

PHINMA UPANG COLLEGE URDANETA
Nancayasan,Urdaneta City.

Accountancy Business and Management

11 ABM 3

BUSINESS PLAN

Presented as Partial Fulfillment of the Requirement for

ORGANIZATION AND MANAGEMENT

Submitted to:

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Professor

Submitted by:

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HERA ELZA PARTIBLE

KHELSEY CORREN TACLA

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MA. AGAPE NUDO

SHEVANNAH PEPITO

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AYENNE SABADO

ABM Students

First Semester

Academic Year 2021-2022

CHAPTER I

Project Summary

Soap got its name from an ancient Roman legend about Mount Sapo. Rain would wash down the mountain with animal fat and ashes, resulting in a clay mixture found to make cleaning easier. By the 7th Century, soap making was an established art in Italy, Spain and France. The earliest recorded evidence of the production of soap materials back to around 2800 BC in ancient Babylon. The Ebers papyrus indicates that the ancient Egyptians used soap as a medicine. Soap contains a salt of a fatty acid used in a variety of cleansing and lubricating products. Our body needs soap to have a good hygiene also to feel fresh all the time, it also helps us to prevent our bodies from getting bacteria.

Lemon, the true origin of lemon is not entirely known but there are thoughts that it originated in North-western India. Lemon was introduced into Spain and North Africa sometime between the years 1000 and 1200 CE. Coffee grown worldwide can trace its heritage back centuries to the ancient coffee forests on the Ethiopian plateau. There, legend says the goat herder Kaldi first discovered the potential of these beloved beans. As word moved east and coffee reached the Arabian peninsula, it began a journey which would bring these beans across the globe.

Lemon naturally contains vitamin C, astringent qualities, and antioxidant that help reduce skin damage and premature aging, it can also decrease oil in our skin due to its high pH level. Coffee can help reduce inflammation due to skin problems such as eczema, acne and psoriasis. Additionally, coffee grounds are promising for fighting skin infection diseases given the antimicrobial properties of their CGA and caffeine.

Name of Enterprise

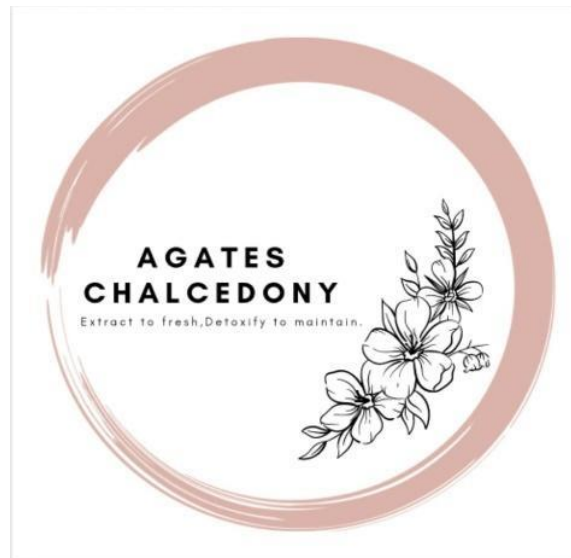
Agates Chalcedony is the name of our Enterprise, it came from the name of stones. Agates means sharp of mind and clear of heart, turn up analytical abilities that we need in business. Chalcedony means power in mind, body, and spirit. It removes self-doubt and builds confidence just like our soap. Our name is unique that its uniqueness will make people remember our product because it's not just good but the name has a very special meaning that when they heard about it, they will be interested in knowing our business. We

named our enterprise after precious stones because this stones considered as alucky charm,and attracts positive vibes.

Business Logo

Our logo is simple yet beautiful,the nude pinkish color in our logo means sweet,tenderness,cute and romantic just like our soap,and the flower there symbolizes refinement,thoughtfulness and mature charm like us.The circle represents the notion of totality,wholeness,and the original perfection of our product.Also the flower symbolizes chastity,purity,and loveliness like how our product is made of.

Logo of our Enterprise



Business Tagline

Our business tagline is “Extract to fresh,Detoxify to maintain” which means the freshness and detoxifying feeling in the skin that our product’s effect.We came up to this idea of our tagline because it tells product’s purpose,to make our customer know about our product and to attract more customers.We want our customer to remember our product,to be remarkable to everyone through our tagline.

Product Description

Lemon and Coffee is the two of our main ingredients in our soap.its easy to be found in any store or market.It's not too pricey,also lemon and coffee together in a soap is not common and there's no soap that contains this two ingredients that is being sold in a marketplace,so our product will be the first one.This soap is made for hygiene and skin care purposes.We can use it to prevent bacterias and other microorganisms from entering our body,especially now that we are facing pandemic which is caused by the virus.It's also good for the skin.

We're making sure that everyone can afford this soap,for example teenagers like us who want to glow up.We can also use it for face not just for body and hands.The ingredients used are safe,and we guaranteed that.We made sure that it won't have a bad effect to the skin that can cause allergy.Also the fragrance will not be that strong,we will just make it simple but soothing when you smell it.This product is made for multipurposes,you can use it in many different ways.Like other soap product,this product is a combination of soap for body and soap for skin care,plus it has a lot of benefits,given is anti-bacterial,anti-inflammatory and more.



