

TO Mr. Christian Keith Sarmiento – National Sales Manager

SUBJECT Releasing of PM Incentives

REFERENCE AIS-AUD-24-B-147

DATE December 27, 2024

CC Mr. Oliver Filoteo – Chief Executive Officer
Ms. Editha Flores – Finance Assistant Vice President
Mr. Wilhelm Albaladejo – Finance Assistant Manager
Mr. Thaddeus George Roman – Accounting Assistant Manager
Ms. Mamerta Tagle – Human Resource Supervisor
Ms. Rowena Pausal – Sales PM Management Asst. Supervisor
DCO

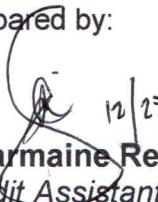
Starting **January 1, 2025** claims, product merchandisers' incentive will be released **separately** from payroll payout.

This move aims to boost the morale of our PM, avoid confusion on payout and incentive received, and ensure timely claim of incentives. On the other hand, the payroll division can focus on checking the attendance and other deductions during the payout process.

Procedure:

1. The audit department will extract details from SIMS (Sales Information Management System) on the 4th day of the following month.
2. Generated files must contain the PM name, Assigned Dealer, Branch Name, Model Name, Number of Units sold, Serial Number, and Attachments.
3. Sales department PMMM submits the approved sales summary to the Audit department on the 7th day of the following month.
4. Audit assistants to verify the approved target and the submitted approved sales summary against the generated file from SIMS.
5. The audit process starts once all mentioned files are verified.
6. In case of Verification, certain PM(s) will be put on hold and must be coordinated with the PMMM.
7. On hold PM(s) will be released on the 1st week of the succeeding month.
8. Submission of an approved audited incentive claim is 3 days before the setup of payroll.
9. The copy of the approved audited incentive claim will be emailed to Payroll Assistant III for Bizlink setup after providing the hard copy.
10. Payout of incentive claims will be on the 3rd week of the following month, or in between the 1st and 2nd salary.

Prepared by:


12/27/14
Charmaine Resngit
Audit Assistant Supervisor

Approved by:


Mr. Oliver M. Filoteo
Chief Executive Officer