

PHINMA UPANG COLLEGE URDANETA

Nancayasan, Urdaneta City

Accountancy Business and Management

11 ABM 2

BUSINESS PLAN

Presented as Partial Fulfillment of the Requirement for

ORGANIZATION AND MANAGEMENT

Submitted to:

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ABM Students

First Semester

Academic Year 2021-2021

Chapter I

Project Summary

As the pandemic arises, the economic health of the country depletes gradually, affecting both the rich and the poor. According to a related article, it is reported that the Philippines' economy suffered a deep recession in 2020 due to the impact of the COVID-19 pandemic, with GDP contracting by 9.6% year-on-year. In addition to this, vulnerable households, including those among displaced communities, are resorting to negative ways of coping such as cutting meals, increasing debts, selling assets or cutting short their children's education.

Although people are currently finding ways to earn more to suffice their daily needs, it is clear that they're still not enough to cover the required expenses. Besides this, as the number of businesses increase, more and more competition arise making it more difficult for beginners and smaller enterprises, as well as consumers.

Thanks to social media, people can easily post advertisements for their products on various social media platforms (e.g. Facebook, Instagram, etc.). However, this limits the exposure of the marketed product on other platforms.

As a response to these conflicts, we came up with the idea of creating a website that promotes local utilities and goods, starting with our hometown—Pangasinan. This strives to highlight the best of Pangasinan has to offer in

terms of goods and services and prioritizes the convenience of sellers and freelancers on how to profit easily, as well as the convenience of consumers on how to acquire proper services that they wanted or needed. We believe that our website will greatly benefit our Pangasinan compatriots as we assist them on their desired businesses, despite the current situation which limits their movements and actions to indoor activities.

Name of Enterprise

As our website desires to emphasize on the local products and services Pangasinan can offer, we decided on a name that shouts 'local variety'. Our chosen name of enterprise is 'Topiciety' (toh-PIH-si-tih) — a name derived from the greek word 'topikós', meaning local, and the word 'variety'. Our website's main goal is to both promote our province's freelancers with their chosen businesses, as well as endorse their local products and services that their clients will surely enjoy. We desire the name 'Topiciety' to be known as a safe society for supporting Pangasinan's bests.

Business Logo

In the construction of our logo, we prioritized the concept of "simple yet outstanding". We also took into consideration of the themes that would immediately allow future clients to think about our province as they see the logo. For our palette, we used the colors yellow,

green and blue— green representing the peace within the province, yellow for its prosperity, and blue for its aquatic nature, as it is known for its islands and elegant beaches. We also added other subtle elements such as the fishes and islands which also symbolize Pangasinan's key attractions and products.

Logo of our Enterprise



Business Tagline

Our business tagline, “Your Choice of Variety from Our Locality”, signifies that our customers can have many choices as they want from the variety of products and services, produced in our beloved province of Pangasinan. The idea of having a wide range of options would pique the people’s interest and provoke their curiosity that would immediately lead them into checking our website. Local handicrafts, cuisine, cosmetics, body products, freelancing services: seeing everything we can offer, they will surely astound on what they had just discovered and will also tell their friends and families about this gem.

It is not only customers who will be intrigued with our tagline, but also our very own producers in Pangasinan as well. Hearing it would definitely make them fascinated as they can have the opportunity to attract their target customers due to the variety of people that will visit our website.

Variety of services, variety of customers - whatever variety you want, in Topiciety, we offer YOUR CHOICE OF VARIETY FROM OUR LOCALITY!