CHAPTER II

Planning

In the future, We will have our own company building and expand our business by making and adding new products like shampoo, alcohol, skin care, or any personal hygienic products. I see our business growing and spreading around the world. Our product is not just a soap but will upgrade into different kinds of hygienic and fragrant products. We upgraded our business through communicating to our customers asking their opinions like 'how is our product?' and 'what can you say about our product?' Through that, we make changes and we upgrade our product to become better. In another 3-6 months we make new scented and hygienic products.

In six to eight years, our business will have buildings and employees. We will focus on how to manage our successful business and have good planning for our business to handle it efficiently. Talking about how we strengthen our products in marketing strategy, so we can build a good and new products. We also offer a class for our employees to improve their knowledge and to train them in making our products. As our business continues to expand, we plan to invest in other companies and to increase our quality in customer service, to learn more and have more knowledge in business, to continuously get ideas for the improvement of our business. And we still continue to do a research in formulating new products, and new soap ideas. We will continue to open new stores, and also renovating some units, to gain insight, and plans to expand into new markets. Focusing on the quality and quantity of our product, plans on how to improve it.

For finance, we will increase our budget for our product and also for the salary of our employees, and for the other expenses that will be used in franchising. As we plan to enhance our production process, by investing in more advanced technology. Through upgrading our existing production, laboratory-testing and research and development facilities, as we believe that we would be able to keep abreast of industry trends and meet the evolving demands of our customers. To be successful in business, it is not an immediate success, you are going through ups and downs, you lost some of your money in the first and you make sacrifices for the better future of your business. Our company receives a person who has a dedication in life to help them grow like our business.

Success is the accomplishment of an aim on purpose. It is the opposite of failure, the status of having achieved and accomplished an aim or objective. Being successful means the achievement of desired visions and planned goals. The dictionary describes success as the following: "attaining wealth, prosperity and/or fame". The true success is when you feel happy, fulfilled, and contented.

Agates Chalcedony will become the most famous and most preferred company in soap production. Our products are good for skin, fresh to use, natural, made of herbal plants, has a lot of benefits in hygiene, and most important is it's very safe to use. We made our products distributed in some stores around the world so that many people will have the chance to use our product and to get to know our product more. The reason why our business became more successful because the money is not just stable but also growing, and also because of our loyal customers who always support us, who always buy our product. Because of their trust to our company and our trust to them, we are able to go this far, also to the efforts of our employees in giving and providing good services the reason why we have a lot of customers that supports us.

Soon many big companies, and businessmen around the world will notice our products and deal with us, we will be having lot of branches around the world. We will make sure that we will have a good reputation in our country, and also all over the world. We have the assurance that our products will be recognized as the one of the best product, most requested, and most sold product. Our products will be an inspiration as well as our company to other people in business world. Like Winston Churchill said, success is not final, failure is not fatal it is the courage to continue that counts. As we rise and continue to be successful with our company, and employees. We have the courage to fight for our dreams, goals and ambitions, we have inspirations and motivations to do and exert more efforts to achieve what we wanted.

We won't experience success, if we wouldn't experience trials and errors. Believing on what we can do is important and helping each other especially in having a business like this. Unity, trust, and patience is important in business world. If you are going to be successful then be successful with someone, or be successful now while helping others to be successful, as you both face the challenges before you get that success that you wanted.

CHAPTER III

Organizing and Staffing

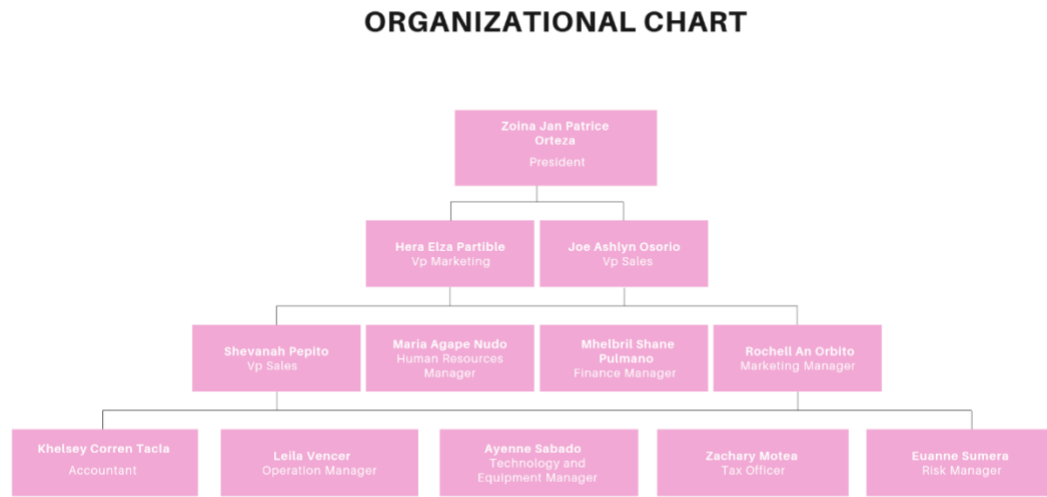
Organizing, is the management function that follows after planning, it entails the assignment of duties, the grouping of duties into departments and the mission of authority with adequate duty and allocation of assets throughout the company to attain common goals. Before a plan may be implemented, managers should arrange the assets of the enterprise to execute the plan successfully and effectively. In staffing it includes recruitment, and hiring of employees with essential skills and abilities for suitable job or position in the enterprise.

