

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 AND MANAGEMENT

Submitted to:

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Professor

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CURA, KARMELA STEPANIE C.

BAGRO, JEONNELLA PAULINE M.

DE GUZMAN, VIRGINIA MAE G.

BATALLA, DENMARK M.

DOLORES, TRICIA MONICA T.

BERMUDEZ, AIREEN SHELVE M.

GARIN, BOBBY MARK

BERGONIA, RYAN D.

ABM Students

First Semester

Academic Year 2021-2022

Chapter 1

PRODUCT SUMMARY

Rice Coffee traced its origin in the early 1900s when Filipinos made it as an alternative to the high-priced coffee beans. While it doesn't have any caffeine, it does taste like toasted coffee and can definitely be brewed and enjoyed as a substitute if you're missing the coffee taste, but can't drink one. Our product does not cause acid reflux, is gentle on the stomach, is gluten-free, and has a low-calorie count.

Sesame seeds come from the *Sesamum Indicum* plant. Indigenous to the Sunda Islands in Indonesia and the oldest known oilseed plant in history, the plant has been cultivated for over 4,000 years. Sesame seeds are an excellent source of manganese and calcium, both of which help your bones grow healthy and strong.

Peanuts originated in South America and expanded across the New World when Spanish explorers recognized the peanut's adaptability. When the Spaniards returned to Europe, they brought peanuts with them. Peanuts prevent heart disease by reducing cholesterol levels. They can help prevent tiny blood clots from forming, lowering your chance of suffering a heart attack or stroke.

NAME OF ENTERPRISE

Our company's name is Café de Arroz. We selected this name since Rice Coffee (our product) is recognized in Spanish as Café de Arroz. We decided to name it Café de Arroz since it is distinctive and one-of-a-kind. Another reason we selected this company name is to attract people to try our rice coffee while also highlighting aesthetics, which our generation truly loves. We also made sure that our Café de Arroz can provide fresh foods that will pique your curiosity. When people imagine excellent coffee, we want our brand and flavor to come to mind right away.

BUSINESS LOGO

Our company's logo features two colors that represent meanings rather than just colors and design. The first hue is green, which symbolizes the grain fields, which are the source of the element in our product. The second hue is brown, which represents the color of our excellent rice coffee. We made sure that our logo would look simple yet very creative and attractive.

LOGO ENTERPRISE



BUSINESS TAGLINE

We created the tagline "Extraordinary coffee! Try our Rice Coffee" because our product seems more than mere coffee; it's rice coffee produced by intensely roasting rice, which is why it is known as rice coffee. And it doesn't stop there; we created a new taste for our rice coffee, peanut, and sesame seed flavor, which elevated our product to new heights. Peanut and sesame seed flavored coffee has a distinct flavor, and once our consumers try it, they will not forget it and would always seek it out again and again. We made sure that our tagline could attract people to try our one-of-kind coffee. As a result, if you want an "Extraordinary coffee, try our rice coffee!"

PRODUCT DESCRIPTION

Rice is one of the primary ingredients in our Café de Arroz product because it has several benefits. Rice is a perfect food that contains all of the essential elements in your diet. Rice is extensively used in cooking, but it is less well-known as a hot or cold beverage. We chose this product since it simply requires a small investment to get started.

Café de Arroz is a drink made with white or brown rice that is roasted and brewed. The aroma and richness of Café de Arroz are distinctive. The aroma is distinctively roasted and refreshingly bitter, and the flavor is enhanced by the release of the rice's natural, mild sweetness. Café de Arroz is also caffeine-free, which is an essential characteristic. It may be called "coffee," but it has no caffeine because it is made entirely of rice. Café de Arroz is caffeine-free and cholesterol-free, making it a healthy beverage for both children and adults, as well as those with high blood pressure or heart disease. Café de Arroz contains no preservatives, so unless you add them yourself, you won't be drinking any dangerous chemicals. Rice coffee is a nutritious beverage that gives the entire family energy and vitamin B. We also added optional flavors such as Peanut Flavored Café de Arroz and Sesame Flavored Café de Arroz to add a little twist and spice to the coffee, in addition to the original Café de Arroz. This would have the flavor of roasted coffee with a nutty aftertaste.

CAFÉ DE ARROZ



Chapter 2

We anticipate that our company, Cafe de Arroz, will continue to grow and flourish in the next six years. Aside from the original and flavored Cafe de Arroz, we would be introducing new products to the menu every 6-12 months, such as nutritional pastries and new beverages.

In the coming years, we intend to grow our company by opening franchises and branches around the country. Soon, our company will gain notoriety among many merchants and partners all over the world, and we will seek collaborations and investments.

We intend to maintain our emphasis on product development. We want to continue focusing on research and development and product development to ensure that our goods and services meet the dynamic and high requirements of the food and beverage sector.

Equipment and facilities have been upgraded. The use of technologically advanced gear and equipment would make product production easier and faster, allowing us to provide our consumers with high-quality goods in less time.

Skilled and Trained Employees. Employees who are skilled and trained employees that are skilled and well-trained assist to decrease mistakes and enhance output; thus, our business will prioritize employee training. We will review employee performance using established criteria at monthly, yearly, and five-year intervals.

Alternative Channels. The usage of social media platforms such as Facebook and Instagram, as well as the development of corporate websites, are all beneficial to a company's growth. It's also an excellent tool for brand promotion and consumer interaction.

Product Expansion. We can gain greatly by expanding product lines or introducing new features to appeal to current markets.

Partnerships. Joining up with another company is the most feasible method for developing our business. This might be accomplished by mergers, acquisitions, or joint partnerships with other businesses. If the agreement provides considerable benefits to all parties involved, it may be a genuine win-win situation that vastly increases resources.

