



SOL MANPOWER SERVICES, INC.

COMPANY PROFILE



Human Capital Solutions

Staffing
Consultancy
Training
Assessment
Sales



BUSINESS AS USUAL

INSIDE SMSI





..."SOL Manpower Services Inc. offered a quality service and dependable personnel that our company is looking for..."

---KAWASAKIMOTORSPHILS

A Helping Hand

A VERY BRIEF HISTORY OF SMSI

SMSI or SOL MANPOWER SERVICES INC. was founded in 2000 by a couple whose primary motivation in putting up a business is their desire to provide sincere assistance to the less-privileged, yet employable and deserving, populace. Their expertise, skills and experiences from their previous backgrounds became their most potent tools in the realization of Their goals.

SMSI initially endeavored to establish itself as a legitimate and bona fide player in the janitorial and manpower industry; and after more than a decade, has managed to open two sites to cater to the demands from the NCR, Central and Southern Luzon areas. This document outlines the key features of our services. We are continually expanding our team's resources and potentials, hence we are eager to help companies with their recruitment challenges. Please read through the pages and feel free to discuss your requirements with us.

Our Philosophy

KEEPING IT SIMPLE

The tenet of our core values is simple and universal: provide our clients with high quality, value-laden and efficient service; while, at the same time considering the rights and well-being of our personnel. This, of course, would have to start by providing employees with compensation and benefits that are fully compliant with what our government mandated.

We would not want to be remembered simply as an employment agency; we will strive to make our clients feel that SMSI is an extension of their human capital or human resource, department: a part of their family. And this we will undertake bearing in mind the spirit of honesty, perseverance, hard work and ingenuity instilled by our founders.





Our Services

EMPLOYMENT SERVICES

SMSI is composed of trained and competent personnel who never tire of looking for ways to improve the services the company provides; as well as to look for the needs

of the business sector that it can support. This thirst for excellence is likewise imbibed by every employee that we assign to clients

As far as workforce is concerned, we can supply your company with the following:

HR, administrative, marketing, IT and other professional and office staff, Production Workers, Merchandisers Housekeeping/Custodians, Hotel Staff/Waiters/Receptionists, Messengers Production Operators Maintenance technicians Gardeners/Landscaping Maintenance Drivers and Chaufferring Services

We can also provide the following services on project basis: per-p

1. One-time & General Cleaning Services
 2. Carpet Shampooing
 3. Ground and Landscaping
 4. Design Grass cutting services
 5. Plant and Building
 6. Maintenance Marble
 7. Crystallization
 8. Wood works
- General Comprehensive Pest Control

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ASSESSMENT, CONSULTANCY and TRAINING SOLUTIONS (ACTS)

Providing psychological assessments and training programs are two functions of the Human Resource Department that come in very handy in this day and age. Work values and priorities of the working populace changed.

Today's generation is no longer as committed to work as the previous ones because of so many diversions the present society offers. Companies, in order to survive, should be ready and prepared to face these changes. Unfortunately, majority of those who are working in Human Resource

Departments are not adequately equipped to prevent and suppress the rise of job mismatch, job dissatisfaction and lack of proper training. With this in mind, SMSI teamed up with licensed guidance counselors, psychometricians, management gurus, communication and personal development coaches to help clients understand, educate, develop and motivate their most important asset: their workforce.

•Benefits of Employment Testing:

Turnover is costly! Turnover also slows productivity, adversely affects moral, and has a negative impact on customer service. Hire and keep exceptional employees through a strategic assessment-based approach that maximizes your HR, Training, and development; and watch your bottom line improve.



•Employment tests outperform traditional interviews.

Research indicates that employment testing is a highly dependable predictor of actual job performance.



Employment testing can reduce employee turnover and training costs and minimize the cost and misery of a bad hire. The cost to replace one employee is between 70 to 200% of his/her salary in recruitment costs, training expenses, and lost productivity.

