazing that everyone surrounds you are acknowledging you and being true to you as you help them

Healthcare

When you give employees health benefits they value, they'll be more satisfied with their job, take fewer sick days, and even have a higher commitment to helping your organization achieve its goals. Employee health benefits are a valuable tool in recruiting key employees and retaining your top talent. After all, the Society for Human Resource Management has consistently found healthcare to be the top most requested employee benefit. Offering health benefits keeps employees healthy and working. Having more accessible healthcare prevents your employees from taking extended periods of sick leave, allowing your organization to be more productive and profitable.

Healthcare is one of the best benefits to offer to our employees because it provides medical services and provide medical insurance like PhilHealth. PhilHealth provides health and hospitalization subsidies and provides our employees with a practical means of paying for adequate medical care in the Philippines. It helps our employees pay for hospital charges and professional fees in case they get hospitalized, which helps our employees to save money on hospital bills.

Paid Time Off

Our business will open from Monday to Saturday.

Will open from 8am-6pm.

Employee will be paid off by 300 a day.

Covered w/ maternity leave.

Little is known about paid sick leave and its relationship to health behaviors. Contrary to public health goals to reduce the spread of illness, our findings indicate that in 2013 both full- and part-time working adults without paid sick leave were more likely than workers with that benefit to attend work when ill. We all want to know what the best paid time off option is for our employees. Truthfully, the answer is, it depends. Before considering a time off benefits, we should ask our employees what they want. The best way to maximize a return on investment for your benefits offering is to let employees tell you what is most meaningful to them. We are also planning that if we can give our employees a 5 days vacation, and 4 days of sick time and 7 days holiday, we could lump all of those together and give employees 10-15 paid days off per year that they can use however they want.

Policies & Regulation

Our business establishes policies and procedures manual as framework and set of standards that guide the business ran properly. Our business will open Monday to Saturday 8am to 6pm, we are closed every Saturday because we need to sanitize the establishment to prevent the spread of virus and to make sure the cleanliness of our ingredients and products. Safety precautions for our employees and costumers (Proper hygiene).We provide such as sanitizer and anti-bacterial soap for employees and costumers then to promote safety protocols such as social distancing to prevent the spread of Covid-19 throughout the establishment.

Safety protocols on how to deal with costumers and employees because of Covid-19. In entering the establishment, we must observe social distancing, wearing facemask and face shield with the guide of employee and checking temperature before entering, provide alcohol in every table to sanitize their hands before eating. We will make sure that our food is safe and clean, especially our utensils and other items that we are using in our product.

OTHER POLICIES AND REGULATION

- Equal and Opportunity Policy

- Every employee must've to follow and obey the rules and regulations imposed by the company authority

- Employees shall not conduct any personal business during working hours nor use state or work site telephones or cellphones to place or receive personal calls except in emergencies

- Employees leaves, whether with or without pay, are subject to prior authorization. If, for any reason, you cannot report for work, send word to your supervisor as soon possible, either by telephone or by personal messenger, informing him of the reason for your absence and indicating, if possible, how soon you can report back to work. Such notification does not mean automatic approval of the leave. Secure formal approval for your leave not later than the day you return to work.

Resume

Dumaguit, Daniella Sairah Q.

#654 Barcelona St. Paurido, Urdaneta City, Pangasinan

Contact #: 09661582188

Email Address: daniellasairah06@gmail.com



CARRER OBJECTIVE

To obtain a chief executive officer position with a reputable organization where my ability to oversee various business activities and operations will be utilized to ensure that business objectives are met.

PERSONAL INFORMATION

Date of Birth: July 06, 2005

Place of Birth: Urdaneta City, Pangasinan

Age: 16

Nationality: Filipino

Civil Status: Single

Gender: Female

Religion: Roman Catholic

Laguange Spoken: English & Filipino

EDUCATIONAL ATTAINMENT

Secondary Education

School: Badipa National High School

Address: Dilan-Paurido, Urdaneta City

School Year: 2017-2021

Elementary Education

School: Badipa Elementary School

Address: Dilan-Paurido, Urdaneta City

School Year: 2011-2016

WORK EXPERIENCE

-4 years experience leading and increasing growth in small and medium businesses.

-3 years working at company industry.

SKILLS

-Having a good relationships with other leaders in the company and get significant input from the organization so that there will be pushback regarding strategic decisions and direction.