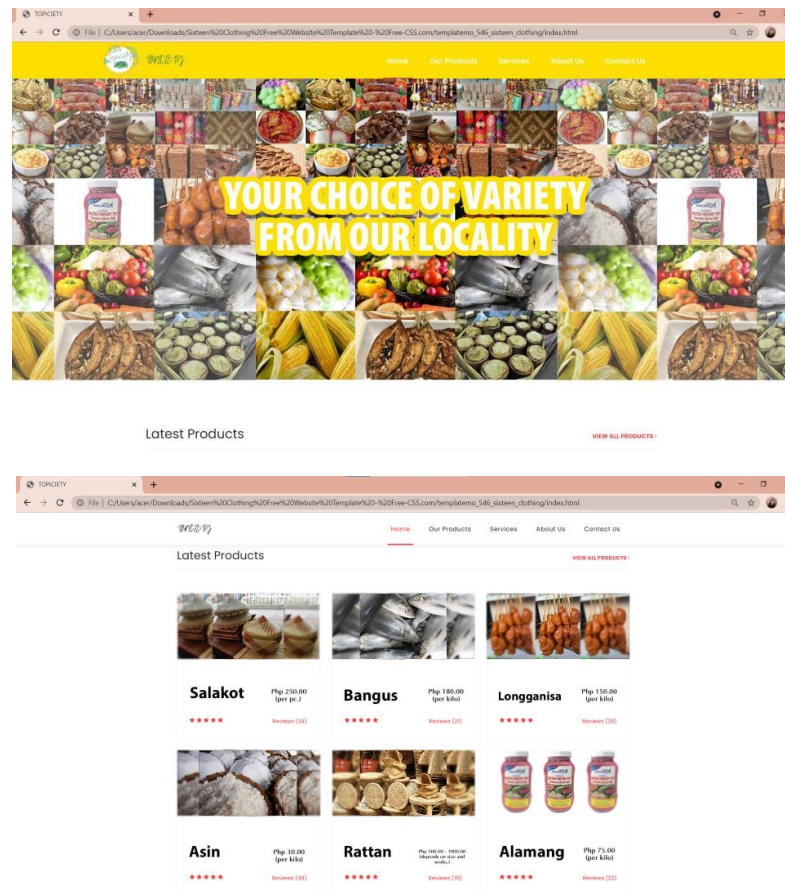
Product Description

This website supports folks who have lost their jobs and wish to earn money through their small business by allowing them to profit by simply putting their items on our website and waiting for clients to use their services. It boosts their ability to sell quickly and efficiently without having to socialize about their business in person. It also does not exclude customers who wish to browse the website and inquire about the services offered. Our website can be simply accessed and used by our possible customers, who will eventually be the sellers or freelancers who will generate the website in order to sell to their potential buyers.

Our website used our chosen palette— yellow and green, as its main colors along with some shades of red, black, and white to complement them. We built the website with simple features that allow you to find the required items you're looking for by simply clicking the navigation bars in the upper right corner; after all, we prioritize the ease of each of our clients as they maneuver around our website— both consumers and freelancers alike.

Majority of the profits will be generated from the annual/monthly membership fees and commission of every service that will be sold from the freelancers who are offering their business and Ad revenue on the website. The purpose of this website is to help many people who can offer their talents, services and products to other people who are in need. This can also help freelancers expand their services— it may be contractual or even permanent. Topiciety provides you with the best of Pangasinan, including the most recent products for you.

Topiciety



Chapter II

Planning

People nowadays place a high emphasis on convenience. As a result, as time passes, our key goal in our business is to make it more convenient for our retailers and customers. So, as our company to grow and prosper, we will be hiring personnel who will be divided into teams. Some of their responsibilities include assisting consumers with questions about the products and services available. Sellers may benefit from such a feature because it will give them more time to focus on evaluating their items or services. Others will concentrate on our technical issues and big-time advertising to keep the organization running smoothly. We will also have our delivery service, which will make it faster for the products to arrive at our customers' locations as it would only ship parcels from our company. As additional firm facilities extend out across the Ilocos Region over the next five years, hired individuals may be able to work in their communities.

We realized there was still room to improve our website by making it more welcoming, accessible, and user-friendly. We hope to enthrall users and encourage them to make a purchase by upgrading the style of our website. Our website is in need of improvement at the moment. However, as our skills develop and our numbers increase, we will be able to better meet the needs of our clients. We also welcome comments and feedback on how to make our website better for customers and potential retailers.

We anticipate that our website will be accessible and usable on a variety of devices in the next years.

Our website will be more "mobile-friendly," meaning it will work on a multitude of devices and gadgets aside from being a website that must be searched to be accessed by the customer. There will come a day when we have sufficient resources to make our own application. Users will then be able to explore and purchase things with ease while staying on track using the app. The layouts of our website will be updated in order to attract more retailers and consumers. It displays our web platform, which exposes our products and services and allows users to effortlessly share or suggest our stuff, on every social media site that you may visit. We will continue to develop and upgrade our services based on the feedback we receive from our users in order to improve their convenience.

The success of a website is determined on its usability. It helps us provide a consistent experience for visitors and improves our chances of running a successful business. It's one of the characteristics that sets a well-designed website apart from the rest. The mentioned concepts are some of the prospective usability elements that our website should have in the next five years of our firm.

Initially, we aspire to assist people who have been affected by the global pandemic while also promoting the local varieties that our humble province has to offer. As we continue to advance, we will soon offer a wider selection of services and products (although our goals will remain the same).

We created the hashtag #changinglives since our website makes a difference in the lives of folks who have lost their jobs. Because of the reviews supplied by our sellers, customers,

and freelancers, we believe our website will be a success. Sellers and customers will benefit from the website in that it makes ordering and purchasing simple and secure.

We will provide consumers with a sample of consumer goods to experience before they buy. In addition, we provide discounts, free items, and prizes to customers who have made a large number of orders. These tactics are used to boost a product's sales. Anyone searching for employment, not just in Pangasinan but throughout the region, is invited to join our freelancers.

Topiciety will have a global presence by the time we achieve our pinnacle of relevance in the country. Of course, with our dependable local and international investors, this is achievable. This time, the scope of our business will include not only local clients, but also buyers from other countries who seek the convenience of acquiring products from Filipino freelancers. Our website will also attract a wide range of clients and raise profits from these new customers internationally by exposing the products manufactured by our beloved Filipino business workers and providing help to those business owners. During their moment of need, Topiciety will continue to strive alongside its clients and consumers.