Chapter 3

ORGANISING AND STAFFING

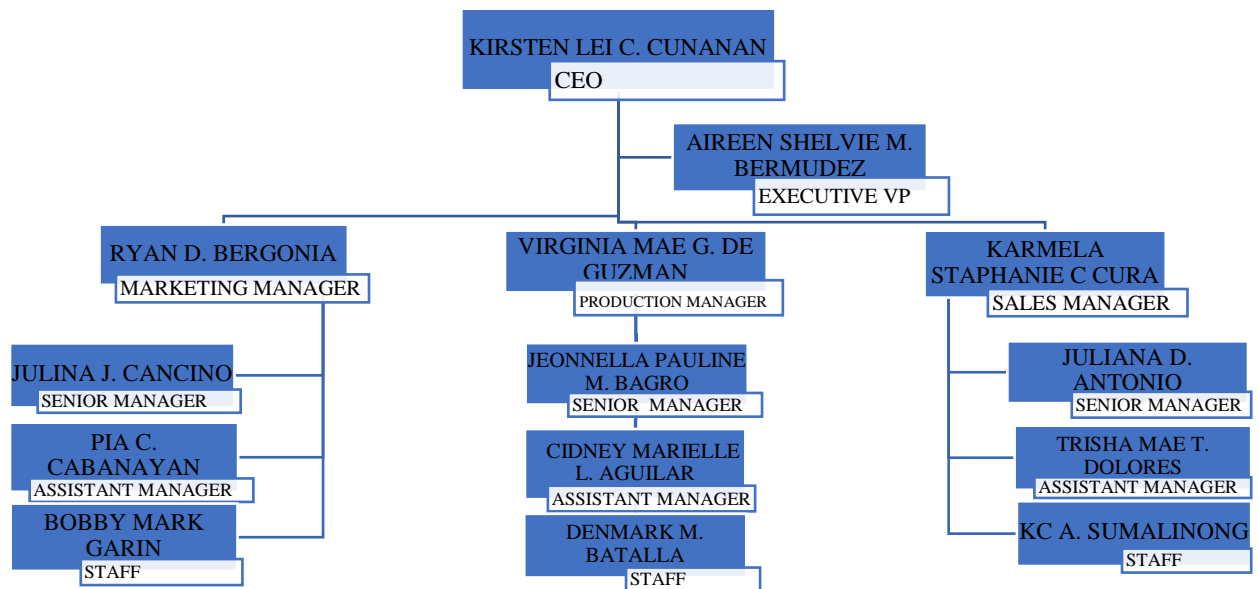
Organizing is the feature of collecting sources, organizing orderly makes use of such sources and structuring obligations to meet organizational plans. It is a continuous process that establishes the basis required to achieve a business's goals and strategies. It is a time-consuming and thorough task for everyone because it necessitates critical thinking and decision-making to carry out the plan and achieve success. It consists of the dedication of what obligations are to be done, how the obligations are to be grouped, who's going to be accountable to do those obligations, and who will make selections approximately those obligations.

Staffing is a job that requires responsibility because it determines how a company will grow by placing employees in jobs based on the courses or majors they have completed, know, and have studied. The primary function of staffing is to recruit and retain candidates for various job positions within the organization. Staffing is a managerial characteristic that entails obtaining, using and retaining, certified and in position employees to fill all positions of an organization. In finer terms, staffing is setting the proper man or woman on the proper job.

ORGANIZATIONAL STRUCTURE

Provides guidance to everybody by laying out the official reporting relationships that govern the workflow of the corporate. The organizational structure of Kapé De Arroz will facilitate you to enhance communication, increase productivity, and encourage innovation. Everyone on the corporate must do their assigned duties. These organizations help everyone achieve their goals. Everyone's rules, roles, and responsibilities within the corporate are going to be reflected on by everyone. you'll have to work and reckon everybody to create your operations better and more efficient.

ORGANIZATIONAL CHART



COMPENSATION AND BENEFITS

Cafe de Arroz provides compensation and benefits to the staff. reciprocally for his or her contribution to the organization, that is, for doing their job. These benefits are designed for his or her other needs except for the salary, and to spice up their motivation, efficiency, commitment, and productivity in working and to indicate our appreciation and recognition for doing their best at work.

To create it simply, Cafe de Arroz provides the subsequent compensation and benefits:

Insurance plans

a. Life insurance/Disability insurance

If the worker died in an accident or loses the use of portions of his or her body, this coverage gives compensation to the employee's beneficiary (loss of 1 arm and leg, as an example, may end in payment of a percentage of the entire benefits).

b. Retirement plans

Retirement Pay

Upon the age of 60 years or more, an employee who has served at the establishment for a minimum of five years could also be granted a retirement pay adore a minimum of a one-half month of salary for each year of service. A fraction of a minimum of six months is taken into account joined the whole year. As stipulated by the DOLE National Wages and Productivity Commission, "The minimum retirement pay shall be such as one-half (1/2) month salary for each year of service, a fraction of a minimum of six (6) months being considered together (1) whole year." Included within the one-half pay are 15 days salary supported the most recent salary rate, debt instrument of 5 days of service incentive leave, one-twelfth (1/12) of the 13th-month pay.

Wellness programs / Health Care / Medical Insurance

the foremost significant perk we can provide to our employees, like PhilHealth, is health care/insurance. Integrating wellness initiatives to assist our staff to achieve their health and wellness goals. The organization initiates wellness programs to encourage employees to measure a healthy lifestyle. Programs like gym memberships, smoking cessation, and health screenings may be included (dental, vision, etc.).

Employee Training

This coverage provides benefits to assist us to keep talented employees by allowing them to develop and improve their talents. We equip them with the required resources and funds to pursue training courses. Providing them with opportunities to attend lectures and conferences, additionally, as e-learning approaches, is one example.

