

MEMO 006 – TRAINING & BUSINESS DEV'T. GROUP -2018

FROM: Megaworld International –Business Development Group
TO: ALL CONCERNED
CC: MMA/ GROUP HEADS
RE: Policy on Inactivity & Promotion
DATE: December 21, 2017

Effective January 15, 2018, all Marketing Managers (MMs) and Marketing Associates (MAs) shall be strictly guided by our policies on inactivity and promotion.

I. FOR MARKETING ASSOCIATE

- Qualification/ Procedure for Application
 1. Sign and submit a fully accomplished Sales Agency Agreement together with the complete requirements;
 2. 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:

 1. Have at least one unit sale at time of reactivation;
 2. Must be duly recommended by the Marketing Manager.

If the Marketing Associate is disqualified again, he may reactivate following the rules above, but increase the requirements to two units.

II. FOR MARKETING MANAGER

- Qualification for Promotion
 1. Must be a registered Marketing Associate; ☐
 2. Must generate group sales of P30M in six (6) months; ☐
 3. Must have three (3) active Marketing Associates at the time of application for promotion to ☐Marketing Manager position;
 4. Must be recommended by the Marketing Director and is assumed to have mastery, thorough understanding and knowledge of our projects, our operations, and our systems;
 5. Must have leadership, management skills, and positive attitude.

- Retention of Status

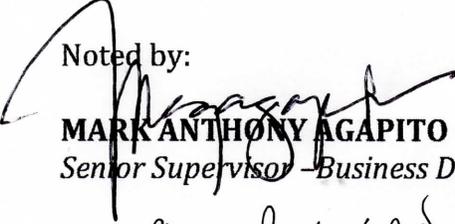
Marketing Managers are required to generate P30M group sales in six (6) months and must have a minimum of three (3) active Marketing Associates. Failure to fulfill these requirements will put the MM on probation. A six-month grace period will be given to re-qualify. If all requirements are fulfilled, the Marketing Manager retains his position. Otherwise, this means reversion to a Marketing Associate position.

Policy on inactivity for MA applies.

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