

**PHINMA UPANG COLLEGE URDANETA**

Nancayasan, Urdaneta City

Accountancy Business and Management

**11 ABM 1**

**BUSINESS PLAN**

Presented as Partial Fulfillment of the Requirement for

**ORGANIZATION MANAGEMENT**

Submitted to:

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Professor

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ABM Students

First Semester

Academic Year 2021-2022

## **Chapter I**

### **Project Summary**

Skin care refers to a range of techniques that aim to preserve the skin's integrity, improve its look, and treat skin problems. They can include things like good nutrition, avoiding too much sun, and applying emollients correctly. Skin care is included in the treatment of wound healing, radiation therapy, and some medications.

Aloe Vera has a lengthy history of therapeutic use reaching back to ancient Egypt. It is most recognized for healing skin injuries, but it also has a variety of other applications that may be beneficial to one's health. The gel contains the majority of the plant's helpful bioactive elements, such as vitamin A, C, E, B12, minerals, amino acids, and antioxidants, and some individuals choose to use Aloe Vera as a topical treatment rather than ingesting it.

### **Aloe Vera Health Benefits**

- Anti-inflammation
- Heal wounds
- Treats acne thus lightens scar and blemishes
- Soothes sunburn
- Treats stretch marks and dry skin
- Helps in delaying the aging process

Our goal is to create a product which will help our skin with a reasonable price, this product will help to reduce our physical insecurities and keep us clean in the midst of pandemic. We must take care of ourselves in order to remain healthy and safe at all times.

### **Name of Enterprise**

Starting with our company name, QUARANTHINGS, we create items that are useful in today's situation. Despite the lack of a hassle drawback, our product still aims to assist you in escaping your craziness. With or without the mask on, our business arrived to establish an increasing care that helps you concentrate, rest, and focus.

### **QUARANTHINGS**

QUA; means aqua.

RAN; means be in charge of your own health.

THINGS; are the product that we produce essentially during this circumstance.

## **Business Logo**

We made our logo simple. Blue resembles a drop of water, and black symbolizes protection and comfort. We assume that this logo will make you delightful buying because of its visual products. Thus, when using our products for the first time, you will not be disappointed with the items you have purchased. Because the Prequamist has the ability to move back and forth.

## **Logo of our Enterprise**



## **Business Tagline**

Our tagline “Humidity Brings Tranquility” which means our product provides a soothing feeling and refreshes the mind. It can clean our consumer’s air even with a wearing mask or a face shield trying to block the air with oxygen so you won't get hot in your mask. They'll think our product can help with the irritation caused by wearing a mask all day — when they're outside, protocols have to be followed. We offer our product to explain prevention and gentle procedures during a pandemic. Humidity; for purification and Silence; to alleviate your worries or anxiety.

## **Product Description**

Aloe Vera is the main base of our mist because it has powerful antibacterial, antifungal, and antiviral properties. It also includes antioxidants, enzymes, Vitamins A and C. and is highly anti-inflammatory. We chose this product because first of all, many middle-aged people complain about difficulty breathing and not being able to cope with the heat in the summer. Second, for teenagers who are prone to acne breakouts because it takes about 8 hours to wear a facemask and bacteria are contaminated in the mask used.

## **Chapter II**

### **Planning**

What inspired us to create this business is our love ones and ourselves. Seeing them struggling with using face masks and face shields during a hot weather and congested places with no choice made us realize that maybe creating a solution to ease their problem would be a great help. That is why we started planning an affordable yet effective product that is suitable for all ages who are always outside, having uneasiness and difficulty wearing masks.

In the next two years, our business will have its own high technology innovations such as our building, both exterior and interior, materials, equipment, projects, etc. It will expand bigger than what we envisioned during our previous years. The sales will fervently go up steadily and focus on the percentage that our products are aiming. As a team, we are already seeing the succession of our Quaranthings Corporation. Our business, amidst pandemic, shall be known for its essence, value, flexibility, and will remain relevant even after the pandemic ends.

And because we care for the wants and needs of our consumers, we will make sure to always listen to their suggestions and put them into action. Aside from Prequamist, there will be a variety of products to be released. Every six months, our company will release a newly functional and sustainable product to retain the trust and support of our customers.

After five years, we envision our business being successful and prosperous. The products will keep improving to keep up with the needs of our customers. As the time passes, new products are adding to the list and will remain competent without leaving the eye of the masses. Our product Prequamist will not be the only product that we are selling because we are also making other health-slash-beauty care products that is free of cruelty, knowing that most brands right now are risking the lives of animals for the sake of beauty.

