

# SALES POLICY MANUAL



*Rise and Shine  
Realty, Inc.*

**Ephesians 5:14**



**RASRI**  
MARKETING, INC.



# I. Accreditation of Sellers

## SALES NETWORK

- referral agent or network
- Client/Buyer who turns into an agent for his/her purchase and who is accredited by the SP or BM





# I. Accreditation of Sellers

## SALESPERSON

- Part - time/Full time
- IN-HOUSE RECRUIT who attends the training program for ACCREDITATION
- Endorsed for PRC/HLURB







# I. Accreditation of Sellers

## BUSINESS MANAGER

- In-house SP who rose from the ranks thru exemplary and consistent achievements of KRA
- Qualified for PRC/HLURB accreditation as a Sales Person/Licensed Broker
- Jr. BM - Evaluation for the promotion from Jr. BM to Sr. BM is every end of the year.

I. Accreditation Process

A.



Asenso Ka,  
Filipino  
Training

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MARKETING INC.

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B.

Rise And Shine Realty, Inc.

FOR NEW ACCREDITED AGENTS

\* Required

FULL NAME (Last Name, First Name, Middle Initial) \*

Your answer

BUSINESS MANAGER / GROUP \*

Your answer

DATE ACCREDITED \*

Date

mm/dd/yyyy

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SALES NETWORK/SALES PERSON ACCREDITATION

Name:

Address:

Contact Nos.:

TIN:

Birth Date:

Contact Person In Case of Emergency/Contact Number:

Highest Educational Attainment:

PRC/HLURB ID No.:

Email add/FB Account:

Security Bank S.A.#:

Civil Status:

Sex:

Recruited by:

Walk-in

Website/Advertisement

Real Estate Sales experience:

YEAR

1

2

3

TERMS AND CONDITIONS OF ACCREDITATION

1 As a Seller, I understand that my commission rates vary per developer which shall be based on the updated commission rate matrix released by the company.

2 That my duties and responsibilities are as follows:

a. Attend the required orientation (ASENSO TRAINING), Project Knowledge Seminar (P.K.S) and Meetings conducted by the company and or developers.

b. Represent and Sell all the projects where the company is accredited with.

c. Abide by the company policies with regards Accreditation, Transfers or Resignation

d. Adhere to the company policy on crediting of sales, recognition, promotion and demotion

e. Not to recruit or influence other sellers to sell for other managers or brokers in exchange for a favor.

f. Not to receive or collect money directly from any client.

g. To follow all the rules and regulations set forth by company

3 That the effectivity of this contract shall be for a period of commencing from

4 I understand that this contract is purely on commission basis and there is no Employer-Employee relations for this.

CONFORME:

APPROVED BY:


Sales Network/Sales Person

Group Head

Sylvia P. Orion

President

C.



Rise and Shine Realty, Inc.

Ephesians 5:14

The Grentri Townhomes 5a-9c Manggahan

Gen. Trias, Cavite

Tel.no (02) 668-7329 / 822-7917

Website: www.riseandshinerealtyinc.com

ID No.

27340

PRC #

NAME:

SALES NETWORK

POSITION:

SIGNATURE:

Rise and Shine Realty, Inc.

Kindly put a Check mark ( ✓ ) on the box for the project that you will market for RASRI.

No.	✓	FOCUS DEVELOPER	Commission Rate	Conforme
1		APEC HOMES		
2		ASIA LANDBEST		
3		BORLAND		
4		CHARLES		
5		CITI HOMES		
6		GOLDSTAR		
7		HG III		
8		HOMEMARK		
9		MASAITO		
10		PACIFIC TOWN		
11		P.A. PROPERTIES		
12		RAEMULAN		
13		SOLAR		
14		OTHERS		

RASRI Marketing Inc.

Kindly put a Check mark ( ✓ ) on the box for the project that you will market for RMI.

