

Banig organizer bag



**ASSIGN
BUSTER**

Our future plans include developing our line of travel necessities which are the Travel Bags, Passport Holders and other Travel Accessories all will still be made with the main product Banging in a period of 5 years within the industry. We define our market as Travel Accessories. We currently hold 83.33% of this market only a certain area of our target market which is UN Eave. And believe we can capture 95% of it by year 2018. Some of our most notable customers include Travel Managers International Inc., Broadway Travel Inc. and Allures Travel Inc. As of now we still do not have a direct competitor who makes the same kind of product that we do but there are alternatives to our product including Travel Kits made of leathers and Organizers made of plastics. Our product is unique/superior because of its main material which is the Banging. We have a competitive advantage because of our easy accessibility of our services and durability of our product. We anticipate new companies to enter this market because of the growing awareness for nature friendly products.

The greatest risks associated with our business today are the shift of people seeking the help of travel agencies because they would rather use the internet to book their own. We feel we can overcome these risks because there are still a huge number of people who trust to seek professional assistance in doing tours and there would always be clients who we can offer services. Our biggest recognized opportunities include the growing number of tourists and the awareness of nature friendly products. The management team is led by General Manager Ms.

Ma. Patricia I Del Rosaries who founded the company in 2016. She graduated at Far Eastern University with a degree of BBS Tourism Management. She

previously worked as a Sales Associate and Front Desk agent in Arizona, USA. The Product Design Officer is Ms. Cezanne Anne Manual together with Ms. Tanganyika Guttering both graduated with a degree of BBS Tourism Management The Sales and Marketing Officers Is Ms. Glacial Lazar with a degree of BBS Hotel and Restaurant Management and Ms.

Czarina Abode graduate of BBS Tourism Management And TheFinanceOfficer Ms. Journalize Joe Santos also from Far Eastern university with a degree of BBS Tourism Management. We have office located in 1120 Medial Extension, Otis, Pace, Manila. We currently perform outsourcing at Clamping Marking City. Our total full time staff is composed of 6 people and our products are distributed by direct selling. The expenses for a year by allocating budgets for each. We expect to provide an exit within 5 years by rationalization.

Financial Snapshot In the fourth quarter, our company had sales of PH 162, 500 and net income of PH 40, 625, compared to sales of PH 83, 500 and net income of PH 20, 875 in first Quarter. MANAGEMENT ASPECT Key Business Operation Contemplation will be following the chain of command principle when any new reduce designs arise. Our purchasing and quality assuring officers and our finance officer will be responsible in all of the details regarding the contract between the business entity and the outsource manufacturer.

If everything looks good and we want to move forward with the proposal we will take it to our general manager to get his/her approval. When the general manager approves the proposal, our sales and marketing manager will begin advertising the new product. Contemplation will focus mainly on word of

mouth, social networks, and also sales calls to help make the product seen to the public. After advertising the product, we expect the travel agencies will want to pick up the new product line and begin selling them in their agency.

With an established chain of command, we are taking the steps to make sure that there is full company approval on all new product designs. The following are the most important concept in key operation: Quality Control - We always check our end product we examine the final product and looks for defects and how it can be improved. This improves product flow and solves minor problems that could become major issues later on. Customer Satisfaction - It is important for us to measure customer satisfaction for their every transaction with us this helps us to identify the functions that need the most attention.

Marketing - Identifying the needs of the market for us to develop more strategies to satisfy market demand while exceeding market expectations.

Finance - Ensuring the business financial stability by maintaining financial records of the business transactions and sourcing appropriate types of finance to fund its operations. Reliability and Adaptability - It provides an interesting tension in our banging business operations. Our operations need to be reliable. We all need to know hat we can produce in a certain amount of units to meet potential demand no matter what.

We also need enough adaptability to change with market and technology shifts and embrace new practices to keep our operations efficient. We chose to make Contemplation a general partnership business

entity. All parties involved are responsible for the business, and they share all assets, liabilities, and profits within the partnership as a separate entity. Also, all partners have a financial duty to one another, and are expected to act in the best interests of the partnership as a whole rather than just for their personal behalf.