Our products will be popular and effective for all genders and not only among women. We also ensure the sanitation of our business and the products itself. We will be upgrading into a much cleaner and safer establishment to build our products. And for our beloved employees that we will never neglect, we will make sure that they are always safe and well-received of the right compensation and benefits. Soon, we will be accepting proper coaching for the people who are interested on having a business like ours. By that time, our products are already known.

Because if people work together, the business will be a success. It is not just about the beauty and how large the company is, but also the service and reliability of it. By working together, our products would be recognized all across the country and overseas.

Our three-to-five year strategic growth plan can be viewed as a base camp on the way to the summit of our long-term goal. This is our tool to align our company towards a purpose for a lifetime in today's environment.

Our goal here is to set the targets and identify the strategic growth. Thoughtful planning will also shape and guide our business for the future. This will help our organization to do a better job and to work toward those goals. Our planning committee went through a lot of deep study, brainstorming and process in order to achieve this ideal.

Success is our ultimate goal. In order to achieve that, persistence and patience is our motivation. Today we visualize the future of our whole business and before you know it, business owners are already extending their hand to invest in our business. And when the time comes that our business will be known nationwide, that is also when the time comes that other business owners from overseas will also recognize our products and try to reach and collaborate with us. A product that is well-known for having such a high quality standards is what people want, and that is what our business provides. Because we believe in the quote, “If you do build a great experience, customers tell each other about that. Word of mouth is very powerful.” – Jeff Bezos (American Entrepreneur).

Our business may appear difficult and daunting, but one thing we’ve learned is that failing to succeed is never an excuse to give up. It has the potential to tarnish our reputation, but we will continue to innovate and produce high quality items in the foreseeable future. Never lose sight of why you do things differently and why it matters. We take ownership of what distinguishes our brand and shall never take it for granted.



We will continue to maintain and uphold our product that is why we set aside some time to revisit, reinforce, refresh, and reaffirm the branding and marketing efforts on a regular basis. If we keep doing this, prosperity will flourish.

Things might go unpredictable and hardships may come along the way but our goal will always remain strong and that is to reach through people's hearts by helping and providing them products that they will surely need.

## **Chapter III**

### **Organizing and Staffing**

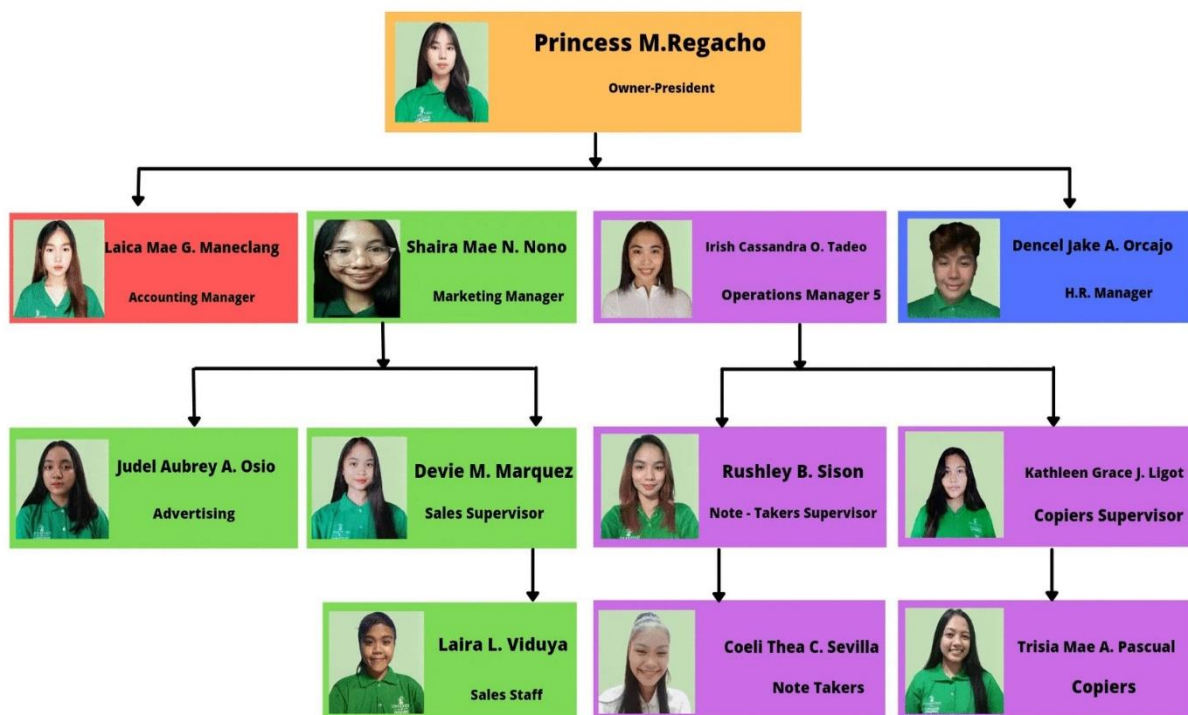
The public institution has to deal with a number of stumbling blocks in terms of organization and staffing. Organizing focuses on the main drawbacks for organizing the plans subsection, positions, and employee accountability. Organizing is also an outlook for an effective leverage connections among selected people, work, and bureau for an assembled multitude to work together adeptly. Furthermore, organizing allows a plan to be strategic. Staffing deals with the recruitment of skilled or potential benefits for a variety of job roles within an organization. And in terms of staffing, this is concerned with managing their personnel/staffs in order to achieve success in their company.