Chapter III

Organizing and Staffing

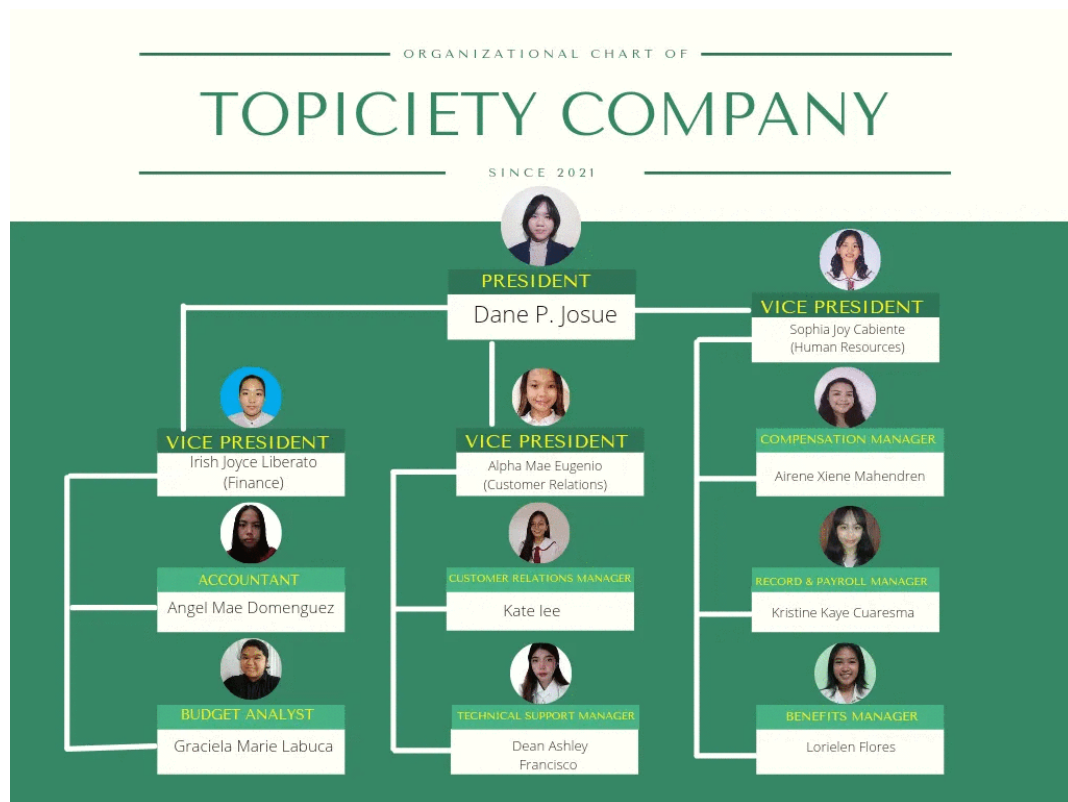
Organizing entails making the best use of the resources available to carry out the company's aims efficiently. It establishes a pattern of interactions among employees to ensure that the team works collaboratively and efficiently while performing their jobs and attaining specific goals. Staffing entails selecting the best people with the necessary skills and competence for various tasks to assure success.

We enable our company's departments, workers, materials, machines, and other resources to examine our aims and potential future problems. To avoid arguments and incidents that could affect the company's aims, we will establish a stable and functional organizational structure. We'll ensure that all resources are used to their utmost capacity to accomplish the objectives and establish desired outcomes. We guarantee to take responsibility in overseeing and regulating each member to be competent for their commitments and roles through staffing. We assess the proper position and duties for each member and ensure that they are well-compensated. We are confident in our ability to meet all of the company's objectives through effective teamwork, commitment, and professionalism, and our success is assured.

Organizational Structure

Our organizational structure ensures that our company's work process is efficient. We begin by requesting proposals from all members to encourage bottom-up thinking. Employees are assigned based on their unique skills and knowledge. Every department has a manager whose job is to keep the workflow in order. Developing strong bonds between each member is also stressed to deliver a more effective team output. Rules and regulations are in place to preserve the organization's tranquility and order.

Organizational Chart



Compensation and Benefits

Topiciety offers convenient compensations and benefits to its employees to accommodate their needs during their contract with the company. The company intends to support its employees with their demands and enthusiasm during the course of their employment.

The following are the benefits and compensations offered by the company to its devoted employees:

1. 13th Month Pay
2. Employee Allowance
3. Health insurance
4. Life Insurance
5. Overtime Pay
6. Retirement Plan

The following benefits are given to the employees with their consent and are fully effective until termination of contract occurs. This is an assessment of the mentioned compensations above.

13th Month Pay

Following the law, employees are to receive their 13th-month pay. This payment is the additional month's salary as a kind of compensation during the payroll year. It is the

addition of one month's coverage to an employee's yearly (12-month) income. Each year, this payment is to be received by the workers on or before December 24. Our company, with ten to fifteen employees, has a starting salary of Php 310.00 per day.

Employee Allowance

The organization's employees are to receive compensation for their devoted service. Our firm offers a monthly allowance ranging from Php 5,000 to Php 10,000 (according to their current position within the company). This act shows the employees that the organization cares about their comfort and safety while they are on the job. It is for the advantage of both the employee and the organization.

One primary contribution of the company for its employees is their Uniform Allowance.

Uniform Allowance

A uniform or clothing allowance is a yearly sum of money given to employees to help them acquire uniforms or appropriate apparel for their workplace. Employees receive a uniform allowance; however, private enterprises may provide employees with an annual stipend to purchase proper company apparel or not. Our company grants the allowance so employees can afford the appropriate clothing wear for work.