Paid break day (PTO)

A paid day without work (PTO) or paid break day is an employer-provided benefit within which the employer compensates employees during their absence from work. Employees can use PTO for a range of reasons, like sick time, vacations, and private appointments.

Performance Bonus

Everyone wants to and loves being appreciated. In Cafe de Arroz, we understand, recognize and appreciate our employees for his or her labor and achievements, for continuing to perform well. Rewarding them for his or her performance, motivates and encourages them to attain goals more effectively.

RETIREMENT BENEFITS

Retirement Benefits are benefits provided to a pension scheme member upon retirement or earlier withdrawal from employment, like retirement pensions, payment payments, or gratuities.

The essential benefits offer in Cafe de Arroz for the Retirees:

Benefits from PhilHealth

Our company guarantees that each one employee is dutifully reported to PhilHealth so that, within the event of an emergency, they will depend on correct data, particularly regarding premium contributions.

Health insurance

Employees are protected against unanticipated, high medical bills. Even before you reach your deductible, you pay less for covered in-network health care.

Life Insurance

An policy that pays a lump amount of cash to the named beneficiary of an employee who dies in exchange for monthly, quarterly, or annual premium payments.

Monthly Pension

A retiree who has paid a minimum of 120 monthly contributions to the SSS before the semester of retirement receives a lifetime cash benefit.

Social Security System (SSS) -The Social Security System was established to safeguard employees and their families against disability, sickness, old age, and death. The benefit amount is often up to half the number of the patient's primary insurance. Children of retirees are eligible for up to 50% of their parents' full retirement age benefit.

Profit-Sharing

It is a benefit scheme that has eligible employees with a little of the company's profits. some of the company's pre-tax income is put into a pool and dispersed to qualifying employees. This encourages employees to strive toward boosting the company's profitability. It also increases dedication to the organization's objectives.

Parental leave

Employee advantage that enables employees to require job-protected days off to worry for a toddler after birth or adoption. Both mothers and fathers are generally eligible. Parental leave can even be thought of as a family right, allowing parents to divide their day without work as they see fit. Employees with 12 months of service have the power to require up to 18 weeks of unpaid leave to worry for a baby before the kid turns 18.

Financial Wellness Programs

Financial stress has been extensively documented in recent years as harming an employee's capability to urge work done, but the coronavirus pandemic brought home just how critical it's to own access to financial tools, services, and counsel, especially during uncertain times.

RESUME

KIRSTEN LEI C. CUNANAN

11ABM-1 STUDENT

I am ambitious and hardworking, with broad skills in creative writing, controlling, and managing my own time and workplace. Furthermore, I am adept at handling multiple tasks daily competently and at working well under pressure.

Phone:

09951163801

Email:

kica.cunanan.up@phinmaed.com
cunanankirstenlei@gmail.com

Website:

<https://www.facebook.com/kirstenlei.cc>
https://www.instagram.com/invite/contact/?i=16tr5nyft4as&utm_content=kb11u10
<https://www.snapchat.com/add/leiisme>

Address

#32, Zone 4, Cabaruan, Umingan, Pangasinan

Skills

Multitasking, Creativity, Organizing, and Managing.



BIRTHDAY

December 19, 2004

RELIGION

Iglesia Ni Cristo

CIVIL STATUS

Single

Experience

April 2015 – June 2015

Summer Job
Helper and Seller
JeJaLors Shop/Store

January 2021 – February 2021

Online Student Tutor
English and Math Tutor

Education

2017

Elementary
[Umingan Central Elementary School]
[GSP Dance Exercise, Ballroom Dance, Drum and Lyre, GSP]

April 2021

Secondary
[Quezon Memorial Academy]
[Completer with honor]

Activities

- I am part of a Choir in our church since I was 4 years old and a secretary since 2016.
- I joined tree planting in Sison way back 2017.
- I joined the Theatro Artistas in Junior Highschool.
- I joined GSP in Elementary.
- I am the President of an association in our church.
- I also participated in World Wide Walk 2017.

CIDNEY MARIELLE L. AGUILAR

11ABM-1 STUDENT

I love to organize things and to investigate. I want to be the production manager assistant because I'm good at following instructions and assisting other people.

 **Phone:**

09128860724

 **Email:**

cila.aguilar.up@phinmaed.com

 **Website:**

<https://www.facebook.com/cidney.aguilar.5>

 **Address**

Bued, Binalonan, Pangasinan

 **Skills**

Positive attitude, Positive thinker, Creative,
Hardworking.



BIRTHDAY

November 11,2004

RELIGION

Roman Catholic

CIVIL STATUS

Single

Education

2016

Elementary
[Lepanto Elementary School]
[With Honor, Drum and Lyre member, Girls Scout at all times]

2021

Secondary
[Juan G. Macaraeg National High school]
[With Honor]

Activities

- Volunteer tree planting (2016).
- Girls scout (2010-2019).
- Member of drum n lyre (2016).
- SPA student/become a performer.
- Participated drum n lyre contest and dancing contest.

JULIANA D. ANTONIO

11ABM-1 STUDENT

To be able to fully utilize my skills and knowledge in a competitive environment, and further enhance them for my personal development. And eventually take challenging roles for me in the future.

 **Phone:**

09275904430

 **Email:**

julianadiegoantonio@gmail.com
judi.antonio.up@phinmaed.com

 **Website:**

<https://www.facebook.com/juliana.antonio.5099>
<https://www.instagram.com/huzdiss>

 **Address**

Palina East, Urdaneta City, Pangasinan

 **Skills**

Open-mindedness, Positive attitude, Creativity,
Willingness to learn, Empathy.