They must stand out and be resilient in terms of organizational structures, as well as have a positive attitude, strict budgetary rules, and ordinances that require personnel/staff to be more polite, obedient, and aware of their responsibilities within the business. Consider that the company's organizational structure must be finished in order for them to be successful in terms of fiscal policies and regulations, all legal requirements, and the nature forms of business that must be developed.

## Organizational Structure

Employees of Quaranthings are familiar with our organizational structure. We employees, including the Chief Executive Officer, are each assigned our own responsibilities in order to achieve the plan and goals that we have set for ourselves. Everyone is working hard to ensure the company's success. Everyone in our company is expected to follow the rules, roles, and responsibilities. We have no problems with our job as a result of this. We simply need to follow the rules that have been established for us, with the assistance of organizational structure. As a result, future employees will have an easier time learning the company's organizational structure.

## Organizational Chart



## **Compensation and Benefits**

All of the laborers receive outstanding compensation and benefits as a result of Quaranthings. These benefits are critical not just for retaining and encouraging current employees, but also for attracting new employees to our company. One of our objectives is to improve salary and incentive packages, as these are the primary reasons why individuals apply for specific professions.

To sum everything up, Quaranthings considered providing these beneficial categories:

1. Life Insurance
2. Health Care
3. Retirement Benefits
4. Discount for Products and Services
5. Paid Time Off
6. Overtime Pay
7. Policies and Regulations.

We assure all of our laborers a clean and organized workplace to have a peaceful environment while working with us.

## **Life Insurance**

When you get a hold of your life insurance along the road, you may get back to living your life. At Quaranthings Co., you can choose insurance with numerous forms of coverage and financial benefits. But, in the end, it all boils down to one thing: safeguarding the safety of your family in the event of unforeseen circumstances, as well as providing financial security during this period of uncertainty. You may prepare and plan for a brighter future for yourself and your family in this way. Having life insurance would provide you peace of mind, knowing that you are covered in the event of accidents or medical problems. And we securely provide this at Quaranthings Co.

## **Health Care**

The term "healthcare" refers to the state of one's health and cleanliness. We need to find ways to automate health and safety procedures. We must build a comprehensive approach to workplace health, safety, and security. Like PhilHealth, it is responsible for ensuring that all Filipinos have an access to basic public health services by delivering excellent health care and regulating health goods and services suppliers.

## **Retirement Benefits**

Profit Sharing Plans – This is when the firm contributes a percentage of profits to the retirement accounts of the employees. PhilHealth - Employers ensure that all employees are properly reported to PhilHealth so that they may rely on correct data in the event of an emergency, particularly regarding premium contributions.

Health Insurance - Employees are protected against unexpectedly large medical expenses.

Even before you reach your deductible, you pay less for covered in-network healthcare.

Life insurance - A policy that pays a lump sum of money to the selected beneficiary of an employee who dies in exchange for monthly, quarterly, or annual premium payments.

Death/Retirement Gratuity - It is paid to certain survivors of railroad employees who have served for 10 years or more.

Retirement Bonus/Service Gratuity - Individual employees will receive a one-time bonus equivalent to 1% of their final yearly wage multiplied by the number of years of service.

Leave Encashment - It is the amount of money obtained in exchange for a period of leave not availed by an employee.

Employee Provident Fund (EPF) - This is a retirement savings plan in which employees contribute a small portion of their monthly salary. In the same line, the employer also contributes a similar amount on their behalf towards the scheme.

Monthly Pension - A retiree who has paid at least 120 monthly contributions to the SSS prior to the semester of retirement is entitled to a monthly pension, which is a lifetime cash benefit. The monthly pension must be paid for a minimum of 60 months.