Our company faces some problems related in organizing and staffing. Specially in organizing, there's a lot of work to do like organizing plans, departments, tasks, and employees. In staffing, managing the recruitment of employees, offering specific job roles, assigning tasks and duties. In order to have a successful company, We need to be good in organizing and staffing, having a strong organizational structure that manages staffs and the given tasks or duties in order to maintain the company and to be more organized. The company need to complete the organizational structure that outline certain activities directed in order to achieve goals it includes the rules and regulations, legal requirements like resume, certificates and permits.

Organizational Structure

The organizational structure of Agates Chalcedony functions effectively. Owners and Staffs have assigned tasks to fulfill in order to obtain the goals of the company. Everyone is doing good, they are putting a lot of effort to their assigned duties for maintaining the organized and successful business. Workers must follow their roles, responsibilities, and rules of the company. So that we won't have problems in doing our jobs, with the help of organizational structure when our company expands and become more bigger, new employees will know who manages the processes and responsibilities in our company.

Organizational Chart



Compensation and Benefits

Agates Chalcedony offers competitive compensation and benefits to the employees. To attract, engage, and retain employees through competitive compensation plans align with the company budget, corresponding job-market, and government regulations. Compensation and benefits are thus a key part of human resource management.

Agates Chalcedony provides these compensation and benefits:

1. Life Insurance

2. Health Care

3.Retirement Benefits

4.Discounts for Products and Services

5.Fixed pay and Paid vacation

In all the benefits you can find a description of the particular benefit option,that is an assessment on how much the enterprise will cost,and where you are able to start receiving the benefits.

Life Insurance

Incase of the death of the employees,a life insurance policy can help them plan for their family's future and secure their financial well being.Our company offers a term life insurance policies that employees can convert to permanent insurance in the future and the company makes it easy to tailor their term life coverage for their own specific needs.

Our company offers life insurance cash for the family of our employees,they will get 15,000 cash monthly'

Health Care

Workers' compensation insurance,it covers medical costs and lost wages for work related injuries and illnesses.This policy is required to all business employees.It also provide Health Care one of the most important offer to our employees,particularly in PhilHealth that can provide the employees for health pay for the care of sick and helps them to pay for hospital charges and professional fees incase they get hospitalized,and help the employees to save money on hospital bills.

Retirement Benefits

Retirement benefits are the benefits that our employees deserve after they work hard for us in the past years. It includes retirement pensions.

The basic benefits offered in Agates Chalcedony for the Retirees:

Benefits from PhilHealth-Our employees ensure that their workers are qualified under PhilHealth so that in times of need, they don't need to worry too much about their financial problems.

Health Insurance-It helps the employers and workers to keep them from incurring medical bills they can't afford to pay out of their pocket.

Life Insurance-It helps the employees to pay financial expenses when they pass away. This may include for their funeral and cremation costs.

Monthly pensions-A lifetime cash benefits that are payable to retirees who have paid at least 120 monthly contributions to SSS.

Social Security Benefits-Social Security provides a foundation of income on which workers can build to plan for their retirement. It also provides valuable social insurance protection to workers who become disabled and to families whose breadwinner dies.

Death/Retirement Gratuity-It is a lump of payment made based on the total service of 5 to 10 years of the employees either on retirement or deaths.

Retirement Bonus-Our company's take outs for our employees to meet the provision established in collective bargaining agreements as a supplement when our workers and employees retire.

Discount for Products and Services

This is a strategy for promotional pricing where the original price for a product or service is reduced. It aims to increase traffic, moving inventory, and driving sales. Aside from bringing new business and attention as a marketing tool, discount can also help you improve your bottomline. It also builds trust, creates added value for the customer, and ensures customer satisfaction. People are easily tempted to buy products because of discounts. Offering discounts on goods and services is one way of attracting customers because they feel as if they are scoring a good deal. There are some purposes of discounting, to increase short-term sales, to sell the products that are nearly expired, and to reward valuable customers.

Fixed pay and Paid vacation

The Constant sum of money paid via way of means of an business enterprise to its personnel in trade for offerings acquired withinside the shape of a set income. Fixed Pay is accrual revenue noted withinside the earnings slip with fundamental and more than one allowances. It is the equal quantity obtained each month via way of means of the personnel. Paid vacation/holiday days are those days when a worker or employee is paid for taking time far from work. Most companies deliver their personnel a few paid break day for excursion. Employees today, in particular the nice ones, count on to receive paid holiday days as part of the worker advantages package.