-participating in evaluating the success of the organization in reaching its goals.

Deleña, Micaela Joy M.

Capas, Umingan, Pangasinan

Contact #: 09052610587

Email Address: micaelajoydelena@gmail.com



CARRER OBJECTIVE

To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

PERSONAL INFORMATION

Date of Birth: November 23, 2004

Place of Birth: Cabanatuan City

Age: 16

Nationality: Filipino

Civil Status: Single

Gender: Female

Religion: Born Again Christian

Laguange Spoken: English & Filipino

EDUCATIONAL ATTAINMENT

Secondary Education

School: Umingan Central National High School

Address: Brgy. Poblacion West, Umingan Pangasinan

School Year: 2017-2021

Elementary Education

School: Pamienta Elementary School

Address: Pamienta, Umingan Pangasinan

School Year: 2011-2016

WORK EXPERIENCE

-4 years managing small businesses

-5 years working at food industry

SKILLS

- Having a technical skills, conceptual skills, interpersonal and communication skills and decision-making skills.

Espiritu, Grachella Joyce N.

#128 San Agustin, Sto. Tomas, Pangasinan

Contact #: 09651194049

Email Address: chlnlmd@gmail.com



CARRER OBJECTIVE

To secure employment with a reputable company,so I can utilize my skills and business studies background to the maximum and focuses on customer satisfaction and customer experience.

PERSONAL INFORMATION

Date of Birth: September 2, 2005

Civil Status: Single

Place of Birth: Bayambang District Hospital

Gender: Female

Age: 16

Religion: Roman Catholic

Nationality: Filipino

Laguange Spoken: English & Filipino

EDUCATIONAL ATTAINMENT

Secondary Education

School: San Antonio National High School

Address: Brgy. San Antonio Sto. Tomas, Pangasinan

School Year: 2017-2021

Elementary Education

School: Alcala Christian Academy

Address: Brgy. San Pedro Ili Alcala, Pangasinan

School Year: 2011-2016

WORK EXPERIENCE

-Worked passionately in online selling during this pandemic and participated in the project of my town implementing a comprehensive social media relations strategy for a new line of lifestyle product.

SKILLS

- Professionalism, strong work ethic, Oral and written communications skills.

Alvendia, Nicole F.

#275 Brgy. Bobonan, Pozorrubio, Pangasinan
Contact #: 09489272660
Email Address: nicolealvendia127@gmail.com



CARRER OBJECTIVE

Seeking a challenging career that utilizes my skills in my area of competence and enriches my knowledge.

PERSONAL INFORMATION

Date of Birth: December 07, 2004
Place of Birth: San Jacinto, Pangasinan
Age: 16
Nationality: Filipino

Civil Status: Single
Gender: Female
Religion: Roman Catholic
Laguange Spoken: English & Filipino

EDUCATIONAL ATTAINMENT

Secondary Education

School: Bobonan National High School
Address: Brgy. Bobonan, Pozorrubio, Pangasinan
School Year: 2017-2021

Elementary Education

School: Bobonan Central School
Address: Brgy. Bobonan, Pozorrubio, Pangasinan
School Year: 2011-2016

WORK EXPERIENCE

- Personal Collection Pozorrubio Branch
- February 2020 – April 2021
- Caballero St., Brgy. Poblacion District I, Pozorrubio, Pangasinan

SKILLS

- Good in Verbal and Written Communication
- Multi-tasking
- Efficient, Responsible, Organized, has Passion in working
- Critical Thinker

Cabanit, Kyla Jade E.

#169 Brgy. Dilan Magsaysay St., Urdaneta City, Pangasinan

Contact #: 09165559536

Email Address: kylacabanit0@gmail.com



CARRER OBJECTIVE

To obtain a full time position as a marketing manager and working individuals and groups.

PERSONAL INFORMATION

Date of Birth: February 13,2005

Civil Status: Single

Place of Birth: Dilan, Urdaneta City, Pangasinan

Gender: Female

Age: 16

Religion: Iglesia ni Cristo

Nationality: Filipino

Laguange Spoken: English & Filipino

EDUCATIONAL ATTAINMENT

Secondary Education

School: Badipa National High School

Address: Brgy. Dilan-Paurido Urdaneta City, Pangasinan

School Year: 2017-2021

Elementary Education

School: Badipa Elementary School

Address: Brgy. Dilan-Paurido Urdaneta City, Pangasinan

School Year: 2011-2016

WORK EXPERIENCE

-Recruited and trained 30+ marketing and sales specialists, improving overall sales targets by 24% while maintaining 86% in employee retention despite covid 19 pandemic.

