

MEMO 16 – TRAINING AND BUSINESS DEVELOPMENT GROUP - 2020

FROM: Business Development Group
TO: Territory Heads/ Sales Teams
CC: MMA/ Group Heads/ Employees
RE: Updated Policy on Inactivity & Promotion
DATE: June 1, 2020

Effective June 1, 2020, all International Property Ambassadors (IPAs) shall be strictly guided by our updated policies on inactivity and promotion.

I. MARKETING ASSOCIATE

Procedure for Application

- Sign and submit a fully accomplished Sales Agency Agreement together with the complete requirements.
- Attend a sales orientation and briefing every Wednesday and Friday

Policy on Inactivity

An MA who fails to generate a sale for six (6) months will be considered inactive. Inactivity means that the MA will be taken out of the database. Applicable commissions shall still be released.

Policy on Reactivation

A Marketing Associate who wishes to reactivate should have at least one unit sale at the time of reactivation.

II. SENIOR MARKETING ASSOCIATE

Qualification for the Position

Marketing Associates who shall sell at least 3 units or Php15M, whichever comes first, **WITHIN** one contract period are eligible to be promoted as Senior Marketing Associate (Sr.MA) immediately. **Promotion is based on retail and resell sales.**

Retention of Status

Senior Marketing Associates shall be evaluated every end of contract period from date of accreditation or promotion and shall produce a minimum of (2) two sales or Php10M, whichever is applicable, to maintain the Sr. MA post.

Policy on Inactivity

A Senior Marketing Associate who fails to generate the required minimum sale after the contract period shall be reverted to a Marketing Associate post. The policy on inactivity for MAs apply thereafter.

III. FOR MARKETING MANAGER

Qualification for Promotion

- Senior Marketing Associates who shall sell at least **Php20M group sales** in six (6) months shall be eligible to be promoted as Marketing Manager. **Promotion is based on retail and resell sales.**

- Must have three (3) active Marketing Associates at the time of promotion to Marketing Manager position;
- A Marketing Manager is assumed to have mastery, thorough understanding and comprehensive knowledge of our projects, operations, and systems;
- Must have leadership, management skills, and positive attitude
- Must apply with recommendation from the upline (MD/ACM/CM/SCM/AVP/Territory Head)

Retention of Status

Marketing Managers are required to generate P20M group net sales in six (6) months and must have a minimum of three (3) active Marketing Associates.

Policy on Inactivity

Failure to fulfill the minimum sales requirement shall put the Marketing Manager on probation. A six-month grace period will be given to re-qualify. If all requirements are fulfilled, the Marketing Manager retains his position. Otherwise, this means reversion to a Senior Marketing Associate position. Policy on inactivity for MA applies.

IV. MARKETING DIRECTOR

Qualification for Promotion

- Marketing Manager who shall sell a minimum of **Php70M group sales** in six (6) months shall be eligible to be promoted as Marketing Director. **Promotion is based on retail and resell sales.**
- Must have three (3) active Marketing Managers at the time of promotion to Marketing Director position
- A Marketing Manager is assumed to have mastery, thorough understanding and comprehensive knowledge of our projects, operations, and systems.
- Must have leadership, management skills, and positive attitude
- Must apply with recommendation from the upline (ACM/CM/SCM/AVP/ Territory Head)

Retention of Status

Marketing Directors are required to generate Php70M group net sales in six (6) months and must have a minimum of three (3) active Marketing Managers.

Policy on Inactivity

Failure to fulfill the minimum sales requirement shall put the Marketing Director on probation. A six-month grace period will be given to re-qualify. If all requirements are fulfilled, the Marketing Director retains his position. Otherwise, this means reversion to a Marketing Manager position.

Policies on inactivity for MM and MA apply.

This memo shall supersede the existing policy on inactivity and promotion that was cascaded previously. For your strict compliance and cooperation.

Please disseminate this to all your team members, territory network of agents, and downlines. Thank you very much.

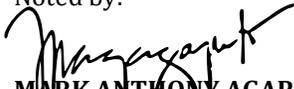
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