

Inter-Office Memo

For: All concerned Department
From: Human Resource Department
Re: Revision of PS Uniform Subsidy Guidelines
Date: January 25, 2024
Ref#: HRD-SUP-24-01-04
CC: DC, File, AIS, Sales PSMM, NSM, All AO, AVP-Finance, Payroll, Admin, Finance.

Revising the PS uniform subsidy guideline to include in the **2nd Category the MABCES Dealer**

This guideline is applicable to all Kolin Product Specialist nationwide under 4 categories:

1. **1ST Category - Dealers with required uniform:** In this category, Kolin will grant a PS uniform allowance amounting to 1,000.00 every 6 months and this will reflect on their individual payroll account. Newly hired PS will shoulder the amount initially and HR-Recruitment shall submit memo to payroll to be included on their first salary. HR-TIMEKEEPING (NCR) on the other hand will include the newly hired on the next subsidy memo to be monitored regularly and issuance is every January and July year round. For Abenson, PS subsidy is on top of the issued vest by the Dealer.

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|------------------|--------------------------------|
| a. Abenson | i. Fiesta |
| b. All Home | j. 1 st Mega Savers |
| c. Ansons @home | k. Appliance Centrum |
| d. Western | l. Asian Home |
| e. Bohol Quality | m. Imperial |
| f. Cagayan App | n. Poweraire |
| g. Savers | o. The First Family |
| h. New Tarlac | |

2. **2nd Category - Dealers without required uniform:** Under this category, Kolin will provide 3 pcs of Kolin polo shirt for each PS. For newly hired, HR-Recruitment will prepare the memo listing the PS and be submitted to ADMIN for the issuance. The same list of newly hired will be forwarded to HR TIME KEEPING (NCR) for recording purposes so that on the next issuance for the existing PS they will be included. Regular monitoring will be handled by HR-TIMEKEEPING (NCR) and issuance would be every January and July year round.

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|------------------------|-------------------------|
| a. Budgetwise | i. RL |
| b. Citi Appliance | j. Simosa |
| c. CSI | k. Solidmark |
| d. Dimdi | l. J & R |
| e. Emcor | m. VPR |
| f. Metro Plaza | n. Fair 'N Square |
| g. National Commercial | o. Ambassador Appliance |
| h. NIG Marketing | p. Mabces |

3. **3rd Category - Dealers who provides PS uniform:** PS under this category shall also receive 1 polo shirt from Kolin upon hiring and every January and July of the year round in addition to free from the Dealer. HR-Recruitment will handle the initial issuance and monitoring of issuance will be handled by HR-TIMEKEEPING (NCR).

- a. Welcome Home
- b. Echo Electric

4. **4th Category - Kolin will subsidize** the uniform according to the rate charged by the Dealer.

- a. Ansons (Emporium & ^aMrkting)
- b. Robinsons

Again, please help us reminding our PS to regularly wear the prescribed uniform required by the Dealer not only as compliance but as a proud representative of our company.

Thank you.

Prepared by

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Approved by:


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