Health Insurance

Employee health benefits are non-cash compensation offered by an employer in addition to the employee's usual salary to protect the employee's health and well-being. It is also a retention tactic to keep people on board and reduce turnover. Within our firm, the benefits of this insurance may include the right to certain medical services or reimbursement to the insured for specific medical costs.

Life Insurance

Life insurance ensures the comfort and ease of the insured's beneficiaries after death. Our organization offers term life insurance to protect your family financially in the event of death or permanent disability.

Following the death of an employee, the proceeds of their life insurance policy are to cover their funeral expenses. Funeral or cremation costs, medical expenditures not covered by health insurance, estate settlement costs, and other unpaid obligations are instances of this. Beneficiaries are free to spend the monies however they see fit.

However, committing a crime or engaging in criminal behavior renders this agreement null and void, allowing the corporation to withhold reimbursement.

Overtime Pay

Overtime pay compensates employees for working more than eight hours per day. This counts as an additional 25% of the hourly rate for work accomplished more than 8 hours on regular days, as required by law. The maximum amount of overtime authorized at our organization is two hours.

Retirement Plan

Retirement benefits are pensions or lump payments paid to employees upon reaching the required retirement age or the ordered number of years of service in a company. Retirement benefits are provided to employees to ensure that they have a consistent income and a secure existence. The benefits provided by our organization include monthly pensions provided by social security after employee-members reach the required pension age. This is determined by their previous contributions to social security, as well as employee incentives based on length of service.

Resume



JOSUE DANE

PRESIDENT

CAREER OBJECTIVES

An accounting student with proven leading, communication, mathematical, and strategic planning skills. Seeking a position as President at Topiciety, to be part of the company's progressing success as a leader and achieve self-improvement in an actual working environment. An aspiring leader ready to develop strategies and solutions for the company's gain and future, along with its employees.

CONTACT ME AT:

Del Rosario St., Poblacion, Binalonan,
Pangasinan
+639954634256
shainemizu92@gmail.com

PERSONAL INFORMATION

- **Age** 16 years old
- **Civil Status** Single
- **Date of Birth** February 13, 2005
- **Place of Birth** San Manuel, Pangasinan
- **Nationality** Filipino

EDUCATIONAL ATTAINMENT

PHINMA Upang College Urdaneta
SENIOR HIGH SCHOOL | 2021- PRESENT

JUAN G. MACARAEG NATIONAL HIGH SCHOOL
JUNIOR HIGH SCHOOL | 2017- 2021

MATH EXCELLENCE ACADEMY OF BINALONAN, INC.

SKILLS, TRAINING, AWARD

TRAININGS:

- Division Seminar-Workshop on Campus Journalism for Pupil Writers (2016)
- Divisional Student Press Conference (2019)

SKILLS:

- Leader Skills
- Operations Management
- Mathematical Skill
- Strategic Planning
- Staff Management
- Process Improvement
- Interpersonal Skill
- Business Planning

AWARDS:

- Leadership Award
- Salutatorian (2011-2017)
- With High Honor (2017-2021)

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





LIBERATO IRISH JOYCE

VICE PRESIDENT
FINANCE

CAREER OBJECTIVES

To be accepted on the executive position where I can exercise my different managing skills and to contribute for the success of the company. As a financial manager, I am responsible for analyzing daily financial activity and advising and guiding higher management on future financial goals. I will evaluate financial data, monitor accounts, and prepare financial estimations to the best of my ability.

CONTACT ME AT:

Mc Arthur Highway Bila, Sison, Pangasinan
+639774222788
iral.liberato.up@phinmaed.com

PERSONAL INFORMATION

- **Age** 16 years old
- **Civil Status** Single
- **Date of Birth** December 08, 2004
- **Place of Birth** Urdaneta City, Pangasinan
- **Nationality** Filipino

EDUCATIONAL ATTAINMENT

PHINMA Upang College Urdaneta
SENIOR HIGH SCHOOL | 2021-PRESENT

SISON CENTRAL INTEGRATED SCHOOL
JUNIOR HIGH SCHOOL | 2017- 2021

SISON CENTRAL INTEGRATED SCHOOL
ELEMENTARY | 2010- 2017

SKILLS, TRAINING, AWARD

TRAINING:

- Leadership Training

SKILLS:

- Microsoft Certified Professional
- Computer Literacy
- Decision Making Skills
- Personnel Management
- Oral and Written Communication

AWARDS:

- With Honors (2010-2016:2019-2021)
- With High Honors (2016-2019)
- Leadership Award (2019-2020)

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EUGENIO ALPHA MAE

VICE PRESIDENT
CUSTOMER RELATIONS

CAREER OBJECTIVES

A customer-relations executive who creates strategic alliances with leadership officials to ensure business objectives are aligned with top priorities. Develops high-functioning teams by motivating highly skilled specialists. An innovative team player who maintains strategic partnerships with a diverse clientele.