No.	✓	FOCUS DEVELOPER	Commission Rate	Conforme
1		AXEIA		
2		TERSIN		
3		SMDC		
4		PRIMEWORLD		
5		NEWHALL		
6		VIS-MIN		
		FHM		
		GW77		
		URAYA PARK		

Approved by:

Group Head

Date





## II. Training and Supervision

- Company provides training programs
- Every BM is expected to conduct regular meeting with the sellers
- Companies uphold the RESA LAW
- Implementing RULES and REGULATIONS set by the PRC and HLURB
- Companies conduct monthly and annual sellers assembly



**Project Knowledge Seminar  
(PKS)**







## II. Training and Supervision



**Site Orientation  
and General Assembly**



# III. Key Responsibilities Area (KRA) SN/SP



**Attend Developers Activity  
Group Meeting**





# III. Key Responsibilities Area (KRA) SN/SP

## Tripping



### **III. Key Responsibilities Area (KRA) SN/SP**



**3M**

**MONTHLY  
SALES GOAL  
(2NET)**



**36M**

**ANNUAL  
SALES GOAL  
(3NET)**

# III. Key Responsibilities Area (KRA) SN/SP

OPEN and MAINTAIN a Security Bank Account for commission release purposes





### **III. Key Responsibilities Area (KRA)**

report sales to the BM/GH in SACTO FORM  
(Sales and Commission Tracking Order)

RASRI SACAS WEB LINK:

<https://rasrisacas.com/Login>

BM/GH has their own username and password for encoding  
of OFFICIAL SALES

# III. Sales and Commission Tracking Order

Sales and Commission Advice Slip

Reservation Date \*

Sacas Number

Refresh

Developer\*

+

Project\*

-----

Phase

Annex

Extension

Block\*

Lot\*

Buyer's Name

,

Total Contract Price \*

Pag-Ibig/ IHF / Cash

-----

Full DP / Term

-----

Monthly DP

Num. of mos. to pay

Commission Spread\*

Sales Person

+

Commission

Sr. Sales Person

+

Commission

Buyer's Information

Select Buyer

+

Last Name\*

First Name\*

Middle Name

Birth Date

01/30/2024

Birth Place

Age

0

Civil Status

---- Select Civil Status ----

Gender

---- Select Gender ----

Nationality

Home Tel. Num.

Mobile Num.

Email Address

Employer / Company Name

SSS

HDMF

TIN

Residence Address

Town / City

Province

Zip Code

# III. Sales and Commission Tracking Order

Jr. Business Manager

+

Commission

Sr. Business Manager

+

Commission

Company\*

RASRI Share

Commission

0

Submitted By:

+

BM: Select if claimed already or not

First C.A.

☐ Claimed

☐ For Claiming

Incentive

☐ Claimed

☐ For Claiming

+

 Save SACAS Form

✕

 Cancel

✕

 Clear Buyer Info

Employment Status

---- Select Status ----

▼

Position

Basic Salary

Home Ownership

Remarks



### III. Key Responsibilities Area (KRA) BM/GH



8.3M

**MONTHLY  
SALES GOAL  
(2NET)**



100M

**ANNUAL  
SALES GOAL  
(3NET)**



# III. Key Responsibilities Area (KRA) BM/GH

- Recruit
- Attends company meeting and corporate events
- Report sales to the Data Controller in SACTO via SACAS WEB before month end sales cut off.
- SACTO submitted must contain endorsement of Rookie and Top Sales Person Awardees for the month.
- Regularly send commission vouchers to SN/SP without need of advice
- Accountable for the guaranteed Cash Advances of its SN/SP





# IV. Commission Rate Matrix

- For purposes of Commission UPGRADING and/or DOWNGRADING Net Sales is defined as **TRIPLE NET** and **DOUBLE NET**.

**TRIPLE NET**



**MISCELLANEOUS  
FEE/PROCESSING FEE**

**DISCOUNTS**

**CANCELLATION**

**DOUBLE NET**



**MISCELLANEOUS  
FEE/PROCESSING FEE**

**DISCOUNTS**

# IV. Commission Rate Matrix

## Standard Commission Upgrading

TARGET SALES	RATE	POSITION
First 3 Units (Full comm. Sales)	3.0%	Sales Professional
From the 4th realized sale onwards	3.5%	Sr. Sales Professional
Based on annual Production (minimum of P15M)	4.0% - 5.5% Based on a regular company commission rate	Jr. Business Manager
50 Million NET Sales		
Performance review period for Sr.Sales Person to Jr.Business Manager is 1year		
(for low developer rates commission shall be adjusted downward)		