### **Discount for Products and Services**

Discount is the deduction from a usual price of a given product or service. It is usually done when the manufacturer is getting rid of a certain product that is not gaining much attention in order to be sold and prevent from getting wasted. A seller who wants to gain more sales and attention from buyers must launch a discount to their products. It is the best way to boost your business, most especially if you think that your business is not growing at the minimum goal. It is important to have a proper knowledge on the concept of discounting before you execute. Be mindful of the time and situation. If the total price of the order being paid exceeds a certain value, then that's when you should do it. Avoid putting discounts to all the products at the same time.

### **Paid Time Off**

Paid Time Off, often known as Personal Time Off, is an employer-provided benefit in which employees are compensated for time away from work. The amount of time that employees can take off work while still receiving regular pay. It enables employees to take a set amount of days off while still receiving pay. This usually refers to absences due to vacation, illness, or personal reasons.

### **Overtime Pay**

Since the maximum work hours allowed in the Philippines is eight hours, we Quaranthings Co., will include an additional compensation of 25% of their regular work wage to compensate overtime workers for the increased risk of workplace accidents such as

exhaustion or overexertion when an employee works for longer. This will allow workers who, perhaps out of desperation, are willing to work abnormally long hours from taking jobs away from workers who prefer shorter hours.

### **Policies and Regulations**

Policies and Regulations help the company to protect from legal claims and establish a positive work environment in the workplace. Apart from that, company rules and regulations protect employees from legal claims and secure the job. It is important to follow the rules and regulations so that employees can be more careful and knowledgeable of their actions in order to discipline themselves when it comes to work. Here are some of our policies: Firstly, the company expects formal and acceptable behaviors from employees. They must protect the company's belongings and report some malfunctions that may occur immediately. They must have meals during break times and will not allow extra time for meals. Our company prefers to create a safe and fun working environment. They should maintain a healthy interaction among clients and co-workers. Thus, the company will fire those employees who engaged in any forms of physical and sexual harassment. Every employees has to apply for special vacation at least one month before expected date of asking for a vacation. They must follow the dress code according to the directives of the company authorities. Most importantly during this time of pandemic, employees should be mindful of the Workplace Safety and Proper Sanitation Policy. We valued our employees the way we value our customers simply because they are our company's biggest assets.



## Resume



# KATHLEEN GRACE J. LIGOT

## PERSONAL INFORMATION

Name: Kathleen Grace J. Ligot  
Age: 16 years old  
Civil Status: Single  
Date of Birth: December 6, 2004  
Place of Birth: Fatima, Infanta  
Pangasinan  
Nationality: Filipino

## CONTACT INFO

#210 Fatima  
Infanta, Pangasinan  
(+63) 961-456-4318  
ligotkathleen47@gmail.com

## CAREER OBJECTIVES

To be a versatile copier technician to successfully service all of the major brands. Adept at quickly diagnosing a problem discussing options with customers and performing reliable regular maintenance tasks. Specializes in old and new copier technology.

## EDUCATIONAL ATTAINMENT

Divine Grace Montessori  
Our Lady Of Mount Carmel Academy  
Saint John Learning Center  
Bobonan Central School  
Baguio Central School  
Bright Horizon Children's School  
— *Elementary 2010-2017*  
Juan G. Macaraeg National  
Highschool  
Cato National Highschool  
— *Junior High School 2017-2022*  
PHINMA UPang College Urdaneta  
— *Senior High School 2021*

## SKILLS

Competence in both oral and written  
English language  
Excellent interpersonal skills  
Responsible as a digital director  
Managing workflow  
Great mentor for new hires



# LAICA MAE G. MANECLANG

## PERSONAL INFORMATION

Name: Laica Mae G. Maneclang  
Age: 16 years old  
Civil Status: Single  
Date of Birth: May 27, 2005  
Place of Birth: Samat, Bugallion  
Pangasinan  
Nationality: Filipino

## CONTACT INFO

Purok #2 Nancayasan  
Urdaneta City, Pangasinan  
(+63) 933-818-9570  
laicamaneclang27@gmail.com

## CAREER OBJECTIVES

Seeking Financial Accounting Manager position with reputable organization in which my experience can be positive influence growth of company.

## EDUCATIONAL ATTAINMENT

**Bacag Central Elementary School**  
– Elementary 2010-2017

**Don Ramon E. Costales Memorial  
National Highschool**  
– Junior High School 2017-2021

**PHINMA UPang College Urdaneta**  
– Senior High School 2021

## SKILLS

Experience in Financial systems and upgrade  
Deep knowledge of financial reporting requirements  
Leadership  
Financial Analysis



## DEVIE M. MARQUEZ

### PERSONAL INFORMATION

Name: Devie M. Marquez  
Age: 16 years old  
Civil Status: Single  
Date of Birth: January 31, 2005  
Place of Birth: Catablan Calegu,  
Urdaneta City  
Nationality: Filipino

### CONTACT INFO

#92 CATABLAN  
CALEGU, PANGASINAN  
(+63) 991-300-7513  
deviem.marquez@gmail.com

### CAREER OBJECTIVES

5 years experience as a Retail Sales Supervisor is seeking to obtain a career in customer service relations and utilize my professional experience and skills to become a great asset to a fast pace, growing company or corporation.