CONTACT ME AT :

111 Zone 4 Artacho, Bautista
Pangasinan 2424
+639261104059
alme.eugenio.up@phinmaed.com

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

PERSONAL INFORMATION

- **Age** 16 years old
- **Civil Status** Single
- **Date of Birth** June 27, 2005
- **Place of Birth** Bayambang, Pangasinan
- **Nationality** Filipino

EDUCATIONAL ATTAINMENT

PHINMA Upang College Urdaneta
SENIOR HIGH SCHOOL | 2021- PRESENT

**BERSAMIN AGRO-INDUSTRIAL
HIGH-SCHOOL**

JUNIOR HIGH SCHOOL | JUNE 2017- APRIL 2021

ARTACHO ELEMENTARY SCHOOL

ELEMENTARY | JUNE 2011- MARCH 2016

SKILLS, TRAINING AND AWARDS

TRAINING

- DSCPC Training (2019)
- Girl Scout Training (2019)
- RSPC Training (2019)
- Leadership Training (2019)

SKILLS:

- Clear Communication
- Leadership Skill
- Taking Responsibility
- Time Management Skill

AWARDS:

- ELEMENTARY
- VALEDICTORIAN
- SECONDARY
- WITH HIGH HONORS





CABIENTE SOPHIA JOY

VICE PRESIDENT
HUMAN RESOURCES

CAREER OBJECTIVES

To work for an innovative company where skills are put to good use for professional development, in which I can employ my abilities and business studies background to the best use possible; to secure a challenging position where I can utilize my expertise in business management for further improvement of the company.

CONTACT ME AT:

Gomez St., Barangay Poblacion D,
Tayug, Pangasinan
+639324056060
cabientesophia@gmail.com

PERSONAL INFORMATION

- **Age** 16 years old
- **Civil Status** Single
- **Date of Birth** August 12, 2005
- **Place of Birth** Tayug, Pangasinan
- **Nationality** Filipino

EDUCATIONAL ATTAINMENT

PHINMA UPANG College Urdaneta
SENIOR HIGH SCHOOL | 2021- PRESENT

TAYUG NATIONAL HIGH SCHOOL
JUNIOR HIGH SCHOOL | 2017-2020

TAYUG CENTRAL ELEMENTARY SCHOOL
ELEMENTARY | 2011-2017

SKILLS, TRAINING, AWARDS

TRAININGS:

- Division Leadership Training (2015)
- Division Seminar- Workshop on Campus Journalism for Student Writers (2014 | 2016)
 - Division Seminar- Workshop on Campus Journalism for Pupil Writers (2015)

SKILLS:

- Management Skills
- Writing Skills
- Problem-Solving Skills
- Analytic and Reporting
- Critical Thinking

AWARDS:

- With Honors (2011-2017)
- With High Honors (2017-2021)

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DOMINGUEZ ANGEL MAE

ACCOUNTANT

CAREER OBJECTIVES

To constantly upgrade my knowledge, skills and make a difference in whatever I do. improve my personality while working

CONTACT ME AT:

Sta. Ines Manaog, Pangasinan
+639511194849
anra.dominguez.up@phinmaed.com

PERSONAL INFORMATION

- **Age** 15 years old
- **Civil Status** Single
- **Date of Birth** March 07, 2005
- **Place of Birth** Sta. Ines Manaog, Pangasinan
- **Nationality** Filipino

EDUCATIONAL ATTAINMENT

PHINMA Upang College Urdaneta
SENIOR HIGH SCHOOL | 2021- PRESENT

MANAOG NATIONAL HIGH SCHOOL
JUNIOR HIGH SCHOOL | 2017-2021

CABANBANAN ELEMENTARY SCHOOL
ELEMENTARY | 2013- 2017

**DONA CONSOLACION STA. MARIA
ELEMENTARY SCHOOL**
ELEMENTARY | 2010- 2013

SKILLS, TRAINING, AWARD

SKILLS:

- Patient
- Hardworking
- Honest
- Fast Learner
- Flexible and Productive attitude

AWARDS:

- With Honors (2010-2017)
- With Honors (2017-2021)

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**LABUCA
GRACIELA MARIE**
BUDGET ANALYST

CAREER OBJECTIVES

To have a full-time job position under finance management as budget manager and to use and enhance my skill to help our company and reach its goals.

CONTACT ME AT:

63 San Patricio, Sta. Maria, Pangasinan
+639959363667
cieylabuca57@gmail.com

PERSONAL INFORMATION

- **Age** 16 Years old
- **Civil Status** Single
- **Date of Birth** October 23, 2004
- **Place of Birth** Urdaneta City, Pangasinan
- **Nationality** Filipino

EDUCATIONAL ATTAINMENT

PHINMA Upang College Urdaneta
SENIOR HIGH SCHOOL | 2021- PRESENT

TAYUG NATIONAL HIGH SCHOOL
JUNIOR HIGH SCHOOL | 2017- 2020

DIVINE GRACE MONTESSORI AND HIGH SCHOOL
ELEMENTARY | 2011-2014

STA MARIA EAST INTEGRATED SCHOOL
ELEMENTARY | 2015- 2016

SKILLS, TRAINING, AWARDS

SKILLS:

- Mathematical Skills
- Multi-tasking Skills
- Fast Learner Skills

AWARDS:

- With Honor (2015-2018:2019-2020)
- With High Honors (2018-2019:2020-2021)

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LEE KATE

CUSTOMER RELATIONS
MANAGER

CAREER OBJECTIVES

To be able to gain more public speaking experience, pass exams, measure customer satisfaction, manage risk more effectively.