SKILLS

- Good teamwork skills.
- Good organization and planning skills.
- Communication skills and networking ability

Esperanza, Ivy Q.

Brgy. Dilan-Paurido, Urdaneta City, Pangasinan

Contact #: 09633326791

Email Address: esperanzaivy9@gmail.com



CARRER OBJECTIVE

To secure a position in the Finance sector in the company which could help me develop new skills and deliver my potential of financial analysis and strategic performance of the new approach towards the growth of the company.

PERSONAL INFORMATION

Date of Birth: June 29, 2005

Place of Birth: San Juan, Nueva Ecija

Age: 16

Nationality: Filipino

Civil Status: Single

Gender: Female

Religion: Roman Catholic

Laguange Spoken: English & Filipino

EDUCATIONAL ATTAINMENT

Secondary Education

School: Badipa National High School

Address: Brgy. Dilan-Paurido, Urdaneta City, Pangasinan

School Year: 2017-2021

Elementary Education

School: Badipa Elementary School

Address: Brgy. Dilan-Paurido Urdaneta City

School Year: 2011-2016

WORK EXPERIENCE

- Develop performance tracking framework and infrastructure by working with analytics teams.

SKILLS

- Analytical thinking, verbal communication, persuasiveness, problem-solving, decision-making, detail-oriented, financial planning, budgeting, risk analysis, cash flow management, and MS Excel.

Dia, Nicole E.

#33 Sison St. Bayaoas, Urdaneta City, Pangasinan

Contact #: 09063026795

Email Address: dianicole278@gmail.com



CARRER OBJECTIVE

A highly organized and hard-working individual looking for a responsible position to gain practical experience. To make use of my interpersonal skills to achieve goals of a company that focuses on customer satisfaction and customer experience.

PERSONAL INFORMATION

Date of Birth: November 04, 2004

Civil Status: Single

Place of Birth: Bayaoas, Urdaneta City, Pangasinan

Gender: Female

Age: 16

Religion: Roman Catholic

Nationality: Filipino

Laguange Spoken: English & Filipino

EDUCATIONAL ATTAINMENT

Secondary Education

School: Badipa National High School

Address: Brgy. Dilan-Paurido, Urdaneta City, Pangasinan

School Year: 2017-2021

Elementary Education

School: Badipa Elementary School

Address: Brgy. Dilan-Paurido Urdaneta City

School Year: 2011-2016

WORK EXPERIENCE

-Experience in financial accounting and reporting and corporate finance.

-selling ukay ukay almost 2years ago

SKILLS

-Ability to communicate

-Financial reporting

-Analytical ability

-Problem-solving skills

-Knowledge of digital tools

-Management experience

Ferrer, Ciara Nicole B.

Brgy. Dilan-Paurido, Urdaneta City, Pangasinan

Contact #: 09123028808

Email Address: ciaranicoleferrer@gmail.com



CARRER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

PERSONAL INFORMATION

Date of Birth: December 06, 2004

Place of Birth: Urdaneta City, Pangasinan

Age: 16

Nationality: Filipino

Civil Status: Single

Gender: Female

Religion: Roman Catholic

Laguange Spoken: English & Filipino

EDUCATIONAL ATTAINMENT

Secondary Education

School: Badipa National High School

Address: Brgy. Dilan-Paurido, Urdaneta City, Pangasinan

School Year: 2017-2021

Elementary Education

School: Badipa Elementary School

Address: Brgy. Dilan-Paurido Urdaneta City

School Year: 2011-2016

WORK EXPERIENCE

- Worked passionately in selling fruits last December.

SKILLS

- Strong work ethic and oral and written communication skills.

Bajit, Jose Paolo C.

Zone 3 San Nicolas, Villasis, Pangasinan

Contact #: 09175199707

Email Address: jpaobajit@gmail.com



CARRER OBJECTIVE

To gain employment as a marketing associate where I can effectively utilize my skills as a marketing professional. Secure a marketing position to fully utilize my training and skills, while making a significant contribution to the success and growth of the company.