BIRTHDAY

April 13, 2005

RELIGION

Roman Catholic

CIVIL STATUS

Single

Experience

2019

Representative
Grade 9 Representative
DAMATH

2019

TechnOLYMPICS
Peace Officer
T.L.E Club

Education

April 3, 2017

[Palina East Elementary School]

July 14, 2021

[Palina East National High School]
[With Honor]

Activities

-I joined to a group, Bantay Kalikasan that promote cleanliness and healthy environment in elementary.
-From grade- 1 to grade- 8 I actively participated in girl scout I also joined Yes-O camp.
-From grade- 6 to grade 9 I actively participated in damath, math festival.
- Volunteer to a competition in our school, modulo art during my high school.

JEONNELLA PAULINE M. BAGRO

11ABM-1 STUDENT

I'm in charge of successfully completing duties with and through others, as well as setting and achieving the group's objectives, by performing four fundamental management functions: planning, organizing, leading, and controlling.

 **Phone:**

09654901658

 **Email:**

bagrojeonnellapauline@gmail.com

 **Website:**

<https://www.facebook.com/jeonnella.pauline>

 **Address**

Bued Binalonan Pangasinan

 **Skills**

Self-motivation, creative thinking



BIRTHDAY

December 19, 2004

RELIGION

Roman Catholic

CIVIL STATUS

Single

Experience

2020

Barbeque Vendor

Griller

Company Name

Education

April 3, 2017

Elementary

[Bued Elementary School]

August 4, 2021

Secondary

[Juan G. Macaraeg National High School.]

Activities

- I joined sciaka.

- I joined GSP.

DENMARK M. BATALLA

11ABM-1 STUDENT

I play instrument in our church every Sunday, I love playing video games and reading bible, I also pray everyday.

 **Phone:**

09502559476

 **Email:**

denmarkako30@gmail.com

 **Website:**

<https://www.facebook.com/profile.php?id=100070065769643>

 **Address**

Casantaan, Urdaneta City, Pangasinan

 **Skills**

Motivation creative thinking.



BIRTHDAY

March 23,2005

RELIGION

Roman Catholic

CIVIL STATUS

Single

Experience

Sari-Sari Store
Seller

Education

April 5, 2017
Elementary
[Casabula Elementary School]

August 4, 2021
Secondary
[Casabula National Highschool]

Activities

- I volunteer in a tree planting.
- I help plant rice every rice season.

AIREEN SHELVIE M. BERMUDEZ

11ABM-1 STUDENT

My objective is to obtain a position at a reputable company that will allow me to further expand my knowledge, experience, and abilities. To put my interpersonal skills to good use in order to help a company that focuses on customer satisfaction and experience achieve its goals.

Phone:

09984616727

Email:

asmbermudez@gmail.com
aimo.bermudez.up@phinmaed.com

Website:

<https://www.facebook.com/ivy.bermudez.355>

Address

Del Prado Village, Poblacion, Urdaneta City,
Pangasinan

Skills

Time management, Interpersonal communication skills, Problem solving skills, Adaptability, Critical thinking, Customer Service, Collaboration, Active listening, Project Management.



BIRTHDAY

February 01, 2005

RELIGION

Roman Catholic

CIVIL STATUS

Single

Experience

2021

Vice President
Filipino Club
PHINMA Upang College Urdaneta

2017 - 2018

Student Body Organization
Representative
University of Abra- JHS SBO

Education

2017

Elementary
[SINAPANGAN ELEMENTARY SCHOOL]
[Valedictorian]

2020

[University of Abra]
[With High Honor]

Activities

-A consistent Girl Scout of the Philippines participant in elementary and high school -Youth volunteer.
-I participated numbers of activities that promotes leadership in elementary and high school.
-youth volunteer in tree planting and clean-up drive in the community.

RYAN D. BERGONIA

11ABM-1 STUDENT

I enjoy watching movies and other documentary about Gods and Goddesses of Greek.

 **Phone:**

09398314564

 **Email:**

ryanbergonia072@gmail.com

rydi.bergonia.up@phinmaed.com

 **Website:**

<https://www.facebook.com/ryan.bergonia.1>

https://www.snapchat.com/add/helloryan19?share_id=LObku_ymGh8&locale=en-US

 **Address**

Dumayat, Binalonan, Pangasinan

 **Skills**

Adaptability, Positive attitude, Creative thinking,
Conflict resolution



BIRTHDAY

December 19,2004

RELIGION

Iglesia Ni Cristo

CIVIL STATUS

Single

Experience

2019

Representative
Grade 9 Representative
JGMNHS SSG

2020

Representative
Grade 10 Representative
Sociable Youth of the Nation Club

Education

April 5 2017

Elementary
[Binalonan North Central School sped center]
[Batang masigasig award]

August 4 2021

Secondary
[Juan G MACARAEG National High school]
[With Honor]

Activity

-Volunteer to plant trees.
- Volunteer to tackle waste and pollution by joining a cleanup drive. -from grade7 to grade 9 i actively participated in boys scout i also joined leadership camp and science camp.
-I also became a cat officer for two weeks at our school but did not continue due to the pandemic. - I joined to the various organizations in our school that promote leadership when I was in highschool.

PIA C. CABANAYAN

11ABM-1 STUDENT

I'm a very responsible, flexible and positive person. I'm sure to secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. While making a significant contribution to the success of the company.

Phone:

09563518052

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pica.cabanayan.up@phinmaed.com
piacabanayan5@gmail.com

Website:

<https://www.facebook.com/pia.cabanayan>

Address

Carosucan Sur, Asingan Pangasinan, Zone 4,
Cabanayan Compound

Skills

Flexible, Teamwork, listening skills, adaptability,
positive attitude, self-control, taking responsibility.