That is why we feel that Contemplation will thrive as a business and chose a general partnership entity because each partner will bring a specific strength to the company. Organizational Structure The organizational structure of the business shows the arrangement of the employee's position within the organization. The chart shows the key function of every employee within the company. It should be implemented for the primary purpose of facilitating the achievement of organizational goals in an efficient manner.

Job Description Position: General Manager Job description: Obtains profit contribution by managing staff; establishing and accomplishing business objectives. Job Task: Increases management's effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives; developing a climate for offering information and opinions; providing educational opportunities.

Develops strategic plan by studying technological and financial opportunities; presenting assumptions; recommending results measurements; allocating resources; reviewing progress; making mid-course corrections. Coordinates efforts by establishing procurement, production,

marketing, field, and technical services policies and practices; coordinating actions with corporate staff. Builds company image by collaborating with customers, government, community organizations, and employees; enforcing ethical business practices. Maintains quality service by establishing and enforcing organization standards.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies. Contributes to team effort by accomplishing related results as needed. Finance Officer Provides management with financial information by researching and analyzing accounts; preparing financial statements. Job Task: Prepares consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from departments.

Maintains and balances an automated consolidation system by inputting data; scheduling required jobs; verifying data. Analyzes information and options by developing spreadsheet reports; verifying information. Prepares general ledger entries by maintaining records and files; reconciling accounts. Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts. Develops and implements accounting procedures by analyzing current procedures; recommending changes. Answers accounting and financial questions by researching and interpreting data.

Provides accounting support for mergers and acquisitions by reviewing financial information; converting data to general ledger system; obtaining supplementary information for preparing financial statements. Protects organization's value by keeping information confidential. Updates Job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. Accomplishes accounting and organization mission by completing related results as needed.

Product Design Manager Provide the needed operational requirements of manufacturing and off site operations. Job Task: Tracks and receives all incoming and outgoing packages. Maintains and organizes all development samples. Oversee quality control for all domestic samples Work with the design of the product and to revise and update technical flats Manage ND report prototype level costing information throughout the costing process; deadlines and approvals for: costing, quality evaluation, color, fabric and trims are met.

Coordinate all factory communication for the development of proto-types. Such responsibilities will include: establishing the timeline, raw material management, and approval requirements with the factory during the centralization process. Sales and Marketing Manager Sales and Marketing manager has the knowledge of customer's needs and wants, ability of balancing customer satisfaction. Job Task: Knows how to do pricing strategy

Identify and evaluate the establishment objectives Formulate the marketing strategy/ marketing mix Compile the list of product/ service offerings

Conduct commercial surveys/comments to identify another potential markets and to know the customer satisfaction Ensure increase revenue of the company Handling sales phone calls and e-mails Communicating with clients prior to their course and recording all correspondence Compiling client Information Packs Assisting with the copy writing of marketing materials Developing and implementing ideas for the marketing and sales Utilizing social outworking opportunities to facilitate sales and increase brand awareness Assisting with promotional events Attending and presenting at trade shows and school fairs Salaries: Position Number of Persons Salary Total Salaries P 15, 000. 00 P 9, 500. 00 Product Design Officers 2 Sales and Marketing Officers P 19, 500. 00 TOTAL: P 62500. 00 Mandatory Benefits: These are mandatory requirements for employees are as follows: ASS All employees who are not 60 years of age have to be covered by the Social Security System (ASS).

Both the employees and the business entity pay for the membership nutrition of the employee. The amount of the contribution is based on the employee's monthly salary and the schedule of contribution set by ASS. Coverage takes effect on the date of employment. Page-lbs. All employees who are not 60 years of age are also covered by Page-lbs. (Home Development Mutual Fund). In the same manner as that of ASS, both employees and the business entity pay for the membership contributions. The amount of the contribution is based on the employee's monthly salary and the schedule of contribution set by ASS. Coverage takes effect on the date of employment.

