

TO Mr. Tong Yong Tseng – President

SUBJECT Product Merchandiser Incentive Scheme and Guidelines

REFERENCE AIS-AUD-24-B-146

DATE December 26, 2024

CC Mr. Christian Keith Sarmiento – National Sales Manager  
Ms. Mamerta Tagle – Human Resource Supervisor  
Ms. Rowena Pausal – Sales PM Management Asst. Supervisor  
Account Officer  
DCO

The Audit Department would like to update the current PM Incentive Scheme and Guidelines (**AIS-AUD-24-08-121**).

Here is the existing incentive rate per unit with the inclusion of new products, **Industrial Fan^** and **Household Fan^**. While the **Creo\*** and **Versamatch\*** will fall under the WAC and SAC categories respectively.

In addition, product lines: **Water Dispenser+**, **Coffee Tea Bar+**, and **Air Circulator+** will be part of the Sales target for 2025 as per (**SAL-ASUP-24-B-037**), given the new incentive rate per unit.

PRODUCT CATEGORY	SALES EFFICIENCY		
	60-99%	100-129%	130% ABOVE
WAC Below 1HP <b>Creo*</b>	40	70	100
WAC Above 1HP <b>Creo*</b>	80	100	120
WAC INVERTER	100	160	180
PORTABLE AC	80	100	120
SAC <b>(Versamatch)*</b>	300	500	700
PAC	330	420	550
AIR PURIFIER	60	90	120
DEHUMIDIFIER	60	90	120
AIR CURTAIN	40	70	100
PERSONAL REF	40	70	100
SHOWCASE CHILLER	100	130	150
AIR COOLER	100	130	150
<b>INDUSTRIAL FAN^</b>	50	75	100
<b>HOUSEHOLD FAN^</b>	50	75	100
<b>WATER DISPENSER+</b>	50	75	100
<b>COFFEE TEA BAR+</b>	50	75	100
<b>AIR CIRCULATOR+</b>	50	75	100



**Procedure:**

1. Product Merchandisers Incentive Scheme is on per unit basis.
2. The total amount will depend on their audited sales efficiency. Refer to the table above.
3. Product Merchandisers who reached the sales efficiency of 200% and above will get an additional P1,000.00
4. This proposal will be effective starting **January 2025 Incentive Claim**

**Guidelines:**

1. Claims need to be supported with the following documents:
  - **Monthly Sales Report** duly approved by the **National Sales Manager**
  - **Generated SIMS Report** with complete details.
  - Copy of Sales Invoice or Delivery Receipt to validate such claim/s
2. The **sales target figures** reflected in the monthly sales report has to be reconciled with the PM sales target reports which is approved by the **National Sales Manager**
3. The Sales target for the month shall be given to audit department every 25<sup>th</sup> of the previous month (e.g. **January 2025 target** has to be given on the **25<sup>th</sup> of December 2024**), any revision made must be coordinated with the Product Merchandiser/s, Account Officer, National Sales Manager, and Audit Department.
4. Product Merchandisers targets shall be based on our **SRP rates**.
5. Product Merchandisers has to ensure that the data reflected in the Sales Information Management System are **factual and accurate**. Serial numbers have to be completely indicated including those for split type units (both for indoor and outdoor).
6. **Incentive claim for every sale transaction is only allowed once.**

Listed below are the instances that are subject to the forfeiture of claims.

See Annex 1 for details



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<b>Situation</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>Final</b>
	<b>Action</b>	<b>Action</b>	<b>Action</b>	<b>Action</b>
<b>Case #1 Recorded Twice on Sales Information Management System</b>				
Recorded twice on SIMS by the same PM within the same month.  <i>-Subject for verification (Audit – PMMM – PM)</i>	-Audit department to issue a Memo to the PM stating <b>"FINAL WARNING"</b>	-Audit department to issue an Incident Report (IR) to the PM with the assistance of HR	-Audit department to issue an Incident Report (IR) to the PM with the assistance of HR	-Audit department to issue an Incident Report (IR) to the PM with the assistance of HR
		-NTE -30 days suspension	-NTE -Covenant	-NTE -Dismissal
	<b>-IF INVALID</b> , no Incentive Claims on the said unit	<b>-IF INVALID</b> , no Incentive Claims on the said unit  -10% deduction on Total audited incentive	<b>-IF INVALID</b> , no Incentive Claims on the said unit  -15% deduction on Total audited incentive	
	<b>-If VALID</b> , with claims on the said unit	<b>-If VALID</b> , with claims on the said unit	<b>If VALID</b> , with claims on the said unit  -5% deduction on Total audited incentive	