### EDUCATIONAL ATTAINMENT

Calegu Integrated School  
Calegu Catablan, Urdaneta City  
– Elementary 2010-2017

Calegu Integrated School  
Calegu Catablan Urdaneta City  
– Junior High School 2017-2021

PHINMA Upang College Urdaneta  
– Senior High School 2021

### SKILLS

Ability to Forecast Sales Goals Based  
on Analytics  
Strategic Thinking and Planning Skills  
to Implement Sales Plan  
Ability to Coach, Mentor, and  
Motivate Salespeople





## SHAIRA MAE N. NONO

### PERSONAL INFORMATION

Name: Shaira Mae N. Nono  
Age: 15 years old  
Civil Status: Single  
Date of Birth: December 22, 2005  
Place of Birth: Urdaneta City,  
Pangasinan  
Nationality: Filipino

### CONTACT INFO

#416 Palina West, Urdaneta City,  
Pangasinan  
(+63) 929-518-5223  
shairamaenovencido@gmail.com

### CAREER OBJECTIVES

Seeking a marketing manager role to secure employment with marketing agency that provides a positive learning environment to advance and implement new strategies for the company's success.

### EDUCATIONAL ATTAINMENT

Don Andres G. Maiquez Memorial  
School

– Elementary 2010-2017

Palina West National High School

– Junior High School 2017-2021

PHINMA Upang College Urdaneta

– Senior High School 2021

### SKILLS

Content Marketing

CMS Experience

CRM Skills

Lead Nurturing

Mobile Marketing

Consumer Behaviorist

Data Visualization



## DENCEL JAKE A. ORCAJO

### PERSONAL INFORMATION

Name: Dencel Jake A. Orcajo  
Age: 16 years old  
Civil Status: Single  
Date of Birth: January 15, 2005  
Place of Birth: Binalonan,  
Pangasinan  
Nationality: Filipino

### CONTACT INFO

Zone#6 PASILENG SUR  
BINALONAN PANGASINAN  
(+63) 956 831 5580  
Jakenxcacosta@gmail.com

### CAREER OBJECTIVES

Well-versed individual with impressive persuasive skills in search for a customer-centric organization to fill a human resource manager role where strong capacity to provide effective administrative grows successfully.

### EDUCATIONAL ATTAINMENT

**Binalonan North Central School Speed Center**

– Elementary 2010-2017

**Juan G. Macaraeg National Highschool**

– Junior High School 2017-2021

**PHINMA Upang College Urdaneta**

– Senior High School 2021

### SKILLS

Communication Skills  
Decision-making Skills  
Empathic Skills  
Finance Skills  
Leadership Skills  
Business Management Skills  
Supervising, Delegation & Team Working  
Organizational skills



## JUDEL AUBREY A. OSIO

### PERSONAL INFORMATION

Name: Judel Aubrey A. Osio  
Age: 16 years old  
Civil Status: Single  
Date of Birth: November 8, 2004  
Place of Birth: Tarlac, Tarlac  
Nationality: Filipino

### CONTACT INFO

Lot #1, Blk #1, Astral Village  
Subdivision, San Vicente, Urdaneta,  
Pangasinan  
(+63) 995-116-4070  
Jual.osio.up@phinmaed.com

### CAREER OBJECTIVES

Imparting social interaction skills and media experience in designing and executing the advertisements, capturing the attention of huge audience and providing a convincing note for the product value.

### EDUCATIONAL ATTAINMENT

Carmen Elementary School  
Puelay Elementary School  
Rosales South Central School  
– Elementary 2010-2013  
Rosales National Highschool  
– Junior High School 2017-2021  
PHINMA Upang College Urdaneta  
– Senior High School 2021

### SKILLS

Creative Thinking  
Communication  
Social Media  
Content management systems  
Analytics  
Mobile advertising  
Video content  
Layout and design



## TRISIA MAE A. PASCUAL

### PERSONAL INFORMATION

Name: Trisia Mae A. Pascual  
Age: 16 years old  
Civil Status: Single  
Date of Birth: April 3, 2005  
Place of Birth: Don. Amadeo,  
Pangasinan  
Nationality: Filipino

### CONTACT INFO

#347 Labit Proper, Pangasinan  
(+63) 951-271-9251  
tranpascual@gmail.com

### CAREER OBJECTIVES

Seeking for a copier technician role where I can Associate's degree in a technical area, such as printing or computer information systems.