Policies and Regulations

Every company has a fixed of company policies that govern how the business is run. Previously, they have been known as memorandum and articles of association. Internal company policies dictate how enterprise must run. The appointment, expulsion, and powers of directors, as well as meeting regulations and shareholder rights, are all covered by these regulations. At the time of incorporation, a business can both create its very own customs rules or use the version rules currently included withinside the Companies Act. Agates Chalcedony has employee disciplinary action policy, employee complaint policies, work schedule and rest period policies, workplace health and safety, anti-discrimination and harassment policy to make sure that our employees gets what they deserve and for them to

be safe and comfortable in our company. The Policies and Regulations in our company sets the limits for the employers and employees to maintain the organized and friendly environment within the company. The employers and employees must abide and obey the rules, what they are supposed to follow. Here are some of our company policies; Employee code of conduct policy, Employee disciplinary action policy, Employee complaint policy, Work schedule and rest period policies.

Resume



MA. AGAPE NUDO

A P P L I C A N T



Calepaan, Asingan, Pangasinan



maagapenudo@gmail.com



09121211040

CAREER OBJECTIVE

Desire a Human Resources position with Agates Chalcedony to give my best performance in your reputable organization, bringing strong knowledge of human resource policies and ability to utilize this knowledge in meeting deadlines.

EDUCATION

Senior High School Diploma

PHINMA UPang College Urdaneta
Nancayasan, Mac Arthur Highway,
Urdaneta City, Pangasinan
2021-2023

Junior High School Diploma

Luciano Millan National High School
Poblacion West, Asingan, Pangasinan
2017-2021

Elementary Diploma

Calepaan Community School
Zone 3 Calepaan, Asingan,
Pangasinan
2010-2017

SKILLS

Problem Solving	██████████
Interpersonal Skills	██████████
Detail Oriented	██████████
Computer Skills	██████████
Technical Skills	██████████
Leadership	██████████

ACCOMPLISHMENTS

Academic Excellence Award

With Honors, Grade 10
2020-2021

Academic Excellence Award

With Honors, Grade 9
2019-2020

Academic Excellence Award

With Honors, Grade 8
2018-2019

Academic Excellence Award

With Honors, Grade 7
2017-2018

PERSONAL INFORMATION

Name: Nudo, Ma. Agape, Valdez

Age: 16 yrs old

Civil Status: Single

Date of Birth: April 18, 2005

Place of Birth: San Jose, Urdaneta City, Pangasinan

Nationality: Filipino

Religion: Born Again Christian



ROCHELL ANN ORBITO

A P P L I C A N T



Calepaan, Asingan, Pangasinan



rochellorbito49@gmail.com



09274584946

CAREER OBJECTIVE

A well-organized and hardworking individual seeking a responsibility role in which to build experience.

EDUCATION

Senior High School Diploma

PHINMA UPang College Urdaneta
Urdaneta City, Pangasinan
2021-2023

Junior High School Diploma

Luciano Millan National High School
Poblacion West, Asingan, Pangasinan
2017-2021

Elementary Diploma

Calepaan Community School Zone 3
Calepaan, Asingan, Pangasinan
2010-2017

SKILLS

Problem Solving	<div></div>
Interpersonal Skills	<div></div>
Detail Oriented	<div></div>
Computer Skills	<div></div>
Technical Skills	<div></div>
Leadership	<div></div>

ACCOMPLISHMENTS

Academic Excellence Award

With Honors, Grade 10
2020-2021

Academic Excellence Award

With Honors, Grade 9
2019-2020

Academic Excellence Award

With Honors, Grade 8
2018-2019

PERSONAL INFORMATION

Name: Orbito, Rochell Ann, Fernandez

Age: 17 years old

Civil Status: Single

Date of Birth: July 27, 2004

Place of Birth: Urdaneta City, Pangasinan

Nationality: Filipino

Religion: Roman Catholic



HERA ELZA PARTIBLE

A P P L I C A N T



Pozorrubio, Pangasinan



Heni.partible.up@phinmaed.com



09165359531

CAREER OBJECTIVE

A highly motivated student who advances creative abilities, as well as a proactive participant who can work in both collaborative and independent environments. I am eager to put my learnings in this company Agates Chalcedony.

EDUCATION

Senior High School Diploma

PHINMA UPang College Urdaneta
Urdaneta City, Pangasinan
2021-2023

Junior High School Diploma

Benigno V. Aldana National High School,
Pozorrubio, Pangasinan
2017-2021

Elementary Diploma

Name Elementary School , Pozorrubio,
Pangasinan
2010-2017

SKILLS

Problem Solving	██████████
Interpersonal Skills	████████████████
Detail Oriented	████████████████
Computer Skills	██████████████
Technical Skills	██████████████
Leadership	██████████████

ACCOMPLISHMENTS

Academic Excellence Award

With High Honors, Grade 11
2021 (1st Semester)

Academic Excellence Award

With Honors, Grade 10
2020

Academic Excellence Award

With Honors, Grade 9
2019

PERSONAL INFORMATION

Name: Hera Elza N. Partible

Age: 16 years old

Civil Status: Single

Date of Birth: July 03,2005

Place of Birth: Pozorrubio, Pangasinan

Nationality: Filipino

Religion: Roman Catholic



ZOINA JAN PATRICE ORTEZA

A P P L I C A N T



Asan Norte, Sison Pangasinan



pattyorteza@gmail.com



09563519177

CAREER OBJECTIVE

A Student who has the ability to lead and manage as the President of Agates Chalcedony. I am eager to put all my skills and abilities to work, as well as my two years of senior high school experience, to use at the Agates Chalcedony Company.