PERSONAL INFORMATION

Date of Birth: January 03, 2005

Civil Status: Single

Place of Birth: Villasis, Pangasinan

Gender: Male

Age: 16

Religion: Roman Catholic

Nationality: Filipino

Laguange Spoken: English & Filipino

EDUCATIONAL ATTAINMENT

Secondary Education

School: Palm Springs Montessori

Address: Villasis, Pangasinan

School Year: 2017-2021

Elementary Education

School: Palm Springs Montessori

Address: Villasis, Pangasinan

School Year: 2011-2016

WORK EXPERIENCE

-Remarkable experience in marketing, sales and public relations. Familiarity with marketing, business, market development and research.

SKILLS

- Positive attitude. Being calm and cheerful when things go wrong.
- Teamwork and collaboration.

Dionio, Jerly Ann A.

Anis, Laoac, Pangasinan

Contact #: 09126069841

Email Address: djerlyann@gmail.com



CARRER OBJECTIVE

To Serve food and are mainly responsible for preparing meals. Some usual work duties these employees perform are receiving food items, storing food properly, operating food processing equipment, maintaining supplies, mixing ingredients, and assessing food items quality.

PERSONAL INFORMATION

Date of Birth: June 13, 2005

Place of Birth: Dagupan City, Pangasinan

Age: 16

Nationality: Filipino

Civil Status: Single

Gender: Female

Religion: Roman Catholic

Laguange Spoken: English & Filipino

EDUCATIONAL ATTAINMENT

Secondary Education

School: Laoac National High School

Address: Agbayani Road, Laoac, Pangasinan

School Year: 2017-2021

Elementary Education

School: Quevedo Anisca Elementary School

Address: Anis, Laoac, Pangasinan

School Year: 2011-2016

WORK EXPERIENCE

-worked at fast food restaurant before the pandemic and selling homemade food during this pandemic.

SKILLS

-Can cook, obedient, can maintain kitchen cleanliness and safety standards, can pay attention to every detail, have knowledge in manufacturing production and processes, and diligent.

Chapter IV

Participative Leadership

Some leaders want to make sure that everybody feels heard and understood. That's why we chose the Participative (democratic) Leadership because It involves equal participation of the leaders and the subordinates in the decision-making process. Great leaders help a business to grow during a crisis with their impeccable problem-solving skills. They can either make it or break it. The former leaders leave all the decisions for their employees to take, but Democratic leadership works by allowing their employees to participate in their company decisions.

Democratic Leadership involves not only the leaders but also their employees in every decision-making process. Even though the leaders give the final word- team members participate equally during brainstorming and find a solution to a problem. Thus, it is also called participative or shared leadership. Most people would want to work in a shared leadership structure, as it encourages a collaborative approach. And good democratic leadership means achieving success with mutual respect and collaborative efforts without losing one's power of authority.

The democratic leadership style is very helpful, especially in making big decisions and working with the team because it encourages participation and allows for more efficient problem-solving.

Each will have their voice to speak but must know their limitations and must apply respect in everyone's opinion. In this style, each one will be able to share ideas or plans that is good for the business because it is agreeable if all the employees will share about their opinions and suggest ideas to improve the business, but of course, the leader still holds the final decision.

A democratic management style can improve your culture of employee engagement, commitment, and job satisfaction. This leadership style also leads to more in-depth relationships. Specifically, between the democratic leader and their team members. This is accomplished by building trust and respect.

Social Obligation and Responsibility

Embracing socially responsible policies goes a long way towards attracting and retaining customers, which is essential to a company's long-term success. Furthermore, many individuals will gladly pay a premium for goods, knowing that part of the profits will be channeled towards social causes near and dear to them.

Tofula Luscious will provide social obligation and responsibility to help our community just like how they help us to grow our business.

- Set up recycling bins

Reducing the amount of waste produced can mean reducing the cost of dealing with that waste. Furthermore, recycling is good for the economy.

Moreover, recycling can be taken to a new level, and seaside trash pickup days can be used for team building and helping employees (and their families) learn more about the environment. Though you will find that they might initially need some encouragement to attend, you should never force such events that can have a negative impact.

- Make socially and environmentally conscious investments

Sustainable investing is an opportunity to make money and make a difference in the world. Many people still feel like they have to choose between their money and their values. They still think about the way sustainable investing used to be, and they could be missing out on some terrific new opportunities in this space.