CONTACT ME AT:

252 Costes St. Poblacion East
Asingan Pangasinan
+639124554360
leekatesalonga@gmail.com

PERSONAL INFORMATION

- **Age** 15 years old
- **Civil Status** Single
- **Date of Birth** October 29, 2005
- **Place of Birth** Camiling, Tarlac
- **Nationality** Filipino

EDUCATIONAL ATTAINMENT

PHINMA Upang College Urdaneta

SENIOR HIGH SCHOOL | 2021- PRESENT

LUCIANO MILAN NATIONAL HIGH SCHOOL

JUNIOR HIGH SCHOOL | 2016- 2020

LITTLE LEARNERS GUIDED EDUCATIONAL CENTER

ELEMENTARY | 2009- 2016

SKILLS, TRAINING, AWARD

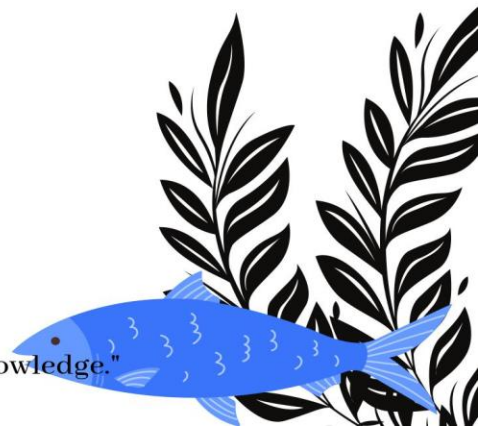
SKILLS:

- Problem Solving Skill
- Creativity
- Resourceful
- Public Speaking

AWARDS:

- With Honors (2009-2016)
- With High Honors (2016-2020)

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FRANCISCO DEAN ASHLEY

TECHNICAL SUPPORT
MANAGER

CAREER OBJECTIVES

To obtain a position as a Technical Support Manager Position in which I can increase my skills and become a valued member of the team. I am given the opportunity to possess self-initiative, outstanding time management and my other skills to do the work effectively.

CONTACT ME AT:

#14 Santa Fe Poblacion Binalonan
Pangasinan
+639501082201
Deanashleyf827@gmail.com

PERSONAL INFORMATION

- **Age** 16 years old
- **Civil Status** Single
- **Date of Birth** April 09,2005
- **Place of Birth** Sumabit Binalonan Pangasinan
- **Nationality** Filipino

EDUCATIONAL ATTAINMENT

PHINMA Upang College Urdaneta

SENIOR HIGH SCHOOL | 2021- PRESENT

JUAN G. MACARAEG NATIONAL HIGH SCHOOL

JUNIOR HIGH SCHOOL | 2016-2020

BINALONAN SOUTH CENTRAL SCHOOL

ELEMENTARY | 2010- 2016

SKILLS, TRAINING, AWARD

SKILLS:

- Time Management
- Critical Thinking

AWARDS:

- With Honors (2010-2016)
- With Honors (2016-2021)
- Compose of the Year

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MAHENDREN AIRENE XIENE

COMPENSATION
MANAGER

CAREER OBJECTIVES

As a Compensation Manager, I will undertake the responsibility for the over-seeing, designing, and implementing the company's compensation and benefits program.

CONTACT ME AT:

#094 Cauringan Sison Pangasinan
+639638791383
airenexienem@gmail.com

PERSONAL INFORMATION

- **Age** 16 years old
- **Civil Status** Single
- **Date of Birth** April 24, 2005
- **Place of Birth** Agoo, La Union
- **Nationality** Filipino

EDUCATIONAL ATTAINMENT

PHINMA Upang College Urdaneta
SENIOR HIGH SCHOOL | 2021- PRESENT

SISON CENTRAL INTEGRATED SCHOOL
JUNIOR HIGH SCHOOL | 2017-2021

CAURINGAN ELEMENTARY SCHOOL
ELEMENTARY | 2016-2017

SKILLS, TRAINING, AWARD

TRAININGS:

- Consulting Seminars
- Marketing Strategies

SKILLS:

- Can communicate to other people
- Have an ability to make a new product
- I can manage my time in work and to my personal lives
- Have a confidence to face all the problems that comes into my/our business

AWARDS:

- Valedictorian (2012-2017)
- With Honors (2020-2021)

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CUARESMA KRISTINE KAYE

RECORDS & PAYROLL
MANAGER

CAREER OBJECTIVES

To possess self-initiative, outstanding time management skills and other skills to work effectively.