# V. Rewards and Recognition

## ROOKIE AWARD

- 1st sale after completing the ASENSO KA TRAINING
- Rookie is given the Official Yellow RASRI T-SHIRT and CERTIFICATE





# V. Rewards and Recognition

## TOP SALESPERSON

- SN/SP who is able to hurdle the 3M DOUBLE NET SALES GOAL every month
- TOP 5 SALES PERSON – TOP 5 SP for the 1st Semester (first 6months triple net sales)
- TOP 5 SALES PERSON OF THE YEAR – TOP 5 SP for the whole year (triple net sales)



# V. Rewards and Recognition

## TOP BUSINESS MANAGER

- BM who is able to hurdle the 8.3M  
DOUBLE NET SALES GOAL every month
- TOP BUSINESS MANAGER – TOP 5 BM  
for the 1st Semester (first 6 months  
triple net sales)
- TOP BUSINESS MANAGER OF THE YEAR –  
TOP BM for the whole year (triple net sales)





# VI. Performance Review



**PROMOTION**



**FLUSH OUT**



# VI. Performance Review

## TIMETABLE

SP – SR. SP LEVEL	6 <u>mos</u> – 1 year
JR. BM & SR. BM LEVEL	1 year /Set goal is achieved

# VII. Transfer of Seller

- Transfer of sellers from one BM to another is **GENERALLY NOT ALLOWED**
- Resignation of SP's from one BM can only be allowed via **PROMOTION**  
(once the sales goal is hurdled)
- Sellers fishing for highest bidder within the company will be subject for investigation and will be penalized accordingly

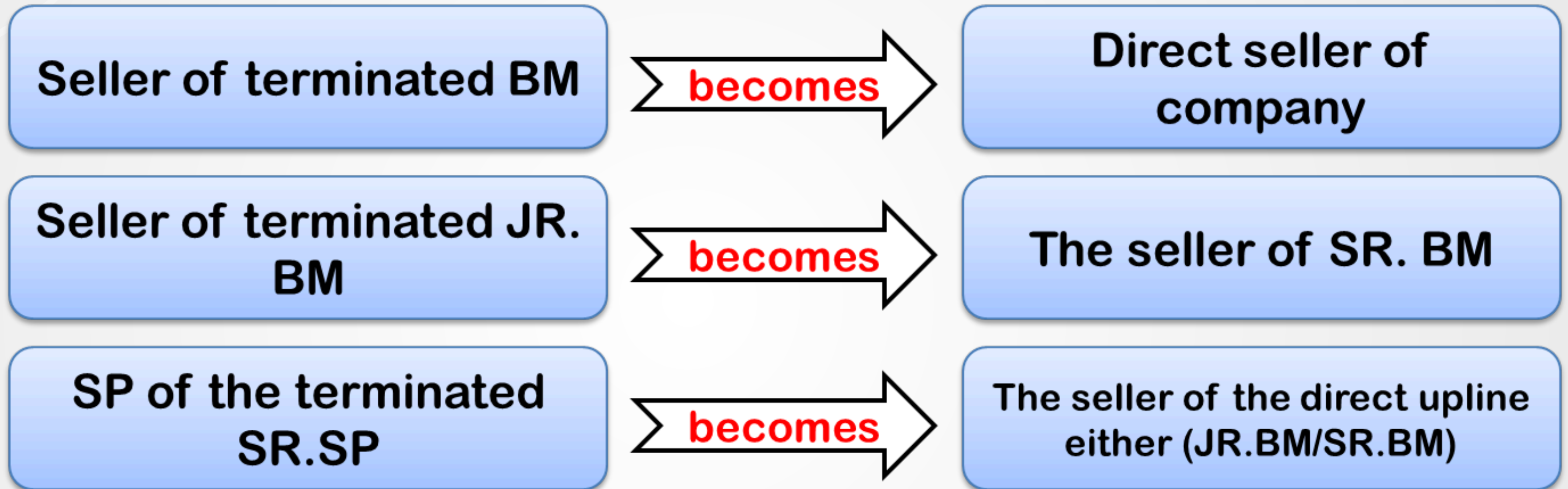


# VII. Transfer of Seller

- All request for transfer will only be allowed with valid reasons upon PROPER ENDORSEMENT and APPROVAL by the BM.
- **Written letter** must be submitted by any resigning seller across all level and proper clearance must be accomplished
- The **company reserves the right to put on hold future commission releases** to the resigned **SELLER** even beyond and after the proper clearance should circumstances warrant and that such exposed the company, or the developer or the client to third party claims or liabilities due to the wrongdoings and/or gross misrepresentation of the resigned **SELLER** while she/he was still connected with the company.
- as Gross Misrepresentation, Malversation of funds, etc.
- put all commission and incentive receivables of the concerned seller on HOLD to cover of claims and damages for such ill acts and practices.