BIRTHDAY

October 02, 2005

RELIGION

Roman Catholic

CIVIL STATUS

Single

Experience

2017 - 2018

Administrator
Secretary
T.L.E Club

2018 - 2019

Administrator
Secretary
Homeroom

Education

April 5, 2017

Elementary
[Carosucan Sur, Elementary School]
[With Honor]

May 11, 2021

Secondary
[Saint Anthony Abbot Academy]
[With Honor]

Activity

-I joined GSP (Girlscout of the Philippines) in my school in elementary from grade 4 to grade 6 and we'll win a lot of awards and place 1st at almost every contest we compete. -I take part to cleaning programs and orderliness in our school.
-I lead prayers, along side with few of my friends and join clubs.

JULINA J. CANCINO

11ABM-1 STUDENT

I enjoy studying and socializing with other people. I also love taking pictures and watching nature.

 **Phone:**

09274535341

 **Email:**

Julinacancino0257@gmail.com

 **Website:**

<http://www.facebook.com/julina.cancino.5>

 **Address**

Urdaneta City, Pangasinan

 **Skills**

Creative Thinking..



BIRTHDAY

July 25,2005

RELIGION

Roman Catholic

CIVIL STATUS

Single

Experience

2018

Representative
Grade 8 representative

2015-2016

SSG Officer

Education

2017

Elementary
[Catablan Elementary School]
[Athlete]

2021

Secondary
[Catablan Integrated School]
[With Honor]

Activities

- I joined GSP

-I also become an SSG officer in Elementary.

KARMELA STEPANIE C. CURA

11ABM-1 STUDENT

I am an independent woman and I love reading books, one of my goal is to finish my study and become successful lawyer someday.

 **Phone:**

09065700190

 **Email:**

kaca.cura.up@phinmaed.com

karmelastephaniecastrocura@gmail.com

 **Website:**

<https://www.facebook.com/karmelastephanie.castro.5>

 **Address**

#32, Zone 4, Cabaruan, Umingan, Pangasinan

 **Skills**

Positive mental, Hardworking, Empathy, Clear communication.



BIRTHDAY

October 25, 2005

RELIGION

Roman Catholic

CIVIL STATUS

Single

Experience

April 2021

Ambassador

Member

Youth for Every Juan Ambassador

2017

President

District 1

Supreme Student Council Government

Education

2017

Elementary

[Lipay Elementary School]

[With Honor/Salutatorian]

July 10, 2021

Secondary

[Don Ramon E Costales Memorial National High School]

[With Honor]

Activities

-volunteer for tree planting

-Helping students in our compound in their modules

- I joined some programs in our school when I was in high school.

VIRGINIA MAE G. DE GUZMAN

11ABM-1 STUDENT

A motivated and focused individual who's really passionate about making a contribution. A coordinated and inspired but also can implement time - management skills and organizing abilities in a variety of situations. Obtain a suitable opportunities that will allow me to put my knowledge and capabilities to good use also while contributing to the organization's growth.



Phone:

09064086465



Email:

veedguzman16gmail.com
vigr.deguzman.up@phinmaed.com



Website:

<https://www.facebook.com/Vee.dgzmn13>
https://instagram.com/itsm_vee?r=nametag
https://www.snapchat.com/add/veedgzmn16?share_id=REM3OTM5&locale=en_PH



Address

Zone 5 , Anoyao east, Linmansangan Binalonan
Pangasinan



Skills

Resilience, Leadership, Ability to deal with changes,
Initiative, Creative critical thinking.



BIRTHDAY

December 13,2004

RELIGION

Roman Catholic

CIVIL STATUS

Single

Experience

2020 - 2021

Accounting
Treasurer
Home Economics CLUB s.y. 2020-2021

Education

April 5 2017

Elementary
[Binalonan North Central School Sped Center]
[Most Cooperative]

August 4, 2021

Secondary
[Juan G MACARAEG National High school]
[With Honor]

Activities

-A Former member of choir. -
An adaptive girl scout from grade 7 to 9. -A
former member of the Campus Integrity Crusaders
club. - A
Former member of the kalipunan ng lahi club. -
Volunteer to plant trees and gardening in our compound
area. -I
actively participated in summer bible study. -
I occasionally volunteer to clean the church's
surroundings. -
I participated in various clean up drives in our barangay
including in my previous school. -Able to
attend and participating in activities that acknowledge
and develop each class officers.

TRICIA MONICA T. DOLORES

11ABM-1 STUDENT

By executing four core management functions: planning, organizing, leading, and controlling, I'm in charge of successfully fulfilling chores with and via others, as well as creating and achieving the group's objectives.

 **Phone:**

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 **Email:**

triciamonica1@gmail.com

 **Website:**

<https://www.facebook.com/dolores.tricia7>

 **Address**

Poblacion Laoac, Pangasinan

 **Skills**

Self-motivation, creative thinking



BIRTHDAY

July 14, 2004

RELIGION

Roman Catholic

CIVIL STATUS

Single

Experience

2019

Member
Kalahi Club

Education

April 12, 2017

Elementary
[Full of Grace Montessori]

August 4 20221

Secondary
[Juan G MACARAEG National High school]
[awards and honor]

Activities

-I Joined Sciaka.

- I Joined GSP

BOBBY MARK GARIN

11ABM-1 STUDENT

I love nature and I really really enjoy taking pictures of different places and scenes. I also love taking care of my pets.

 **Phone:**

09100113568

 **Email:**

bobbymarksumalinog23@gmail.com

 **Website:**

<https://www.facebook.com/profile.php?id=100071788380705>

 **Address**

Urdaneta City, Pangasinan

 **Skills**

Playful attitude and Positive thinker.



BIRTHDAY

April 23,2003

RELIGION

Christian Born Again

CIVIL STATUS

Single

Experience

Vendor
Mrs San Francisco Quezon

Education

2017

Elementary
[Look Awasan Elementary School]

2021

Secondary
[Casay National School]

Activities

-Substitution of teacher of math from G-10.