CONTACT ME AT:

Zone 7 San Felipe Sur Binalonan Pangasinan
+639098317065
cuaresmakristinekaye@gmail.com

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PERSONAL INFORMATION

- **Age** 16 years old
- **Civil Status** Single
- **Date of Birth** December 13, 2004
- **Place of Birth** San Quintin, Pangasinan
- **Nationality** Filipino

EDUCATIONAL ATTAINMENT

PHINMA Upang College Urdaneta
SENIOR HIGH SCHOOL | 2021 | - PRESENT

JUAN G. MACARAEG NATIONAL HIGH SCHOOL
JUNIOR HIGH SCHOOL | 2016-2020

BALISA ELEMENTARY SCHOOL
ELEMENTARY | 2010-2016

SKILLS, TRAINING, AWARDS

SKILLS:

- Time Management Skill
- Critical Thinking Skill
- Intrapersonal Skill

AWARDS:

- Girl Scout of The Year
- With Honor (2010-2016)
- With Honor (2016-2020)





FLORES LORIELEN

BENEFITS MANAGER

CAREER OBJECTIVES

To acquire valuable knowledge and skills to compliment those that I've learned from school in an actual job environment. In return I offer my service and determination to be an asset to your company throughout the duration of my work immersion period

CONTACT ME AT:

174 MC Arthur Highway Nancayasan
Urdaneta City, Pangasinan
+639506306868
Losa.flores.up@phinmaed.com

PERSONAL INFORMATION

- **Age** 17 years old
- **Civil Status** Single
- **Date of Birth** July 03, 2004
- **Place of Birth** Bacag Villasis, Pangasinan
- **Nationality** Filipino

EDUCATIONAL ATTAINMENT

PHINMA Upang College Urdaneta

SENIOR HIGH SCHOOL | 2021- PRESENT

MARIANO Q. UMPIG NATIONAL HIGH SCHOOL

JUNIOR HIGH SCHOOL | 2017-2021

BACAG CENTRAL SCHOOL

ELEMENTARY | 2009- 2016

SKILLS, TRAINING, AWARD

TRAININGS:

- Reduce Loss
- Better Morale

SKILLS:

- Business Acumen Skill
- Communicating Skill
- Decision-Making Skill

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CHAPTER IV

Leadership Style

Implementing excellent leadership is a must in running a firm. An effective leadership style allows you to focus your organization's staff and resources on achieving your objectives. We respect the cooperation of every member of the group involved in the firm at Topiciety, which is why we use the Participative Leadership Style. Using this strategy, each team member contributes to the company's decision-making process. In other words, everyone is encouraged to contribute to the company's growth. In Topiciety, we believe that to achieve the maximum level of success, everyone on the team must work together. As the adage goes, "Teamwork makes the dream work," hence, management encourages everyone to participate in their decision-making process by offering comments and ideas for the company's benefit. This leadership style promotes group equality among employers and employees and aids in developing management control in circumstances where the members dispute. It is also crucial to remember that employees should treat their subordinates and superiors appropriately to keep the workplace in order. Leaders are still in charge of keeping their followers in line while maintaining an equitable and impartial atmosphere. Throughout the discourse, the entire team's participation, insights, and ideas are considered valuable. But at the end of the day, the leaders have the final word and bear the most responsibility. Ultimately, the Participative Leadership Style encourages equality among the team while keeping the lines between leaders and employees clear.

Social Obligation and Responsibility

One of Topiciety's key goals is to introduce the many products and services that Pangasinan is proud to provide. As a result, the corporation launches the Green Initiation of Topiciety Program, also known as the G.R.I.T. Program, to conserve the province's natural beauty and resources. This campaign uses effective advertising to persuade consumers and locals to participate in waste management activities such as recycling and reusing garbage.

Staff and eager volunteers collect paper, cans, plastic, cardboard, and other recyclable goods as part of this program. A recycler will then subsequently process these gathered substances. Afterward, the materials are delivered to various recycling facilities to become new recycled items.

Topiciety believes that preserving the environment's general health will be a significant benefit to society. One of the main reasons for launching this program is that we believe in "Recycling Conserves Resources." Of course, the program will benefit not just the corporation but also the residents and consumers. We can only hope that the company's efforts will assist in alleviating the current environmental crisis.

CHAPTER V

Controlling

Controlling is an essential feature in management since it ensures that the team's efficacy and efficiency remain consistent. It is the process that ensures the execution of all actions in the organization is accurate and effective. It also secures the productive utilization of organization's resources to achieve the desired goals. It facilitates the tracking of employees' progress towards the organization's goals. In addition, it also detects obstacles in the process and implementation of remedial actions. In other words, managers can use this function to see if their team is reaching their objectives as efficiently and consistently as feasible. The process cannot be complete without efficient control, and management will not accomplish its desired objectives and goals.

SWOT Analysis

Implementing a SWOT Analysis to assess a company is a great way to see areas for improvement and advantages. This method examines the strengths, weaknesses, opportunities, and threats that your company faces. It can also assess the firm's competitiveness, develop strategic plans, and analyze what your organization does well right now. Furthermore, it evaluates internal and external elements, along with the organization's current and future prospects. With the help of this analysis, organizations can grasp a better understanding of the various aspects that need resolution when making

a business decision. In conclusion, performing a SWOT Analysis is a beneficial process for the growth and improvement of the organization.