SMSI also organize training programs, workshops and team building seminars designed to:

- Orient leaders regarding the tools and skills to perform three primary responsibilities that support their team's growth — diagnose, coach and reinforce.
- Teach leaders how to discern escalating conflicts and minimize damage by employing the most appropriate resolutions.
- Help leaders understand what employee engagement is and create a motivating work environment that positively impacts bottom-line results.
- Help leaders formulate, implement, and evaluate sound strategic plans to achieve long-term organizational objectives.



SUPPLIES AND MATERIALS

Aside from providing the above services, we are also a wholesaler and distributor of office and janitorial supplies and equipment. Think of us as your one-stop-shop for your Human Capital needs.



"People are definitely a company's greatest asset. It doesn't make any difference .A company is only as good as the people it keeps."
---Mary Kay Ash

"Companies that give excellent service reward employees for providing it."

...And Knowing is Half the Battle



HELP DEVELOP OUR YOUTH BETTER BY KNOWING THEM DEEPER

SMSI or SOL MANPOWER SERVICES INC., after being in the staffing industry for over a decade, recognized that the best way to help the future citizens of this nation lead productive lives is to start helping or developing them while they are still in their youth.

Each child is a unique individual who has different traits, needs, wants, skills, etc; therefore different approaches and levels of attention from adults are required. We, as parents and educators, would not be able to come up with effective approaches in honing our children and students if we don't KNOW them DEEPLY: and this is where psychological assessments are most useful.



Psychological Assessments can identify issues impacting an individual's development and/or daily functioning. A comprehensive assessment can offer realistic recommendations to parents, schools, teachers, and workplaces.

SMSI ACTS for schools

RECOGNIZING A NEED AND DOING SOMETHING ABOUT IT

As explained in an earlier section, SMSI teamed up with licensed guidance counselors, psychologists and clinical psychologists to develop our **ACTS: Assessment, Consultancy and Training Solutions**. We offer this service, not only to the business sector, but also to educational institutions.

ASSESSMENT

The assessment services that we provide can be grouped into two: Educational or Intelligence; and, Behavioral or Personality, assessments.

Educational Assessments are tools for a greater understanding of academic performance and achievement. They can also identify the underlying issues that may be preventing a person from achieving his or her academic potential. Learning disabilities, intellectual deficits, social problems and giftedness can be identified during an Educational Assessment. To wrap it up, Educational Assessments can help educators and parents alike provide the right kind of help; that, in turn, could give a child a chance to develop skills needed to lead a more successful education and productive life.

Here are some of the Educational Assessments that SMSI provides:

CAIMI (Children's Academic Intrinsic Motivation Inventory)

OLSAT (Otis-Lennon School Ability Test 8th ed)

Study Attitudes and Methods Survey



Emotions and personality play a key part in a person's success. Hence, through Behavioral and Personality Assessments, SMSI aims to help parents and educators understand more about their children's behaviour and how it contributes to their education, relationships with others at school, home or the workplace. Below are some of the behavioral assessments that we administer:

**Dimensions of Self Concept
Personality Inventory for
Children**

CPPI (Children's potential Problem Inventory)

**APPI (Adolescent Potential Problem
Inventory)**

CONSULTANCY

SMSI's Consultancy Service is consistent and dependent on the results of the assessments that we administer. Clients are given the date of the feedback on the day of the testing proper. Interpretations are completed in 2-4 weeks, depending on the complexity and needs of those who took the assessments. After interpretation, our consultants provide recommendations regarding the approaches to be undertaken to help the students.

TRAINING

Assessments and recommendations are useless without implementation.

Our consultants, since they are educators and guidance and counseling practitioners themselves, can conduct workshops and training sessions for your faculty and students. These workshops cover topics like:

-Effective interpretation of the results of educational and profiling assessments, in order to learn more about the students. This will equip educators in their goal of helping students make choices, resolve problems and learn/ change behaviors.

-Designing materials, presenting information, and engaging in discussion to aid students in making personal, social, educational and career choices; and in acquiring new competencies and skills in these areas.

-Various methods of psychological therapy which are applicable in educational settings, including Play Therapy, Gestalt Therapy and Logotherapy.