Chapter 4

A given business needs a leader who will guide the organization and business to a successful conclusion. Different forms of leadership can be employed, however, we will use participatory and visionary leadership in our business. Participative leadership is a leadership style in which all members of an organization work together to create choices, and members may express their viewpoints, whereas visionary leadership is a person/leader who has a clear vision of how the future should appear.

We will employ these two styles of leadership for a variety of reasons, including the ability for every member of our organization to express their viewpoints, allowing us to prevent unpleasant emotions and criticism from members. To achieve our objectives, we must work together as one. And we need a leader with a long-term vision, who can inspire and drive everyone, and who can listen to their organization's members so we know what the possibilities are if we make a given decision.

SOCIAL OBLIGATION AND RESPONSIBILITY

Free coffee for front liners and all programs.

The COVID-19 epidemic has claimed a large number of lives around the world and poses an unprecedented threat to public health, food systems, and the workplace. Since our product is rice coffee and we are currently fighting the pandemic we know that the frontliners and those in the medical field are struggling and tired every day to ensure our safety, that's why our company, Cafe De Arroz, thought of launching a program that will help to at least ease the sleepless days and tiredness of the frontliners.

This program will help frontliners to be mentally and physically awake during their working hours, morning or evening so that they can do their job properly because we know every day they get tired.

We will make a team and volunteers to help us serve and make the coffees, we will build a big tent that will fit our equipment to make a lot of rice coffee in different hospitals and vaccination areas in the morning and evening because we all know at those times is drowsy to us. Patients, hospital-based and vaccinated people can also get coffee if they want because we know they are tired and struggling with the situation we are facing now.

We will also be looking for people who want to donate financially so that we can expand our service because we believe that with our coffee product there will be a new beginning again for everyone.

CHAPTER 5

CONTROLLING

The role of organizational management is to guarantee that the organization's objectives are met as planned and on schedule. Among the many management functions, one of the most important is control.

Control is the implementation of mechanisms to direct the team toward goals and the monitoring of performance toward goals (Batemen & Snell, 2013). Controlling is the process of ensuring that an organization's employees' actions are oriented toward accomplishing a unified objective and that work is accomplished by management's intentions. Controlling comprises giving staff instructions and monitoring their compliance with those instructions. Controlling comprises the organization's management defining established criteria and ensuring that employees' performance meets those requirements, as well as implementing remedial steps when employees' performance does not reach those standards.

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Controlling benefits the business in a variety of ways, including:

Employee motivation is increased because, when you review and compare performance, you can then guide your staff on how to reach optimal performance, which motivates them.

Controlling allows for the efficient use of resources- When working in a controlled environment, personnel make efficient use of resources while exercising care. With control, management can guarantee that employees make the most use of the resources at their disposal.

Controlling instills discipline in an organization- discipline is necessary to complete a task within the time and resources provided. Controlling management not only exerts control over workers' actions but also guarantees that they do them promptly.

Control aids in making sound decisions regarding standards- Standards cannot be established on the spur of the moment. Management is responsible for establishing standards based on detailed studies of previous project performance, market circumstances, available resources, and organizational capabilities. All of this is feasible if management oversees the organization's activity and makes the right standard judgments based on their experience and skills.

The controlling role helps to assess progress toward corporate goals, discover deviations, and propose remedial action. Thus, in a broad sense, the controlling function aids and leads organizational goals toward long-term success in the future. The organization's management guarantees that its resources are used appropriately, that they are used for the organization's growth, and that they are not squandered in any manner. You can guarantee that the organization's resources are utilized effectively and efficiently by regulating management.

SWOT ANALYSIS

STRENGTH

- A lovely aroma of love and satisfaction,

You can have whatever flavor you desire at any sugar level. And built with love to make the customers happy. Can make them comfortable, relaxed, and enjoy the environment of the location while sipping coffee, and simply they will return for more. On top of that, coffee with distinctive and creative designs, as well as diverse flavors, will undoubtedly entice customers to return. How will they be entertained while sipping coffee and enjoying their time?

- Cafe De Arroz is suitable for all ages and maybe enjoyed by anybody. Rice coffee does not produce acid reflux, which is why it is soothing to the stomach, gluten-free, and has a low-calorie count.

Sesame seeds-one of the flavors of Cafe De Arroz- are an excellent source of manganese and calcium, both of which help your bones grow healthy and strong.

Peanuts help prevent heart disease by lowering cholesterol levels. They can also stop small blood clots from forming and reduce your risk of having a heart attack or stroke.

WEAKNESS

Business competitors.

Business vulnerabilities are competitive disadvantages that impede a company from outcompeting its competitors, producing value, and reaching efficiency. Each flaw is a chance to improve on your current performance. As a result, brainstorming vulnerabilities as part of strategic planning activities such as swot analysis is widespread. The following are widely cited business shortcomings in this scenario. Weak, fragmented corporate culture Lack of product uniqueness Low efficiency and high waste Poor customer service Unregulated and unplanned growth Slower to market than rivals Rigid structure that limits agility No diversity.

Company's weakness is that our product is new, newly created coffee powder is not yet known, just like when there is a newly opened coffee shop fewer people would go there because they didn't know if it's a good shop or not.

OPPORTUNITY

- A well-organized marketing campaign utilizing social media platforms such as Facebook, Instagram, and Twitter, among others.

It would assist our company in increasing audience engagement; more engagement equals more potential clients for the company.

- Product line expansion.

Apart from the core commodity of the company, which is coffee. More options, such as pastries that go well with coffee, may be offered by the company.

- Playing with the notion of getting online.

For example, via the use of various social media sites, you might create an online café where clients could place their orders. Customers who are unable to visit the physical store might still have access to the merchandise if the company offers delivery services.

- Allow special-day programs or promotions.

Promotions such as "buy one, get one free" during the holidays appear tempting to clients, and this will assist the firm in gaining loyal customers.