- Feeding Program

To improve the nutritional status of young children; promote access to education through various forms of educational support; encourage healthy behaviors by providing training on water, sanitation and hygiene; and empower families and communities to overcome poverty and become self-sustaining.

- Scholarship

We decided to give a scholarship for students who are deserving and really interested to finish their studies. We know that many students want to finish their studies, but because of poverty, they can't pursue their dreams in life. Our business has a fund for scholarships, and it is surely a big help for them.

- Community Blood Drive

It turns out that donating blood doesn't just benefit recipients. There are health benefits for donors, too, on top of the benefits that come from helping others. Hospital patients require a blood transfusion, which means hospitals have a continual need for blood. By hosting a blood drive, we actually help satisfy that need.

Chapter V

Controlling

Controlling is one of the most basic functions of management, like planning, organizing, staffing, etc. Controlling is an important function, and without controlling management can't ensure the desired results. Controlling can be defined as a function of making sure that actions of the employees of an organization are directed towards the attainment of a common goal and the work is being performed as planned by the management. Controlling means giving instructions to employees and making sure that the instructions are being followed as desired by the management. Controlling means the management of the organization is responsible for deciding predetermined standards and making sure that performance of the employees match with the standards set by the management and in case if the performance of employees does not match with standards then taking required corrective measures. Organizational control involves developing rules, procedures, or other protocols for directing the work of employees and processes as well as monitoring the work. Organizational control is an important function because it helps identify errors and deviation from standards so that corrective actions can be taken to achieve goals. The purpose of organizational control is to ensure that a specific function is performed according to established standards. Organizational control has many varied benefits, including improved communication, financial stability, increased productivity and efficiency, help in meeting annual goals, improved morale, legal compliance, improved quality control, and fraud and error prevention.

SWOT Analysis

SWOT Analysis is a simple but useful framework that help a person or organization identify strengths, weaknesses, opportunities, and threats related to business competition or project planning. It is an easy-to-use tool for documenting internal strengths and weaknesses in a business, as well as external opportunities and threats. It helps you see how you stand out in the marketplace, how you can grow as a business, and where you are vulnerable. Furthermore, it is important in a company because it helps in managing vast amounts of data, figuring out the most useful tools, to build on what you do well, to address what you're lacking, to minimize risks, and to take the greatest possible advantage of chances for success. The primary goal of SWOT analysis is to aid organizations in increasing awareness of the factors in making a business decision. SWOT analysis is a fantastic process for testing out your ideas.

Table 28. SWOT Analysis

•STRENGTHS	•WEAKNESSES
-affordable price	-missing expertise in some areas
-healthy food	-limited product range
-skilled staff	-existing competitors
-great strategies	
-outstanding customer service	
-highly motivated workforce	

• OPPORTUNITIES	• THREATS
<ul style="list-style-type: none"> -innovation of the store -adding branch office in different areas nationwide -health conscious trend -high exposure location -sell and promote online -improve high service rating -Market expansion -Strategic alliances -Improve advertisements -innovation for new products 	<ul style="list-style-type: none"> -great competitors -rising competition -increasing the price of raw materials -consumers becoming more price sensitive -competitiveness in the Tofula Luscious Company -using rebates and increasing their advertisements

Production Process

As stated, production involves converting inputs into outputs (products or services). Most of the products that we consume are sourced from plants . The products consist of labong, tofu and some seasoning. We humans are very much dependent on the plants for our existence.

They provide us with a variety of food products that are used in our day to day life consumption. The plants as a whole are responsible for the supply of nearly 90 % of the global energy.

Chart 3. The Production Process

Boil the gated bamboo shoots for 10 minutes, then drain and squeeze it until there's no more excess water.

Put some squeezed lemon juice unto the grated bamboo shoots and while the bamboo shoots are sitting in the lemon juice, fry the tofu.

The oil that has been used in frying the tofu will be the oil that you will use when you also fry the grated bamboo shoots, and then add the seasonings while you are frying it.

Slice or crush the tofu and put it to your frying bamboo shoots and mix it well. And lastly wrap the grated bamboo shoots with tofu, and then fry it until it turns golden brown.

Tofula Luscious Enterprise Policies & Regulations.

Employee Conduct

Tofula Luscious adopts this Employee Conduct and Work Rules Policy to ensure orderly operations and provide the best possible work environment.

Tofula Luscious expects employees and others who are engaged to provide services, such as temporary personnel, consultants and independent contractors, to follow these rules of conduct while on company premises, attending company functions or otherwise performing work-related activity.