**This small
investment is
guaranteed to
pay off BIG
dividends
for our
future
movers and
shakers**

Contact us NOW

so we
can provide
you
recommendations
on

the best **ACTS**
package for your
institution.



Our Work Processes

PERSONNEL

We at SMSI believe that quality alone is not enough; companies should always strive to meet or even exceed their clients' expectations.

After sourcing and screening, the HR department gives successful candidates orientation on company rules and regulations; as well as necessary training programs based on client requirements. A day before the actual endorsement, they will be required to report to our office for fitting of uniforms (if applicable), printing of ID's, etc. There are designated coordinators to ensure that the daily performance of each employee is strictly supervised. After five months of contract, evaluation is given to employees, which serve as the basis for the renewal of their contracts. Tardiness and absenteeism are strongly monitored; however, should contingencies and exigencies arise, we guarantee availability of relievers to the clients.

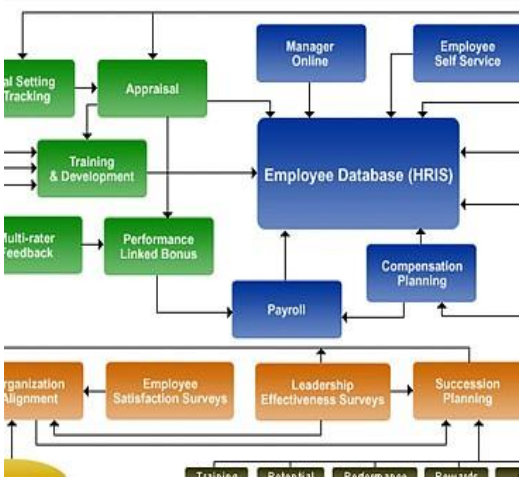
Regarding accidents, our employees are equipped with Group Accident-Life insurance from Philam Life. Included in our insurance premium package are medical reimbursement, equivalent monetary value for any loss of body parts, death claims, and burial expenses. **PAYROLL and BILLING SYSTEM**

Our company allot ten days lead-time for the collection of DTRs and preparation of payroll after cut-off. Salaries are then distributed through bank payroll (i.e., ATM cards). For newly hired employees who will be receiving cash salaries, payroll is being delivered to the company office for convenience. Payslips are given simultaneous with the release of salaries. Salary pay-outs fall every 10th and 25th of the month. As a financial aid to our employees, we also allow cash advances seven days after the payroll, as well as salary loans. Aside from disbursing wages, SMSI is responsible for processing employee SSS, ECC, and PhilHealth benefits.

Our accounting team, as much as possible, avoids revisions on our billing. Hence, our billing preparation undergoes three stages of checking and revisions before delivery. We also have weekly auditing on

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--- SM KEPPEL LAND



billing reports and other accounting matters. Statement of billing is available and delivered five days after the receipt of the DTR's. Adjustments due to late filing will be done on the next billing. 99% accuracy of our billing statement is one of our priorities.

PERFORMANCE EVALUATION AND EMPLOYEE ACCOUNTABILITY

Conditions of employment are stipulated in a contract of agreement which is to be signed prior to every employee's deployment. Our HR department regularly assess our employee's performance status (which includes attendance, behavior, actual work performance, quality of service etc.) every cut-off. Clients then are provided with status reports and are requested to gauge and provide feedback regarding the quality of service of our personnel and SMSI in general. Operations and HR then team up to develop solutions, like training programs, to address reported issues and concerns.

All work-related infractions committed by our employees are properly addressed in proper forums. Investigations are conducted and each party is given a chance to explain their sides. Revocation of employees' contracts is allowed once they fall short of our clients' expectations and evaluation.

CONTINGENCIES

There are instances wherein, because of business demands or high work volume, clients are required to procure additional temporary workforce. SMSI can provide additional project-based workers (in as short as 12 hours notice) should business exigency of this kind arise. Employees who reside near our office are available if there would be urgent requests. To summarize, here are the top reasons why your company should consider outsourcing to SMSI

1. Cost And Efficiency Savings
2. Reduced Overhead
3. Operational Control
4. Staffing Flexibility
5. Continuity & Risk Management
6. A Way For You to Develop Efficient Internal Staffing

"...We find their people industrious, trustworthy and can be depended upon." --- ETO Phil Co. Inc.