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<i>Situation</i>	<i>1<sup>st</sup></i>	<i>2<sup>nd</sup></i>	<i>3<sup>rd</sup></i>	<i>Final</i>
	<i>Action</i>	<i>Action</i>	<i>Action</i>	<i>Action</i>
<b>Case #2 Already Claimed Serial Number (diff PM)</b>				
<p>Already Claimed Serial Number but Different PM regardless of month claimed.</p> <p>-Subject for verification (Audit – PMMM – PM)</p>	<p>-Audit department to issue a Memo to the PM stating <b>"FINAL WARNING"</b></p>	<p>-Audit department to issue an Incident Report (IR) to the PM with the assistance of HR</p>	<p>-Audit department to issue an Incident Report (IR) to the PM with the assistance of HR</p>	<p>-Audit department to issue an Incident Report (IR) to the PM with the assistance of HR</p>
		<p>-NTE -30 days suspension</p>	<p>-NTE -Covenant</p>	<p>-NTE -Dismissal</p>
	<p><b>-IF INVALID</b>, no Incentive Claims on the said unit</p>	<p><b>-IF INVALID</b>, no Incentive Claims on the said unit</p> <p>-10% deduction on Total audited incentive</p>	<p><b>-IF INVALID</b>, no Incentive Claims on the said unit</p> <p>-15% deduction on Total audited incentive</p>	
	<p><b>-If VALID</b>, with claims on the said unit</p>	<p><b>-If VALID</b>, with claims on the said unit</p>	<p><b>If VALID</b>, with claims on the said unit</p> <p>-5% deduction on Total audited incentive</p>	

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<i>Situation</i>	<i>1<sup>st</sup></i>	<i>2<sup>nd</sup></i>	<i>3<sup>rd</sup></i>	<i>Final</i>
	<i>Action</i>	<i>Action</i>	<i>Action</i>	<i>Action</i>
<b>Case #3 Already Claimed Serial Number (same PM)</b>				
Already Claimed Serial Number by the same PM regardless of month claimed  <i>-Subject for verification (Audit – PMMM – PM)</i>	-Audit department to issue a Memo to the PM stating <b>"FINAL WARNING"</b>	-Audit department to issue an Incident Report (IR) to the PM with the assistance of HR	-Audit department to issue an Incident Report (IR) to the PM with the assistance of HR	-Audit department to issue an Incident Report (IR) to the PM with the assistance of HR
		-NTE -30 days suspension	-NTE -Covenant	-NTE -Dismissal
	- <b>IF INVALID</b> , no Incentive Claims on the said unit	- <b>IF , INVALID</b> , no Incentive Claims on the said unit  -10% deduction on Total audited incentive	- <b>IF INVALID</b> , no Incentive Claims on the said unit  -15% deduction on Total audited incentive	
	- <b>If VALID</b> , with claims on the said unit	- <b>If VALID</b> , with claims on the said unit	<b>If VALID</b> , with claims on the said unit  -5% deduction on Total audited incentive	



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Situation	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	Final
	Action	Action	Action	Action
<b>Case #4 Same Serial Number</b>				
<p>Claimed by Different PM within the same month and same Serial number both with attachments, the incentive will be credited to the PM assigned branch/outlet.</p> <p>-Subject for verification (Audit – PMMM – PM)</p>	<p>-Audit department to issue a Memo to the PM stating <b>"FINAL WARNING"</b></p>	<p>-Audit department to issue an Incident Report (IR) to the PM with the assistance of HR</p>	<p>-Audit department to issue an Incident Report (IR) to the PM with the assistance of HR</p>	<p>-Audit department to issue an Incident Report (IR) to the PM with the assistance of HR</p>
		<p>-NTE -30 days suspension</p>	<p>-NTE -Covenant</p>	<p>-NTE</p>
	<p><b>-IF INVALID</b>, no Incentive Claims on the said unit</p>	<p><b>-IF , INVALID</b>, no Incentive Claims on the said unit</p> <p><b>-5%</b> deduction on Total audited incentive</p>	<p><b>-IF INVALID</b>, no Incentive Claims on the said unit</p> <p><b>-10%</b> deduction on Total audited incentive</p>	<p>Dismissal</p>
	<p><b>-If VALID</b>, with claims on the said unit</p>	<p><b>-If VALID</b>, with claims on the said unit</p>	<p><b>If VALID</b>, with claims on the said unit</p> <p><b>-5%</b> deduction on Total audited incentive</p>	




Non compliance on the abovementioned requirements will result to invalidated incentive claim.

These may still be subject to changes under certain circumstances.

Prepared by:

  
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Noted by:

  
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*Chief Executive Officer*

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