Tofula Luscious is responsible for providing a safe and secure workplace and strives to ensure that all individuals associated with the company are treated in a respectful and fair manner. Though it is not possible to list all forms of behavior that are unacceptable in the workplace, the following are examples of behavior that would be considered infractions of Tofula Luscious rules of conduct. Such behavior may result in disciplinary action, up to and including termination of employment. This list is not intended to be exhaustive:

- Theft or inappropriate removal or possession of company property or the property of a fellow employee.
- Willful destruction of company property or the property of a fellow employee.
- Working under the influence of alcohol or illegal drugs.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Sexual or other harassment.
- Using excessively abusive, threatening or obscene language.

- Using intimidation tactics and making threats.
- Sabotaging another's work.
- Making malicious, false and harmful statements about others.
- Publicly disclosing another's private information.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Unauthorized disclosure of business "secrets" or confidential information.
- Falsifying company records or reports, including one's time records or the time records of another employee.

In addition to maintaining and enforcing this policy to protect the interests and safety of all employees and the organization, Tofula Luscious complies with all applicable federal, state and local laws and regulations concerning employer/employee rights and obligations.

As an employee, you are responsible to behave appropriately at work. We outline our expectations here. We can't cover every single case of conduct, but we trust you to always use your best judgement. Reach out to your manager or HR if you face any issues or have any questions.

This policy applies to all our employees regardless of employment agreement or rank.

Our Employee Code of Conduct company policy outlines our expectations regarding employees' behavior towards their colleagues, supervisors and overall organization.

We promote freedom of expression and open communication. But we expect all employees to follow our code of conduct.

- They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organized, respectful and collaborative environment.

- All employees must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

- All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

- All employees should treat our company's property, whether material or intangible, with respect and care.

Employees:

- Shouldn't misuse company equipment or use it frivolously.

- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

- Professionalism

All employees must show integrity and professionalism in the workplace.

- Personal appearance

All employees must follow our dress code and personal appearance guidelines.

- Corruption

We discourage employees from accepting gifts from clients or partners. We prohibit briberies for the benefit of any external or internal party.

- Job duties and authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner. We encourage mentoring throughout our company.

- Absenteeism and tardiness

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following standard working hours or days. But, generally, we expect employees to be punctual when coming to and leaving from work.

- Conflict of interest

We expect employees to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

- Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

- Communication

All employees must be open for communication with their colleagues, supervisors or team members.

- Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits our company offers.

This section deals with all things digital at work. We want to set some guidelines for using computers, phones, our internet connection and social media to ensure security and protect our assets.

You must not use our internet connection to:

- Download or upload obscene, offensive or illegal material.
- Send confidential information to unauthorized recipients.
- Invade another person's privacy and gain access to sensitive information.

- Download or upload pirated movies, music, material or software.
- Visit potentially dangerous websites that can compromise our network and computers' safety.
- Perform unauthorized or illegal actions, like hacking, fraud or buying/selling illegal goods.

We also allow use of cell phones at work. But, we also want to ensure that your devices won't distract you from your work or disrupt our workplace. We ask you to follow a few simple rules:

- Use your cell phone in a manner that benefits your work (business calls, productivity apps, calendars.)
- Keep personal calls brief and use an empty meeting room or common area so as not to disturb your colleagues.
- Avoid playing games on your phone or texting excessively.
- Don't use your phone for any reason while driving a company vehicle.
- Don't use your phone to record confidential information.
- Don't download or upload inappropriate, illegal or obscene material using our corporate internet connection.

Equal Opportunity

Our equal opportunity employer policy reflects our commitment to ensure equality and promote diversity in the workplace.

This equal employment opportunity policy is the pillar of a healthy and productive workplace. Everyone should feel supported and valued to work productively so we are invested in treating everyone with respect and consideration.

Our equal opportunity policy reflects our commitment to ensure equality and promote diversity in the workplace.

Equal opportunity is for everyone, but it mainly concerns members of underrepresented groups – they're the ones who are traditionally disadvantaged in the workplace. We don't guarantee employment or promotions for people in those groups, but we will treat them fairly and avoid discriminating against them either via conscious or unconscious biases.