EDUCATION

Senior High School Diploma

PHINMA UPang College Urdaneta
Urdaneta City, Pangasinan
2021-2023

Junior High School Diploma

Sison Central Integrated School
Poblacion Norte, Sison, Pangasinan
2017-2021

Elementary Diploma

Sison Central Integrated School
Poblacion Central, Sison, Pangasinan
2010-2017

SKILLS

Problem Solving	<div></div>
Interpersonal Skills	<div></div>
Detail Oriented	<div></div>
Computer Skills	<div></div>
Technical Skills	<div></div>
Leadership	<div></div>

ACCOMPLISHMENTS

Academic Excellence Award

With High Honors, Grade 11
2021 (1st Semester)

Academic Excellence Award

With Honors, Grade 10
2020

Academic Excellence Award

With Honors, Grade 9
2019

Academic Excellence Award

With Honors Grade 7-8, 2016-2018

SciMath Quiz Bee Award

Participation in the SciMath Quiz Bee,
Grade 9, 2019-2020

PERSONAL INFORMATION

Name: Zoina Jan Patrice G. Orteza

Age: 16

Civil Status: Single

Date of Birth: December 23, 2004

Place of Birth: Agoo Nazareno Hospital

Nationality: Filipino

Religion: Roman Catholic



LEILA VENCER

A P P L I C A N T



LAPAZ, UMINGAN
PANGASINAN



leilavencer6@gmail.com



09777751208

CAREER OBJECTIVE

A highly motivated student who advances creative abilities, as well as a proactive participant who can work in both collaborative and independent environments. I am eager to put my computer literacy and design skills, as well as my two years of senior high school experience, to use at the Agates Chalcedony.

EDUCATION

Senior High School Diploma

PHINMA UPang College Urdaneta
Urdaneta City, Pangasinan
2021-2023

Junior High School Diploma

Immaculate Conception Catholic School
2017-2021

Elementary Diploma

La Paz Elementary School
2010-2017

SKILLS

Problem Solving	<div><div></div></div>
Interpersonal Skills	<div><div></div></div>
Detail Oriented	<div><div></div></div>
Computer Skills	<div><div></div></div>
Technical Skills	<div><div></div></div>
Leadership	<div><div></div></div>

ACCOMPLISHMENTS

Academic Excellence Award

With Honors, Grade 11
2021 (1st Semester)

Academic Excellence Award

With Honors, Grade 10
2020

Academic Excellence Award

With Honors, Grade 9
2019

ScieMath Award

1st Place in Rubik's Cube,
Grade 6, 2015-2016

PERSONAL INFORMATION

Name: Leila Vencer

Age: 16

Civil Status: Single

Date of Birth: October 27, 2004

Place of Birth: Manila

Nationality: Filipino

Religion: Catholic



AYENNE SABADO

A P P L I C A N T



Calepaan, Asingan,
Pangasinan



ayennesabado@gmail.com



09123197222

CAREER OBJECTIVE

A highly motivated student who advances creative abilities, as well as a proactive participant who can work in both collaborative and independent environments. I am eager to put my computer literacy and design skills, as well as my two years of senior high school experience, to use at the Agates Chalcedony Company.

EDUCATION

Senior High School Diploma

PHINMA UPang College Urdaneta
Urdaneta City, Pangasinan
2021-2023

Junior High School Diploma

Luciano Millan National High School
Poblacion West, Asingan, Pangasinan
2017-2021

Elementary Diploma

Calepaan Community School
Zone 3 Calepaan, Asingan, Pangasinan
2010-2017

SKILLS

Problem Solving	<div></div>
Interpersonal Skills	<div></div>
Detail Oriented	<div></div>
Computer Skills	<div></div>
Technical Skills	<div></div>
Leadership	<div></div>

ACCOMPLISHMENTS

Academic Excellence Award

With Honors, Grade 10
2020-2021

Academic Excellence Award

With Honors, Grade 9
2019-2020

Academic Excellence Award

With Honors, Grade 9
2018-2019

Academic Excellence Award

With Honors, Grade 7
2017-2018

PERSONAL INFORMATION

Name: Sabado, Ayenne S.

Age: 16 years old

Civil Status: Single

Date of Birth: December 25, 2004

Place of Birth: Dagupan City

Nationality: Filipino

Religion: Iglesia Ni Cristo



MHELBRIL SHANE PULMANO

A P P L I C A N T



Paline East, Urdaneta City,
Pangasinan



shanepulmano416@gmail.com



09159355838

CAREER OBJECTIVE

A highly motivated student who advances creative abilities, as well as a proactive participant who can work in both collaborative and independent environments. I am eager to put my computer literacy and design skills, as well as my two years of senior high school experience, to use at the Agates Chalcedony Company.

