

Minutes of the Meeting  
2023 Factory Sale Committee  
October 17, 2023

The meeting was attended by the following H.O Committee Members:

Mr. Mart Flores – Head of the Committee  
Ms. Darlyn Marco - Checker  
Ms. Mary Jane Marquez – Checker  
Ms. Kathleen Bautista – Checker  
Ms. Donna Mendoza – Invoicing  
Ms. Pauly Cruz – Invoicing  
Ms. Elena Nipes – Official Receipt  
Mr. Joebert Capistrano – Delivery Receipt  
Mr. Alfredo Vecino – Delivery Receipt  
Ms. Rhenalyn Manzano – Encoder  
Ms. Rizza Pineda – Cashier  
Mr. Archie Artiga – Service Representative  
Mr. Michael Gana – Service Representative

Discussion:

The meeting started at 3:30pm held at the conference room presided by the head of the committee Mr. Mart Flores. The following agenda has been discussed in order:

1. Participant task
2. Date and Venue – The presiding officer informed the members that the FS is schedule on November 30, 2023 until December 02, 2023 to be held at the Cavite Plant FCIE Dasmariñas Cavite.
3. Purpose of the Factory Sale – To dispose the class B units of WAC SAC.
4. Process and flow of transaction (Step by Step Process)
  - 4.1. A print out of the detailed process and process flow has been distributed for member's reference.
  - 4.2. The members are reminded to strictly observe the accuracy of documentation. Price should be double check as well as the completeness of customer information to avoid any delays or issues that may affect the process.
  - 4.3. Customer Information Sheet was also presented. Indicating the classification of unit is also advice.
  - 4.4. Only class B unit is subject for remote control claim. A claim stamp for remote control is available and shall be used.
  - 4.5. Pricelist will be readily available at the venue.
  - 4.6. Delivery fee information and Step by Step documentation will be also posted at the site for customer reference.
  - 4.7. Payment option is either thru cash or bank transfer. (Bank: BDO and BPI)
  - 4.8. For check payment, a provisional receipt will be issued to the customer instead of official receipt. Pick up or delivery of unit/s will be only allowed after the clearing date of check or once cleared.
5. Handling Installation process – There were no sample waiver presented. Mr. Flores to follow with Engr. Zamora and must secure within the week. Service Representatives were advice to bring their own laptop for installation request documentation.

6. Food Menu – Chosen daily menu is here attached to be coordinated by Mr. Flores to Ms. Camutin.

7. Accommodation – The members was informed that the place to stay for 3 days and 2 nights will be at the Villa Elsie Resort. Room assignment will be as follows:

Room 1 – Ms. Manzano, Ms. Marco, Ms. Bautista, Ms. Marquez

Room 2 – Ms. Nipes, Ms. Mendoza, Ms. Cruz, Ms. Pineda

Room 3 – Mr. Gana, Mr. Artiga, Mr. Capistrano, Mr. Vecino

8. Car assignment – The H.O team will be using the fortuner vehicle to accommodate the seven (7) members. Mr. John Paulo Menor will be the assigned driver. Mr. Flores will bring his own service vehicle and will accommodate the rest of the members.

Mr. Michael Gana will use his personal service vehicle.

Mr. Vecino will go straight to plant and will be the in-charge personnel for H.O team transfer to H.O on December 02, 2023.

9. Ms. Manzano will bring her company issued laptop.

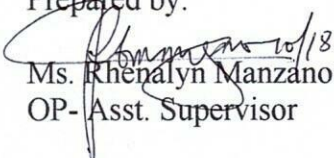
10. Mr. Flores will bring the money detector.

11. Service Representative is advice to bring laptop for documentation of installation request.

12. Call time at the head office is 6am. The team will depart at 6:30am

There's no further concern and discussion, the presiding KMI Supervisor adjourned the meeting at 5:15pm

Prepared by:

  
Ms. Rhonalyn Manzano  
OP- Asst. Supervisor

Noted by:

  
Mr. Mart Flores  
KMI Supervisor - 2023 FS Head