Being an equal opportunity employer means that we provide the same opportunities for hiring, advancement and benefits to everyone without discriminating due to protected characteristics like:

- Age
- Sex / Gender
- Sexual orientation
- Ethnicity / Nationality

- Religion

- Disability

We built our equal employment opportunity policy around preventive and affirmative actions to ensure fairness in all aspects of employment. These aspects include:

- Hiring

- Training

- Evaluating performance

- Administering compensation and benefits

- Terminating employees

All supervisors and managers are responsible to use equal opportunity practices and make decisions based on objective, non-discriminatory criteria.

When someone discriminates, they will be subject to disciplinary action depending on the severity of their actions. For example, unintentionally offending a coworker might warrant a reprimand, but harassing someone systematically might result in demotion or termination.

Attendance and Time Off

The purpose of this policy is to set forth Tofula Luscious policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

Punctual and regular attendance is an essential responsibility of each employee at Tofula Luscious.

Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

Our employee attendance policy outlines our expectations about our employees' coming to work. Being punctual when coming to work helps maintain efficiency in our workplace.

This company attendance policy applies to all nonexempt employees regardless of position or type of employment.

Most employees need to collaborate with their colleagues to do their job. To make this collaboration easier, we expect you to be punctual and follow the schedule you and your manager have agreed on. If you are absent or late on occasion, you should have a good reason.

Being consistently tardy or absent can cause problems to your colleagues who may have to shoulder your work. This behavior may bring about a "bad attendance" record.

- Absence

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

- Excused absence occurs when all the following conditions are met:

- The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence.

- The absence request is approved in advance by the employee's supervisor.

- The employee has sufficient accrued paid time off (PTO) to cover the absence.

- Unexcused absence occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

Employees with three or more consecutive days of excused absences because of illness or injury must give Tofula Luscious proof of physician's care and a fitness for duty release prior to returning to work.

Employees must take earned PTO for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty).

- Tardiness and Early Departures

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy.

- Disciplinary Action**

Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and will result in disciplinary action. Eight occurrences of unexcused absence in a 12-month period are considered grounds for termination.

- Job Abandonment**

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Substance Abuse

Substance abuse isn't something you should take lightly. It occurs when you use alcohol, prescription medicine, and other legal and illegal substances too much or in the wrong way.

Substance abuse differs from addiction. Many people with substance abuse problems are able to quit or can change their unhealthy behavior. Addiction, on the other hand, is a disease. It means you can't stop using even when your condition causes you harm.

Both legal and illegal drugs have chemicals that can change how your body and mind work. They can give you a pleasurable "high," ease your stress, or help you avoid problems in your life.

Alcohol affects everyone differently. But if you drink too much and too often, your chance of an injury or accident goes up. Heavy drinking also can cause liver and other health problems or lead to a more serious alcohol disorder.

If you're a man and you drink more than four drinks on any day or more than 14 in a week, you're drinking too much. For women, heavy drinking means more than three drinks in one day or more than seven drinks a week.

The drug is usually smoked, but it can also be eaten. Its smoke irritates your lungs more and contains more cancer-causing chemicals than tobacco smoke. Common effects of marijuana use include pleasure, relaxation, and impaired coordination and memory

Drug and Alcohol Policy

•Purpose

In compliance with the Drug-Free Workplace Act of 1988, Tofula Luscious has a longstanding commitment to provide a safe, quality-oriented and productive work environment.

Alcohol and drug abuse poses a threat to the health and safety of Tofula Luscious employees and to the security of the company's equipment and facilities. For these reasons, Tofula Luscious is committed to the elimination of drug and alcohol use and abuse in the workplace.

- Scope

This policy applies to all employees and all applicants for employment of Tofula Luscious. The human resource (HR) department is responsible for policy administration.

- Employee Assistance

Tofula Luscious will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other Tofula Luscious policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

- Work Rules

1. Whenever employees are working and present on Tofula Luscious premises or are conducting company-related work offsite, they are prohibited from:

- a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- b. Being under the influence of alcohol or an illegal drug as defined in this policy.
- c. Possessing or consuming alcohol.

2. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited.

3. Tofula Luscious will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to safely and effectively perform their job duties.

4. Employees taking a prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.

Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

- Required Testing

Pre-employment

Applicants being considered for hire must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

- Reasonable suspicion

Employees are subject to testing based on (but not limited to) observations by at least two members of management of apparent workplace use, possession or impairment. HR, the plant manager or the director of operations should be consulted.