EDUCATION

Senior High School Diploma

PHINMA UPang College Urdaneta
Urdaneta City, Pangasinan
2021-2023

Junior High School Diploma

Palina East National High School,
Urdaneta, Pangasinan
2017-2021

Elementary Diploma

Talang Central School, San Carlos,
Pangasinan
2010-2017

SKILLS

Problem Solving	<div><div></div></div>
Interpersonal Skills	<div><div></div></div>
Detail Oriented	<div><div></div></div>
Computer Skills	<div><div></div></div>
Technical Skills	<div><div></div></div>
Leadership	<div><div></div></div>

ACCOMPLISHMENTS

Academic Excellence Award

With Honors, Grade 11
2021 (1st Semester)

Academic Excellence Award

With Honors, Grade 10
2020

Academic Excellence Award

With Honors, Grade 9
2019

Math Quiz Bee Award

Participation in the Math Quiz Bee,
Grade 6, 2015-2016

PERSONAL INFORMATION

Name: Pulmano, Mhelbril Shane Antonio
Age: 16 years old
Civil Status: Single
Date of Birth: 2005, April 16
Place of Birth: Palina East, Urdaneta City,
Pangasinan
Nationality: Filipino
Religion: Roman Catholic



KHELSEY CORREN TACLA

A P P L I C A N T



Imbalbalatong
Pozorrubio, Pangasinan



khbi.tacla.up@phinmaed.com



09159781020

CAREER OBJECTIVE

A highly motivated student who advances creative abilities, as well as a proactive participant who can work in both collaborative and independent environments. I am eager to put my computer literacy and design skills, as well as my two years of senior high school experience, to use at the Agates Chalcedony Company.

EDUCATION

Senior High School Diploma

PHINMA UPang College Urdaneta
Urdaneta City, Pangasinan
2021-2023

Junior High School Diploma

Benigno V. Aldana National High School
Pozorrubio, Pangasinan
2017-2021

Elementary Diploma

Pozorrubio Central School
Pozorrubio, Pangasinan
2010-2017

SKILLS

Problem Solving	<div><div></div></div>
Interpersonal Skills	<div><div></div></div>
Detail Oriented	<div><div></div></div>
Computer Skills	<div><div></div></div>
Technical Skills	<div><div></div></div>
Leadership	<div><div></div></div>

ACCOMPLISHMENTS

Academic Excellence Award

With Honors, Grade 11
2021 (1st Semester)

Academic Excellence Award

With Honors, Grade 10
2020

Academic Excellence Award

With Honors, Grade 9
2019

PERSONAL INFORMATION

Name: Khelsey Corren Biascan Tacla

Age: 16

Civil Status: Single

Date of Birth: February 26, 2005

Place of Birth: Alipangpang Pozorrubio, Pangasinan

Nationality: Filipino

Religion: Roman Catholic



ASHLYN OSORIO

APPLICANT



Labit proper Urdaneta city
Pangasinan



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m



0919 544 8786

CAREER OBJECTIVE

A highly motivated student who advances creative abilities, as well as a proactive participant who can work in both collaborative and independent environments. I am eager to put my efforts, participations and design skills, as well as my two years of senior high school experience, to use at the Agates Chalcedony Company.

EDUCATION

Senior High School Diploma

PHINMA UPang College Urdaneta
Urdaneta City, Pangasinan
2021-2023

Junior High School Diploma

Lananpin National High School,
Undaneta City, Pangasinan
2017-2021

Elementary Diploma

Labit East Elementary School
Zone 3 Labit Proper, Pangasinan
2010-2017

SKILLS

Problem Solving	██████████
Interpersonal Skills	████████████████
Detail Oriented	████████████████
Computer Skills	████████████████
Technical Skills	██████████████
Leadership	██████████████

ACCOMPLISHMENTS

Academic Excellence Award

With High Grades, Grade 11
2021 (1st Semester)

Academic Excellence Award

With Honor, Grade 10
2020

Academic Excellence Award

With Honor, Grade 9
2019

PERSONAL INFORMATION

Name: Joe Ashlyn A. Osorio

Age: 16

Civil Status: Single

Date of Birth: July 13, 2005

Place of Birth: Pinmaludpod Undaneta
City Pangasinan

Nationality: Filipino

Religion: Roman Catholic



E U A N N E S U M E R A

A P P L I C A N T



SAN JOSE URDANETA CITY



sumeraeuannejaica@gmail.com



09560899689

CAREER OBJECTIVE

A highly motivated student who advances creative abilities, as well as a proactive participant who can work in both collaborative and independent environments. I am eager to put my computer literacy and design skills, as well as my two years of senior high school experience, to use at the Agates Chalcedony Company.

EDUCATION

Senior High School Diploma

PHINMA UPang College Urdaneta
Urdaneta City, Pangasinan
2021-2023

Junior High School Diploma

Don Antonio Bongolan Memorial
High School
Zone 4, San Jose
Urdaneta, Pangasinan
2017-2021

Elementary Diploma

San Jose Elementary School
Zone 3 San Jose, Urdaneta
Pangasinan
2010-2017

SKILLS

Problem Solving	<div></div>
Interpersonal Skills	<div></div>
Detail Oriented	<div></div>
Computer Skills	<div></div>
Technical Skills	<div></div>
Leadership	<div></div>

ACCOMPLISHMENTS

Academic Excellence Award

With Honors Grade 8
2018-2019

Academic Excellence Award

With Honors, Grade 9
2019-2020

Academic Excellence Award

With Honors Grade 10
2020-2021

PERSONAL INFORMATION

Name: Sumera Euanne Jaica Asuncion
Age: 16
Civil Status: SINGLE
Date of Birth: June 07, 2005
Place of Birth: San Jose Urdaneta City
Nationality: Filipino
Religion: Catholic



SHEVANAH PEPITO

A P P L I C A N T



Palina East Urdaneta City,
Pangasinan



shevanahesrapepito@gmail.c
om



09159728639

CAREER OBJECTIVE

A highly motivated student who advances creative abilities, as well as a proactive participant who can work in both collaborative and independent environments. I am eager to put my computer literacy and design skills, as well as my two years of senior high school experience, to use at the Agates Chalcedony Company.