Strengths

- No pressure shopping
- Easy to access features
- Customer-centric design and messaging
- Intuitive navigation and search
- Low cost of maintenance
- Administration in item advancement
- Good corporate culture

Weaknesses

- Shipping problems and delays
- No sales assistance
- Possible High shipping cost
- Insufficient programming skills
- Lack of experience in the business world

Opportunities

- Product Promotion
- Formulating effective marketing tactics

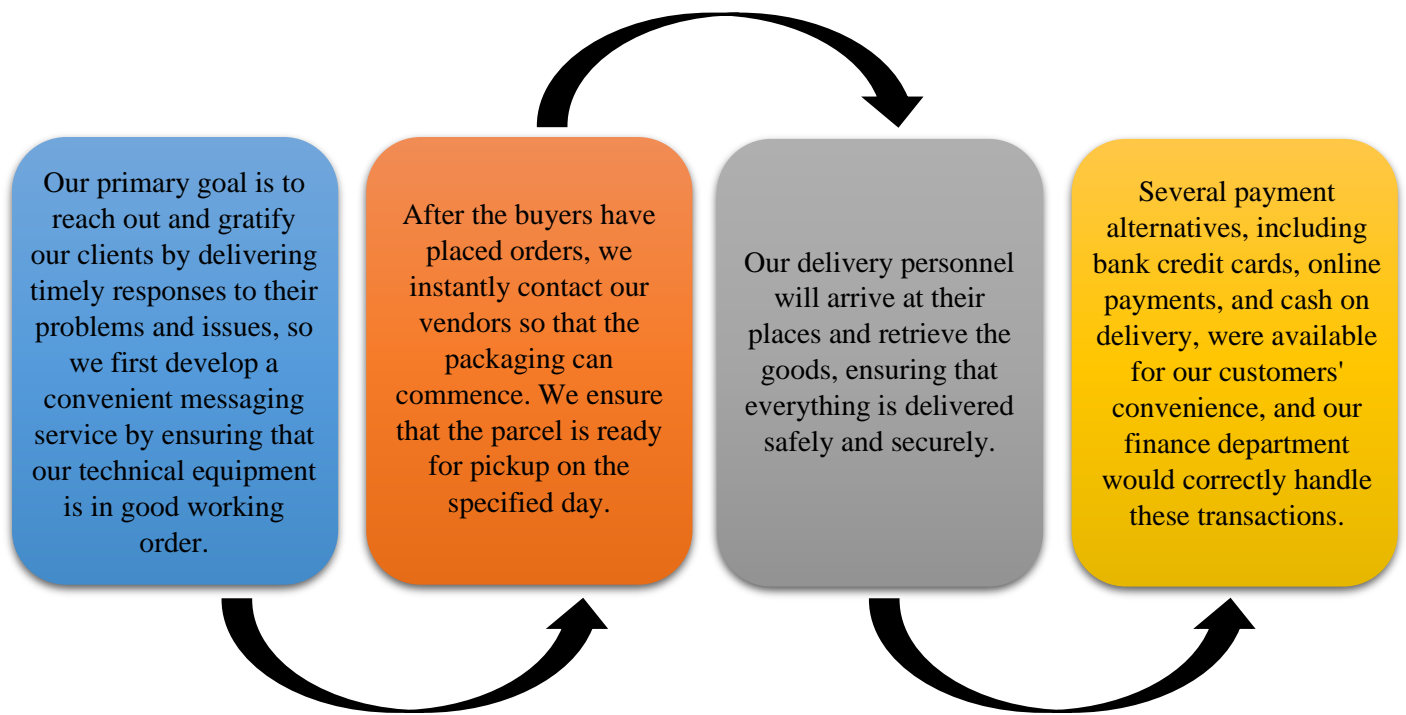
- Positive changes in social factors
- Website development to improve user experience
- Social media advertising

Threats

- Emergence of new competitors
- Changing of customer needs
- New laws and Regulations
- Bad customer reviews
- Slow adaptability to changes
- Weakening customer satisfaction

Service

In our manufacturing process, we first ensure the availability of our resources before inspecting the functionality of our facilities and individuals who are accountable for the product's manufacturing process.



Furthermore, we have implemented promotions, such as monthly discounts, loyalty vouchers, and more to encourage our customers to enjoy our service and interact with us. Their satisfaction causes us to strive and do our best in running these processes and keeping the organization dynamic and functional.

Rules and Regulations

Regulations are implemented in the workplace to compel employees to follow them and act in a particular manner. Policies keep management accountable and assist with the fair treatment of employees. On the other hand, regulations are restrictive in nature and inflict penalties on individuals and businesses. For federal or state regulatory requirements, legal problems, and other instances that could result in severe consequences for employees, Topiciety will use a guideline. Our company will strictly follow policies and regulations to

provide a pleasant working environment. We promise that all of our employees will adhere to our policies.

Employees should be aware of workplace health and safety rules to protect their co-workers and the company. There should be an equal opportunity and no discrimination against employees in terms of promotions or development. We implement the 'Code of Policy' to assist in maintaining the expectations in performance and behavior of our employees. Sexual harassment, bribery, tardiness, confidentiality, and using gadgets or social media during work hours are strictly forbidden. These actions can lessen productivity and can affect the company's efficiency. Execution of 'Disciplinary Action Policies' follows after violating the 'Code of Conduct Policy.' Employees should be courteous and accommodating to our clients because we collaborate with them to keep the firm running.

Employees are the most valuable component of running a business, so we alter policies to fit with the flow of work in the organization to strengthen the workforce. Most importantly, adopting these regulations will aid us in maintaining a harmonious workplace so that we may continue to run a successful and profitable firm.