Public Holidays The monthly salary of each member would include national public holidays. 13th month pay The 13th month pay is an extra pay given to all employees who have been employed for at least a month. If the employee has been employed for less than a year, the computation will be pro-rated depending on the length of service of the employee. Retirement Pay To ensure that the employee is financially secure upon retirement from the business entity, an equivalent of a half-month of salary will be contributed to the employee's retirement fund. This will start on the fifth year of service of the employee with the company. Pre-Employment Requirements:

The applicant is required to undergo pre-employment medical examination and submit the following: Transcript of Records (original & 1 photocopy). The original copy will be returned to the candidate after verification ASS Number (submit E-1 /E-4, if available) Tax Identification Number NIB Clearance (dated not later than 6 months) Municipality Permit from Manila / Mayor's Permit from Manila Police Clearance Health Certificate from Manila Six PC's. XIX colored ID picture (white background) Orientation: Every employee will be required to participate in the General Orientation Program on his/her first day of employment. The objectives of the program are as follows: Integrate the employee with the Company's Mission, Vision and Values.

Familiarize the employee on information relating to company policies and procedures and house rules Instill the importance of customer satisfaction by providing best service, quality and products Familiarize employees with our products and services Develop a sense of ownership and pride towards the attainment of company's goals and objectives The Orientation Program will be conducted by the General Manager. Performance Appraisal: The

performance management system is an open and honest 360° appraisal. This means that your immediate Manager will not only appraise you but you will also appraise yourself and be appraised by your own peers within the Team.

All appraisals will cover: Your performance over the previous period which will be based on the performance standards set for each competency profile Your strengths, weaknesses, opportunities and the specific ways to develop and enhance your skills and competencies Identification of your training, education and development needs Your career development plan for the year ahead Out of this discussion, your career development plan will be set for the year to come, and an action plan will be drawn up to guide you towards the attainment of your career goal. You will be advised in advance of your appraisal, when it will take place and what you need to do to prepare for it. You will have an appraisal within three months of starting work and another one, before your probationary period ends. Upon reorganization, an appraisal will be conducted regularly depending on the need of the employee and also of the Team. Ideally, an appraisal must be conducted every six months.

Each subsequent appraisal must be scheduled six months after or no later than 12 months from the date of the previous appraisal. TECHNICAL ASPECT Product Concept: Contemplation has envisioned a line of products to introduce to the market but as all visions, it will have to begin with steps to get to the goal. Contemplation will launch its pioneer product which will be a Travel Organizer, It will be made with its main material which will be "banging", Andover mat usually used in the Philippines for sleeping and sitting. The mat is made of burl, panda or sea grass leaves then the leaves

are dried, usually dyed, and then cut into strips and woven into mats, which may be plain or intricate.

It will be produced with this material mainly because one of Banging" for their livelihood and also to promote the Philippines being its traditional product which symbolizes their way of living, which is simplicity. The organizer will consist of pockets that will be able to hold items such as Passports, flight tickets, credit cards as well as other personal belongings. In addition to the pockets, we will also incorporate special dividers and holders that will help organize all small items such as chargers, earphones, pens/pencils, and basically anything else that may be needed during travel. This is going to be a unique and a one of a kind item that will make traveling easier for any type of traveler. Being made of banging it will show the true culture of the Philippines while still having those popular trend young adults are looking for.

Benefit: Contemplatively organizer, a banging with zipper closures, has a variety of benefits that could be interesting for potential customers. Travel Organizers are terrific for avoiding what could otherwise be a cluttered mess in your bag, and make life easier for security inspections as well; this approach also makes smaller items less likely to be lost or forgotten.

Company Profile and Logo Contemplation is a trading business entity that will produce products made of " bang. Contemplation will provide a product that has a unique Filipino touch yet it will be sold in an affordable price. It will also help promote the Philippines by using the raw materials that are traditionally produced in the Philippines.

The name behind "Contemplation" is a mixture of the words; Contemporary and Pinto. Contemporary meaning happening on the same period, the team chose this word to exactly people specially Filipinos are losing track of what their culture really is and their way of living are focused on following the trends internationally. The team wants to bring back the "banging" to the public, to be better appreciated in the current time and to be once again representing the Philippines as a product known to the world. Contemn - comes from the word contemporary it means "modern" Pinto - is referring to the Filipino people in the Philippines Contemn (letters with banging design) - because our product is made of Banging.