### EDUCATIONAL ATTAINMENT

#### Labit East Elementary School

– Elementary 2010-2017

#### Labit National High School

– Junior High School 2017-2021

#### PHINMA Upang College Urdaneta

– Senior High School 2021

### SKILLS

Highly Organized  
Patient  
Detail-Oriented  
Communication  
Honest  
Efficient  
Work-Centric  
Enthusiast Employee





## PRINCESS ANN M. REGACHO

### PERSONAL INFORMATION

Name: Princess Ann M. Regacho  
Age: 16  
Civil Status: Single  
Date of Birth: October 14, 2004  
Place of Birth: Tubao La Union  
Nationality: Filipino

### CONTACT INFO

Zone #1 San Felipe, San Manuel  
Tarlac  
(+63) 945-990-8585  
regachop14@gmail.com

### CAREER OBJECTIVES

My Career objectives is to become General Manager in an established and successful business.

### EDUCATIONAL ATTAINMENT

**San Felipe Elementary School**  
– Elementary 2010-2017

**San Felipe Highschool**  
– Junior High School 2017-2021

**PHINMA UPang College Urdaneta**  
– Senior High School 2021

### SKILLS

Clear communication  
Collaboration  
Approachability  
Open-mindedness  
Growth mindset  
Transparency  
Ethics  
Decisiveness  
Creativity and Innovation





## COELI THEA C. SEVILLA

### PERSONAL INFORMATION

Name: Coeli Thea C. Sevilla  
Age: 16 years old  
Civil Status: Single  
Date of Birth: July 17, 2005  
Place of Birth: San Pedro, Laguna  
Nationality: Filipino

### CONTACT INFO

#30 Dampay  
MANGAN DAMPAY, PANGASINAN  
(63+) 963-521-5203  
coca.sevilla.up@phinmaed.com

### CAREER OBJECTIVES

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, education background, and ability to work well with people, which will allow me to grow personally and professionally.

### EDUCATIONAL ATTAINMENT

**Vallehermoso Central Elementary School**

– Elementary 2010-2017

**Vallehermoso National Highschool**

– Elementary 2017-2019

**Lunec National Highschool**

– Junior High School 2019-2021

**PHINMA Upang College Urdaneta**

– Senior High School 2021

### SKILLS

Teamwork

Self-management

Willingness to learn

Thinking skills (problem solving and decision making)

Resilience



## RUSHLEY B. SISON

### PERSONAL INFORMATION

Name: Rushley B. Sison  
Age: 17  
Civil status: Single  
Date of birth: March 26, 2004  
Place of birth: agoo, La Union  
medical center  
Nationality: Filipino

### CONTACT INFO

#03 Bantiding Street  
Sison, Pangasinan  
(+63) 961-753-9078  
sisonashlii@gmail.com

### CAREER OBJECTIVES

To obtain a Note Taker position in an organization where I can gain additional experience, expand on my creativity and organizational skills, as well as assist in helping an organization achieve its mission and goals.

### EDUCATIONAL ATTAINMENT

**Alibeng Elementary School**  
– Elementary 2010-2016  
**St. Philomena's Academy**  
– Junior High School 2016-2020  
**University of Cordilleras**  
**PHINMA UPang College Urdaneta**  
– Senior High School 2020-2022

### SKILLS

**MS Office**  
**Time Management**  
**Organizational skills**  
**Structuring notes**  
**Encoder**



## IRISH CASSANDRA O. TADEO

### PERSONAL INFORMATION

Name: Irish Cassandra O. Tadeo  
Age: 16 years old  
Civil Status: Single  
Date of Birth: December 08, 2004  
Place of Birth: Bayambang,  
Pangasinan  
Nationality: Filipino

### CONTACT INFO

#130 Artacho, Bautista, Pangasinan  
(+63) 915-664-0543  
iroa.tadeo.up@phinmaed.com

### CAREER OBJECTIVES

To be a successful leader in operations management where I can utilize my potential and capabilities to achieve the organizational objectives and seize the opportunities for professional development.