THREATS

- Climate and Global Change

Challenges of rice farming would affect our company because rice is the main ingredient for our coffee, on the present threats Climate and global warming that reduced crop quantity and quality due to the reduced growth period following high levels of temperature rise; reduced sugar content, bad coloration, and reduced storage stability in fruits; the increase of weeds, blights, and harmful insects in agricultural crops; reduced land.

- New Marketing Strategies and Tactics by Stablished Coffee Companies & Investors.

It can limit our sales and potential market share. A troubled economy, deficits, long-term bail-out consequences, failing companies may lead to difficult financing situations or a stop on investment capital.

•Supply Chain Problems

Several circumstances, such as poor rice, peanuts, and sesame seeds crops, extreme weather events, or even strikes at third-party suppliers, might have an impact on the supply chain in the future. This renders the corporation vulnerable to slight changes anywhere along the supply chain, from bean manufacturing to the brewing process in the restaurant.

PRODUCTION PROCESS

Rice, sesame seeds, and peanuts would be freshly delivered every Saturday at our factory. The cleaning process would start by washing the rice, peanuts, and sesame seeds and drying them.

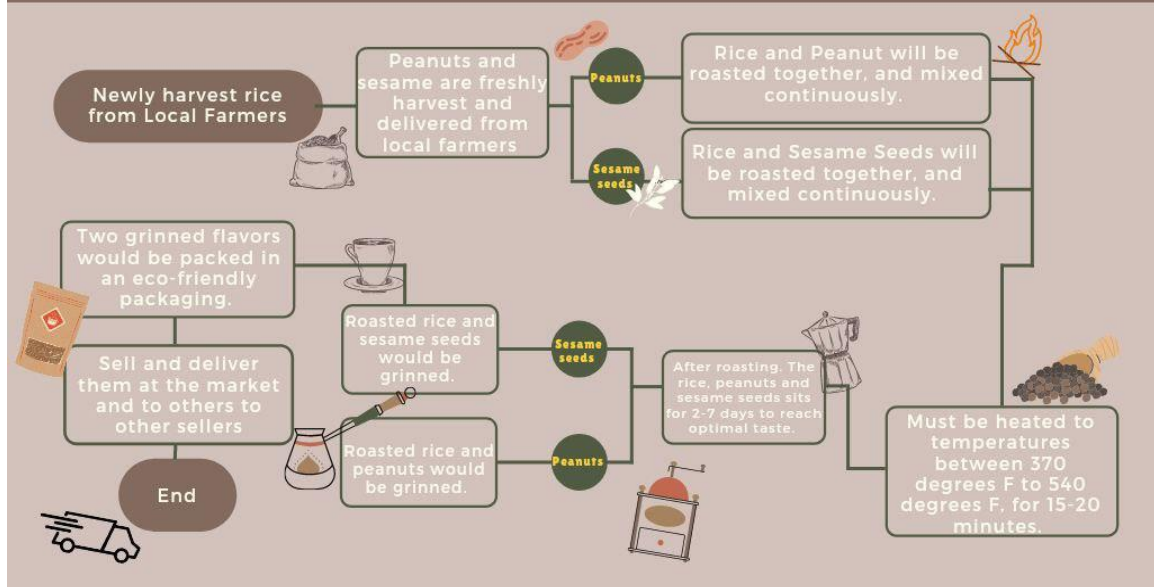
To make the Cafe De Arroz Peanut Flavor, rice and peanuts would be roasted together continuously stirring for 15 to 20 minutes with a temperature between 360 degrees F to 540 degrees F, after roasting we would let it sit for 2 to 7 days for the flavors to induce more and for better aroma. After days of waiting roasted Rice and Peanuts would be grounded and packed into eco-friending packaging and delivered straight to the market.

To make the Cafe De Arroz Sesame Seed Flavor, rice and sesame seed would be roasted together continuously stirring for 12 to 18 minutes with a temperature between 360 degrees F to 540 degrees F, after roasting we would let it sit for 2 to 7 days for the flavors to induce more and for better aroma. After days of waiting roasted Rice and Sesame seed would be grounded and packed into eco-friending packaging and delivered straight to the market.



CAFÉ DE ARROZ

Making Process



SERVICE

Customers purchase things because of the benefits they provide. Its benefits include the capacity to promote skin health, raise metabolism, aid digestion, lower high blood pressure, aid in weight reduction attempts, strengthen the immune system, and give protection against dysentery, cancer, and heart disease. Fiber can help you lower your cholesterol and minimize your risk of cardiovascular disease and stroke. Because fiber makes you feel full, it may be simpler for you to maintain a healthy weight. Brown rice also includes vitamins and minerals that assist the blood in transporting oxygen and performing other critical tasks.

Our business offers quality coffee at an affordable price (Café De Arroz), which is made from rice. It doesn't cost too much and promotes a healthier alternative way of drinking coffee. Roasted Brown Rice Coffee is the best gluten-free coffee alternative made from completely caffeine-free, 100% pure roasted brown rice powder.

COMPANY'S POLICIES AND REGULATIONS

Company policy and regulation are essential guidelines for regulating the employer-employee relationship. Cafe de Arroz's policies and regulations are in place to ensure that the company is managed in a safe, orderly, and equitable manner. Cafe de Arroz's policies and regulations are in place to protect its employees.

At Cafe de Arroz, we've developed these policies and protocols to foster a positive work environment for our employees and an enjoyable dining experience for our guests. As a result, employees are accountable for strict adherence to these policies and rules.

Policies and procedures show a company's competence and give employees explicit guidance on how to do business. It also makes all of your company's professional processes and procedures visible to your customers, providing them a better sense of who you are.