EDUCATION

Senior High School Diploma

PHINMA UPang College Urdaneta
Urdaneta City, Pangasinan
2021-2023

Junior High School Diploma

Palina East Elementary School
Zone 1 Palina East Urdaneta City,
Pangasinan

Elementary Diploma

Palina East National High School
Zone 1 Palina East Urdaneta City,
Pangasinan

SKILLS

Problem Solving	<div><div></div></div>
Interpersonal Skills	<div><div></div></div>
Detail Oriented	<div><div></div></div>
Computer Skills	<div><div></div></div>
Technical Skills	<div><div></div></div>
Leadership	<div><div></div></div>

ACCOMPLISHMENTS

Academic Excellence Award

With Honors, Grade 11
2021 (1st Semester)

Academic Excellence Award

With High Honors, Grade 10
2020

Academic Excellence Award

With Honors, Grade 9
2019

PERSONAL INFORMATION

Name: Shevanah Esra Guillera Pepito

Age: 16 years old

Civil Status: Single

Date of Birth: December 10, 2004

Place of Birth: Palina East Urdaneta City, Pangasinan

Nationality: Filipino

Religion: Adventist



ZAC MOTEA

A P P L I C A N T



288 San Jose Street Villasis
Pangasinan



Zahi.motea.up@phinma.ed.com



09282071709

RESUME OBJECTIVE

A motivated student who has creative abilities, as well as a proactive participant who can work in both collaborative and independent environments. I am eager to put my computer literacy and design skills, as well as my two years of senior high school experience, to use at the Agates Chalcedony Company.

EDUCATION

Senior High School Diploma

PHINMA UPang College Urdaneta
Urdaneta City, Pangasinan
2021-2023

Junior High School Diploma

Saint Anthony Abbot Academy, Villasis,
Pangasinan
2017-2021

Elementary Diploma

Villasis 1 Elementary School, Villasis,
Pangasinan
2010-2017

SKILLS

Problem Solving	<div><div></div></div>
Interpersonal Skills	<div><div></div></div>
Detail Oriented	<div><div></div></div>
Computer Skills	<div><div></div></div>
Technical Skills	<div><div></div></div>
Leadership	<div><div></div></div>

ACCOMPLISHMENTS

Academic Excellence Award

With Honors in Elem 2012-2013

PERSONAL INFORMATION

Name: Zachary Daniel Leynard Hipolito Motea
Age: 16
Civil Status: Single
Date of Birth: February 5, 2005
Place of Birth: Batangas
Nationality: Filipino
Religion: Catholic

CHAPTER IV

Coaching Leadership Style

Coaching Leadership Style is the approach that creates a culture of high performance, it also refers to educating people about their mindsets and behaviors of every individual. It also helps to recognize your strengths and weaknesses, specifically your self-development as a person. Whose Coaching leadership style because it is positive in nature. Leadership coaching provides powerful career development experience, helping leaders develop valuable new skills that can open up opportunities for promotion and advancement. At the same time, coaching helps leaders become better managers, which can boost employee engagement and retention throughout the organization. Collaboration is the most important characteristic of this leadership style and this is often contrasted against a command and control approach which stifles potential. It incorporates coaching mindsets and behaviors, synthesizing them to create the highest performing type of leadership. The clear skills and ethics in this leadership style includes, partnership and collaboration, potential belief, trust and safety, intention, powerful questions, active listening, feedback, learning and development. We want to guide them through goals and obstacles. By this style we can identify their strengths and weaknesses and in this way we can improve those things and especially their skills, creativity, courage, and empathy. This is one way also to motivate them and to believe in themselves. We believe that this is the key to building a strong, confident and non-toxic organization.

Social Obligation and Responsibility

Social responsibility means that businesses, in addition to maximizing shareholder value, should act in a manner that benefits society. Socially responsible companies should adopt policies that promote the well-being of society and the environment while lessening negative impacts on them. In Agates Chalcedony, we support social responsibility such as working for the community, giving blood donations and working at the food bank or animal shelter, an environmental responsibilities such as planting trees and keeping the environment clean. We the Agates Chalcedony is always thinking of a better future, not just our company, also our environmental health for all of us. We will also have a hygiene education because our company Agates Chalcedony is known for being a hygienic Company. Hygiene education enhances a community's ability to protect from communicable diseases, provide a scholarship with monthly allowance, and we will also donate funds to those foundations for children.

We will do these because we are thankful because we are loved and our product by the people of our community, we wanted to help them and share blessings that we are receiving. By those things we did, We are showing our gratitude to the people who loved our product and our service given by our workers. We assure that by those small things we can help the people, animals and specially the community. Agates Chalcedony will always be thankful to the people who always love us and support our company. By doing those things, let's help each other to rise our community by doing things that people were lacking of.

