


AMERICAN PACKING INDUSTRIES SPECIAL INSTRUCTION		
	TITLE:	REF NO. : AD - 005
	COMMISSION AND OVERTIME FOR TMG SPECIALIST	Revision : 0
		Issue No. : 2020
		DEPARTMENT:
	HR/ADMIN	Effective Date : January 1, 2020

All TMG Division shall be paid by results thru commissions aside from the regular salary and other mandatory benefit stated by law.

Commissions are computed and paid based on attainment of Actual Sales Quota or Target subject to other terms and conditions stated on Special Instruction No. TM-002, TM-003, TM-004 and TM-005.

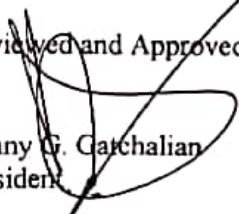
Though TMG personnel is paid by result, all **TMG Specialist** can also claim overtime pay subject to the following conditions:

1. Allowed for rendering service availed by clients on API with reference Purchase Order.
2. Not allowed for regular client visit scheduled intended to follow up, survey, presentation, inspection, checking of requirements, etc.
3. Overtime pay shall be based on hours rendered on accomplishing service excluding travel time to and from Client/API Office. While, they can still claim per diem for time consumed including travel time to and from Client/API Office.

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