### EDUCATIONAL ATTAINMENT

**Artacho Elementary School**  
– Elementary 2010-2013  
**God's Favor Learning Center**  
– Elementary 2013-2017  
**Abanon National High School**  
**Cipriano P. Primicias National High School**  
– Junior High School 2017-2021  
**PHINMA Upang College Urdaneta**  
– Senior High School 2021

### SKILLS

**Hard Skills**  
Financial Management  
Supply Chain Management  
Enterprise Resource Planning  
Customer Relationship Management



# **LAIRA L. VIDUYA**

## **PERSONAL INFORMATION**

Name: Laira L. Viduya  
Age: 15  
Civil Status: Single  
Date of Birth: November 16, 2005  
Place of Birth: Urdaneta City  
Nationality: Filipino

## **CONTACT INFO**

#509 Palina East  
Urdaneta City, Pangasinan  
(+63)916-756-6610  
lala.viduya.up@phinmaed.com

## **CAREER OBJECTIVES**

Seeking an opportunity to apply my advanced knowledge of sales and customer service and my experience with team building and staff development.

## **EDUCATIONAL ATTAINMENT**

**Palina East Elementary School**  
– Elementary 2010-2017  
**Palina East National Highschool**  
– Junior High School 2017-2021  
**PHINMA UPang College Urdaneta**  
– Senior High School 2021

## **SKILLS**

Product knowledge  
Setting goals  
Organization  
Time Management  
Active listening  
Sales software proficiency

## **Chapter IV**

### **Democratic Leadership Style**

All opinions are brought forward in team meetings where everyone speaks their minds. Silent team members are specifically asked their opinions to make sure all perspectives are heard. The leader makes decisions based on the input of everyone on the team. Then the leader makes the final decision, but of course, every employee gets their voice heard and their opinions considered during the decision-making process. A creative environment fosters cooperation and generates a relaxed atmosphere in which plans can be arranged and ideas can be shared and compared. Democracy is inevitable, even in the workplace. Organizations are simply too inflexible and rigid to compete effectively in today's business environment. That is why our company have board members who represent as a leader of the business and they'll be the one to lead the business to its success.

### **Social Obligation and Responsibility**

We Quaranthings value our business, as much as we value the people who continue to love and support our products and the business itself. Aside from giving our employees the right compensation and benefits that they deserve, we also want them to be all-aspect ready and available. This is why we are establishing a Corporate Zumba Day for our employees to be physically fit while promoting a fun and exciting workplace at the same time being healthy. As for our customers, we ensure safe and fully-functional products and services.



We want nothing but the best for them. That is why we study our products and train our employees wisely and thoroughly to give them high-quality products and services.

Aside from this, our customer services are also trained well to always be nice and approachable while handling our customers' queries and complaints, which are least likely to, from using our products and services. Above all of these, is our nature and environment because while we are making products in a clean and sanitized workplace, we also care about our waste management. Due to this, we strictly observe to only use minimal plastic usage and focus more on using recyclable and reusable materials in our preparation and packaging. All of these would not be possible without the help of our society whom we serve as our standard on becoming a socially aware and responsible company.

## **Chapter V**

### **Controlling**

It is one of an organization's most crucial functions. Differentiating, reducing, and guaranteeing that the company/business is on top are all examples of control. Controlling is the practice of comparing actual results to those predicted. It is the ability to direct actions as well as make decisions about how something is managed or done. Controlling is the process of ensuring that an organization's operations are carried out, and it can also control all of the plans that an organization is pursuing. It can also assist the manager in tracking the effectiveness of their various strategies and organizing efforts.