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CHAPTER V

Controlling

Controlling can be defined as that function of management which helps to seek planned results from the subordinates, managers and at all levels of an organization. The controlling function helps in measuring the progress towards the organizational goals & brings any deviations, & indicates corrective action. Control is a function of management which helps to check errors in order to take corrective actions. This is done to minimize deviation from standards and ensure that the stated goals of the organization are achieved in a desired manner. According to modern concepts, control is a foreseeing action; earlier concepts of control were only used when errors were detected. Control in management includes setting standards, measuring actual performance and taking corrective action in decision making. It's essential to your business because it helps to check errors and implement corrective action, minimizing deviation from standards, and keeps your project management on track. With such a framework in place, your company is much more likely to hit its goals. Controlling helps managers monitor the effectiveness of their planning, organizing, and leading activities. Controlling determines what is being accomplished, that is evaluating the performance and, if necessary, taking corrective measures so that the performance takes place according to plans. The most important function of controlling is to compare actual performances with expected results. This, in turn, helps managers understand where they are lacking and how they can improve their performances. Using this knowledge, managers can use all available resources optimally and prevent their wastage.

SWOT Analysis

SWOT stands for Strengths, Weaknesses, Opportunities, and Threats, and so a SWOT analysis is a technique for assessing these four aspects of your business. SWOT Analysis is a simple tool that can help you to analyze what your company does best right now, and to devise a successful strategy for the future. It helps in identifying the strengths, weaknesses, opportunities, and threats of a business. The primary goal of SWOT analysis is to aid organizations in increasing awareness of the factors in making a business decision.

Table: SWOT Analysis

<p>Strength :</p> <ul style="list-style-type: none"> ● Product Quality -our product quality is better than any product,especially the ingredients we used . ● Excellent Customer Service -our customer values us a lot for our excellency in service,we always made sure that we always granted their requests regarding our product. ● Social Media Marketing -we are using facebook,twitter,Lazada and shoppee so that our customers can reach out about our product easily. 	<p>Weakness :</p> <ul style="list-style-type: none"> ● Brand power -Other brands might overpower our brand because we are new unlike other brands who have already made a name in the business industry. ● Trends changing -trends change too fast and we can't adapt to changes easily. ● Limited staff skills and expertise -when staff are new to their job and they are lacking or limited in skills and expertise.
<p>Opportunities :</p> <ul style="list-style-type: none"> ● Technologies ● Government Program ● Direct Selling ● Buy a Franchise 	<p>Threats :</p> <ul style="list-style-type: none"> ● New competitors ● Price influctuations ● Increasing employee benefits ● Tight labor supply

Production Process

In the production process of our business we made sure that all of our resources are available, like labor, capital equipment or land, materials, ingredients, and especially our workers to make sure that our product has good quality and its outcome will be good to provide better services to our customers.

The Production Process

<p>1. Prepare the ingredients and use PPE before starting to make sure of the safety. Set the cooker to medium low then add the coconut oil, then prepare the lye solution. Slowly add the lye to the water. (Do not add water to lye, it's unsafe)</p>
<p>2. Using the spatula, carefully stir the solution as you add the lye. It's become hot and releases fumes, which is normal. Then set aside the solution. Check the oils, if the coconut oil has melted, add the olive oil and stir well.</p>
<p>3. Once the oils have reached 120-130°F (49 °-54 °C), place the immersion blender on the side of the cooker then gently put the lye to avoid splashing. Stir slowly.</p>
<p>4. Set the blender to low, stir the mixture, moving in circles. Keep the blender immersed to avoid air bubbles. Continue blending and stirring for 10 to 15 minutes, until the soap has reached the trace. When the oils and lye solution have emulsified and look like pudding.</p>
<p>5. Cover the cooker then cook on low for about 50 minutes, if the mixture bubbles stir it gently. Turn off the slow cooker, let cool until the mixture drops below 180 °F (82 °C). Add essential oils and colorants, then mix it well.</p>
<p>6. Pour the mixture into soap mold. Smooth the top using the spatula. Tap the mold onto the work surface to eliminate air bubbles or spray rubbing alcohol. Top it with dried herbs.</p>

Agates Chalcedony Policies and Regulations

Company rules and regulations mean a set of written policies made by the Company's higher level of authority and bound to follow all employees and stakeholders. Rules and regulations help the organization 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. In Agates Chalcedony we have recruitment policy, internet and email policy, non-smoking policy, anti-discrimination and harassment policy, code of conduct, discipline and termination policy.

Our company prefers to create a friendly working environment. So, it is important for all to follow rules and regulations for the reason that it can serve as our foundation toward a healthy environment inside the company. Apart from that, company rules and regulations protect employees from legal claims and secure the job. Our product must always be manufactured in a clean environment. To present a hygienic visual image, it is critical to clean the manufacturing of our product on a regular basis. We guarantee that every employee will adhere to every policy and regulation that we have in place, particularly the proper sanitation policy, as it is critical nowadays for everyone to be properly sanitized before going to work. We place a high importance on our employees and treat them as family, so we want them to stay healthy.