# VII. Transfer of Seller



**For valid reasons, a seller may opt to be transferred to another BM of choice (subject to the approval of the President).**

# VIII. Termination of Service

**The company shall terminate the services of any Seller across all levels for Validated and verified cases and reasons such as:**

- **Gross misrepresentation of the companies and it's developers projects to clients and third parties**
- **Offering commission rate outside of the company's commission matrix to a seller of the company under another BM/BP**
- **Recruiting sellers from within the company and offering them higher commission rate to get credit of sale**
- **Malversation of funds or money of the company, or of the clients or prospective clients and of the developers**



# VIII. Termination of Service

**The company shall terminate the services of any Seller across all levels for Validated and verified cases and reasons such as:**

- **Sellers who will fish for other brokers to secure higher comm rates even if the BM has extended the highest commission rates already, when validated and proven true, COMPANY has the prerogative to release SELLER's COMMISSION to the direct BM who may or may not release SELLER COMMISSION based on BM's discretion as a result of the validation of the offense.**
- **Unauthorized collection of client's money and non-remittance to the developer or the company within 24 hours**
- **Using the companies name (logo, sales paraphernalia, ID documents, accountable forms, equipments and vehicles)**
- **Spying on the company**

## IX. Tripping Charges (using the company vehicles)





Use of  
company  
vehicle is  
charged to  
the  
**SELLER**

Driver's  
**TRIP  
TICKET**  
details and  
prevailing  
rates

**FIRST  
COME –  
FIRST  
SERVED  
BASIS**

**Disclaimer:** charging of tripping cost against future Commission for NEW SELLER who has no sale yet, or whose first sale is not for immediate commission release. Henceforth, the tripping cost shall automatically be charged to the BM.

# Tripping Request Form

 <b>TRIPPING REQUEST FORM</b> 	
PURPOSE	
BM	
CONTACT NO.	
SP	
CONTACT NO.	
DATE	
DAY	
TIME	
NO. OF PASSENGER	
PICK-UP POINT	
DESTINATION (PROJECT)	
 <b>STAFF REMARKS</b> 	
CONFIRMED	
DRIVER	
VEHICLE	
PLATE NO.	
CONTACT NO.	



# X. Commission and Incentive Release Process

**\*Depending on the developers commission milestone**

Sales & Commission Tracking  
Order via **SACAS WEB**



The SACTO is submitted to  
the **SACAS WEB**



The commission is processed  
within **5 WORKING DAYS**

# X. Commission and Incentive Release Process

## FIRST CASH ADVANCE

SP (DIRECT SELLER)	60%
BM ( DIRECT BM)	40%

# X. Commission and Incentive Release Sharing

- **Seller's Incentive** – 100% will be received by the sellers
- **Broker's Incentive**

<b>Business Manager</b>	<b>50%</b>	<b>50%</b>
<b>Project-In-Charge</b>	<b>25%</b>	<b>-</b>
<b>RASRI/RMI</b>	<b>25%</b>	<b>50%</b>

**If there is no PIC**



# XI. Commission and Incentive Sharing

**Token Incentives will be distributed at the President's discretion.**



# **TRAVEL INCENTIVE – for Organic BMs**

**Travel tour Incentive, depends on KRA's performance.**

- . 100M 3net – 100% free**

- . 50M 3net is 50% free.**

**(depending on the destination)**

**The travel tour incentive will be shouldered by Sr. Business Manager.**

**The above guidelines shall be in effect and shall be updated when the operations warrant for it. Likewise, agreements and policies stipulated, discussed and agreed upon in the mancom meetings shall likewise be embraced as part of the updated company sales policies.**



# SALES POLICY MANUAL