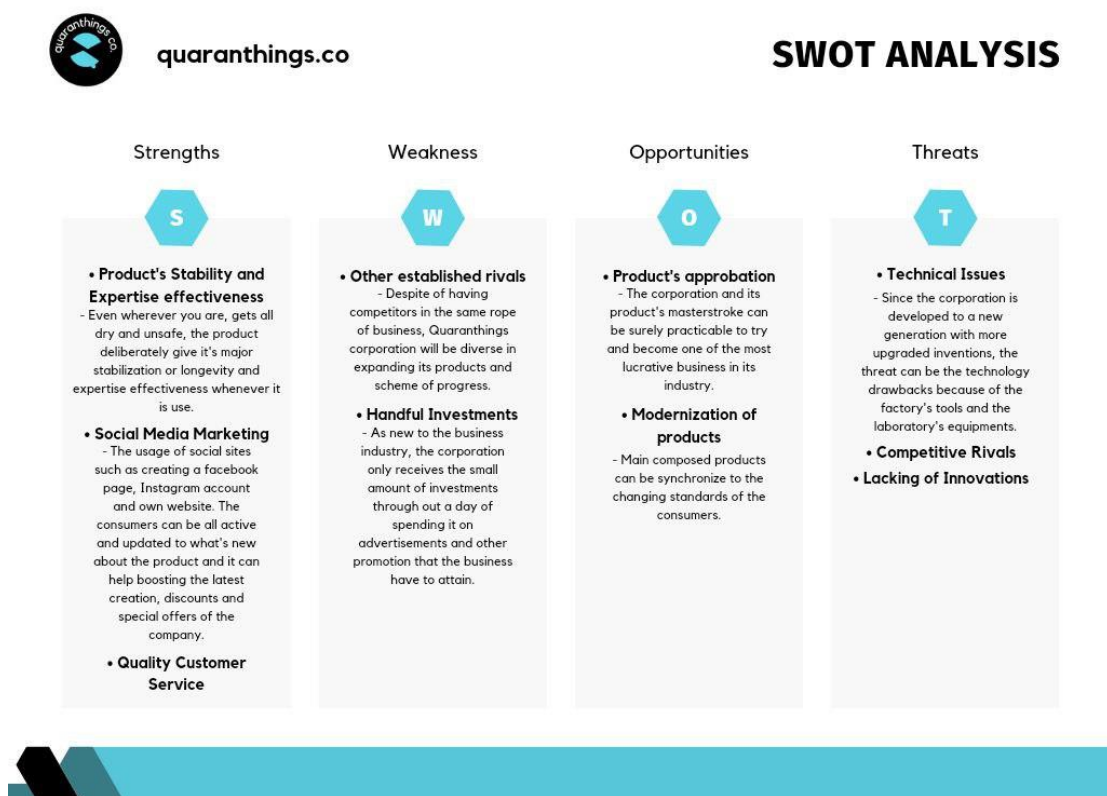
Controlling help the most in the implementation of a good control system that ensures t employee is aware of what to expect and what performance standards will be used to Eva them. As a result, it helps to inspire and develop their potential, allowing them to produce results.

### **SWOT Analysis**

SWOT analysis (strengths, weaknesses, opportunities, threats) is a framework for assessing a company's competitiveness and developing a strategic plan. A SWOT analysis evaluates internal and external elements, as well as existing and future opportunities.

SWOT analysis is a tool for exploring the strengths and weaknesses of an organization, initiative, or industry in a realistic, fact-based, data-driven way. Organizations must maintain the accuracy of their research by avoiding prejudices and grey areas and instead focusing on real-world scenarios. It should be used as a recommendation, not as a corporate prescription.

## SWOT Table





## **Production Process**

This process is also processing raw materials and auxiliary materials manually using equipment to produce a product, in other words, the process can also interpret as an activity combining various factors of production to create something beneficial to consumers. In our manufacturing system, we ensure that all of our resources are obtainable, feasible, and handy. Then we scrutinize our machinery, technological facilities, and workers who do the required methods for our product. The raw ingredients are then processed into the finished product.

## **Policies and Regulations**

Policies and Regulations is a guideline for employers dealing with employee accountability, health, safety, and interactions with customers. Policies and Regulations are also stratagems for legal issues, regulatory requirements, and any situation that could lead to serious consequences. Apart from that, policies are rules made by organizations, to achieve their aims and goals. Policies are made by individuals, groups, companies, and even governments to carry out their plans; Regulations are rules that are made to make people comply and behave in a certain manner.

Some of our policies are: In a professional environment, men may be required to wear a tie, and women may be asked to dress appropriately. If workers are dealing with the public, they may be required to wear uniforms that promote the company's image.

Employees should maintain a clean work environment in order to prevent foodborne illness and always ensure that the working area is clean before preparing food. The company should declare clearly that their organization promotes fair treatment in the workplace. These policies prohibit a discriminatory behavior from supervisors and employees on the basis of race, gender, religious beliefs or sexual orientation. The company should prohibit the use of drug, alcohol or tobacco on company property during work hours. If smoking is permitted, policies will describe the procedures that must be followed. Substance abuse policies also outline the requirements for drug-testing as a prerequisite to employment and the possibility of random drug-testing after being hired. Mobile phone policy covers the workplace rules for cell phone use which includes both personal and business phone usage. This type of policy is designed to increase productivity while minimizing distractions. Anti-discrimination and Harassment policy is also implemented to encourage a safe and healthy work environment for all employees. Education is a critical component of this policy. Education is one of the most effective means of preventing discrimination and harassment. Discipline and termination policy specifies how it will deal with employees who violate its policies. It depicts the consequences and potential dismissals. This type of policy is important for employees because it outlines their disciplinary and termination rights. Grievance handling policy a formal complaint lodged by an employee against his or her employer. This policy can outline your rights as an employee as well as how the company expects to handle your complaint. Attendance policies establish rules and guidelines for employee work schedule adherence and specify how employees may schedule time off and notify superiors of absences or late arrivals.