General Conduct Items

1. Discrimination against coworkers or guests.
 2. Dishonesty or impudence.
 3. Failure to cooperate with coworkers or management, or insubordination (not following directions.)
 4. Arguing with and threatening to injure another employee or guest.
 5. Horseplay of any kind.
 6. Physical or verbal altercation with another employee or a guest.
 7. Violation of the company's substance abuse or alcohol policy.
 8. Possessing a firearm or weapon on the premises unless specifically authorized by law.
 9. Eating, chewing gum, using a cell phone, or taking a break in areas where food is served.
- Smoking is not permitted anywhere on the Cafe de Arroz's property.

11. Unethical behavior, which may include falsifying timesheets, manipulating VOG results, and parking cars.
12. Any conduct that the Company believes to be harassing or otherwise inappropriate.
13. Making a major misrepresentation or deception on an employment application.
14. Failing to report violations of policy or rule.
15. Non-cooperation with an investigation.
16. Non-compliance with Food Safety Policies and Procedures.

Cash Control

1. Taking money, food, or property from the restaurant or from a fellow employee without authorization.
2. Consuming food that has not been compensated for or providing free food or beverages to anyone.
3. Failure to complete a sale.
4. Violation of restaurant cash handling policies.
5. Excessive or insufficient cash in a cash drawer.
6. Vandalism or damage of Company property.
7. Leaving the restaurant's back door unlocked or open: exiting/entering through the back door at the start or end of the shift or after dark.
8. Allowing visitors into the work area or dining room after working days without the Assistant Manager or Restaurant Manager's consent.

Food Safety/Sanitation

Cafe de Arroz takes precautions to ensure the safety of our products and services. Employees receive training and are expected to follow proper sanitation procedures. Disciplinary action will be taken against the following acts of misconduct:

1. Non-compliance with hand-washing and sanitizing procedures.
2. Serving, eating, or taking expired food.
3. Failure to record or properly dispose of destroyed food items.

4. Failure to ensure that the product is properly cooked. Failure to adhere to established security, safety, and health procedures.

Attendance, Scheduled Working Hours/Timekeeping

Employee attendance is absolutely essential to the Cafe de Arroz's success. Employees are expected to maintain perfect attendance and to report to work on time. We understand that there may be times when employees are unable to report to work or require additional time before reporting. Sickness and other unexpected events cannot always be anticipated and may require them to miss the entirety or a portion of their workday.

If they are unable to report to work on time, you must notify your manager immediately.

If they anticipate the need for time off, you must give as much notice as possible.

If the need for time off is unexpected, you must give as much notice as possible, but no less than four (4) hours prior to your regularly scheduled starting time.

Naturally, if they are unable to contact [e.g., your supervisor], they must have someone contact them for them. When they contact your immediate supervisor, they must inform them of the duration of their absence and the anticipated date of their return or, as the case may be, arrival for work.

Employees must submit documentation for absences of three (3) days or more due to illness. Generally, they must present a letter from your physician or another recognized health care provider justifying your absence. Similarly, they must provide documentation to support their return to work.

Excessive absences or tardiness, as well as patterns of excessive absences or tardiness, may result in disciplinary action, including termination. If employees are absent from work for two (2) consecutive days without notice, the company will consider them to have resigned voluntarily.

1. Absence from work on a scheduled day or time without adequate notice.
2. Leaving a job or assigned work position or task without justification or prior authorization.
3. Conducting personal business during work hours without authorization, including the use of the phone for personal purposes except in an emergency.
4. Taking breaks outside of scheduled breaks or without the permission of the shift supervisor.
5. Failure to maintain accurate time records on the timekeeping system.
6. Off-the-clock work.

POLICIES:

1. Policy of equal opportunity.

In many nations, an equal opportunity employer is required by law. For instance, in the United States, the US. Several federal statutes against employment discrimination are enforced by the Equal Employment Opportunity Commission (EEOC).

An equal opportunity policy (EOP) forbids employers from discriminating against job applicants or employees who are members of a protected class (e.g, race, gender, age, religion, familial status, color). The EOP must be included in any anti-harassment, workplace violence, non-discrimination, or diversity policy that your company is considering.

2. Workplace health and safety.

Maintaining a safe and healthy work environment for your employees is vital, especially when workplace health and safety violations may injure your employees, cost your organization money, and tarnish your brand.

Your organization should take the initiative and develop a health and safety policy for each site. You may, for example, explain what employees should do in the case of an office emergency or how to handle dangerous materials. You can build your policy on the principles of the Occupational Safety and Health Administration (OSHA) for developing a safe workplace and safeguarding employees from occupational dangers.

3. Employee code of conduct policy.

Employees can better grasp your expectations in terms of performance and behavior if they have a clear and unambiguous code of conduct. Specific regulations like substance abuse, sexual harassment, gift-giving, dress code, confidentiality, and even the usage of cell phones or social media during work hours may be included in this policy. Misunderstandings are still possible, but employees now have a reference point if they're confused about your expectations.

4. Employee disciplinary action policy.

Discipline and employee behavior are two of the most critical organizational policies. Before you can hold your workers accountable for their conduct, you must first document your performance and behavior requirements in your employee handbook or individual employment contract. With comprehensive accessibility to the workplace's rules and regulations, you may then impose disciplinary action as necessary, using the employee handbook as a reference.

A simple step-by-step list of what happens regarding disciplinary action can make it easy for employees to know what to expect if they violate a company policy. Describe a specific process you will follow to ensure every employee is treated fairly when it comes to discipline. Have a lawyer review this information before you include it in your employee handbook to make sure all disciplinary action is legal.

6. Employee complaint policies.

Grievances are official complaints that your workers can file if they are dissatisfied with a certain part of their employment. These complaints may be filed in response to an incident or a conflict with a colleague. A grievance can be filed for nearly any reason, including physical workplace issues, financial concerns like payroll, and social ones like harassment or bullying. Establishing a defined method for handling complaints inside your business is crucial so that workers understand how to manage their problems properly.