"They have been in service with us for more than 6 years now. No major issues and concerns have been filed against them for they have been a good service provider"
--- Fujitsu Die-Tech Corp.



OUR STAFF ARE READY TO ASSIST
YOUR NEEDS ALMOST **24/7!**



listofclients

THE COUNTRY CLUB TAGAYTAY HIGHLAND INC.

GREEN ATS

ROWENA'S PASALUBONG & RESTAURANT

TAGAYTAY HIGHLANDS INTERNATIONAL GOLF CLUB INC

QIWELLNESS LIVING INC

T. MENDOZA BAKESHOP

TAGAYTAY MEDICAL CENTER INC

YELLOW BRICKS FOOD SERVICES INC

**SMSI Tagaytay Client List as of October 2016*

***For more information about a particular client listed above
Please contact the HR OFFICER OF SMSI*



listofclients

CHRIST'S COMMISSION FOUNDATION, INC-Main

CHRIST'S COMMISSION FOUNDATION, INC – PASIG

CHRIST'S COMMISSION FOUNDATION, INC – MARIKINA

CHRIST'S COMMISSION FOUNDATION, INC – EASTWOOD

CHRIST'S COMMISSION FOUNDATION, INC – MAKATI

CHRIST'S COMMISSION FOUNDATION, INC- BINONDO

CHRIST'S COMMISSION FOUNDATION, INC – TAYTAY

CHRIST'S COMMISSION FOUNDATION, INC – MARILAO

CHRIST'S COMMISSION FOUNDATION, INC - CEBU

CHRIST'S COMMISSION FOUNDATION, INC - MINISTRIES

CHRIST'S COMMISSION FOUNDATION, INC – ALABANG

SM KEPPEL LAND INC.

BUENAHOMES SANDOVAL, INC.

BUENAHOMES SANDOVAL, INC. -PALMDALE HEIGHTS

NAGASE PHILS., INT'L SERVICES, INC.

FUJITSU PHILIPPINES, INC.

WESERVE SYSTEM INTERNATIONAL, INC.

SANYO PLASTIC PHILIPPINES, INC.

**SMSI Head Office Alabang Client List as of October 2016*

***For more information about a particular client listed above
Please contact the HR OFFICER OF SMSI*



listofclients

KAMANA SANCTUARY RESORT & SPA

RING'S THREE, INC.

DATAWORX OFFICE SOLUTION CORP.

CRYSTAL CITY MARKETING

SUBIC CATV

CRESC INC.

COLORVIEW CATV INC.

PERDIDO KEY DISTRIBUTION

SICABA CORP.

**SMSI Subic Client List as of October 2016*

***For more information about a particular client listed above
Please contact the HR OFFICER OF SMSI*

STAFFING CONSULTANCY TRAINING ASSESSMENT SALES

In a nutshell, outsourcing will give you more time and freedom to focus on those tasks crucial to the growth and improvement of a company: like strategic planning and employee development. Our job is to free you of performing routine and time-consuming tasks like:

- Sourcing, screening and hiring qualified applicants
- Payroll preparation and reporting
- Monitoring and evaluating employee performance based on Key Performance Indicators
- Payment and reporting of Government dues,
- Maintaining 201 files and employee records, which include records of Disciplinary Actions imposed and Corrective Plans.

The list goes on and on. While it is true that outsourcing has its disadvantages; we at SMSI are confident that the advantages and benefits it could contribute to your company's ease of operations far outweigh the cons.



BEYOND BUILDING
WORKFORCE, WE HELP BUILD
PROGRESS

HEAD OFFICE
93 National Rd. Putatan Muntinlupa City
Telifax: (02) 847-9973
Email: sol_manpower@yahoo.com
Website: <http://www.smsiph.com>

OLONGAPO OFFICE
NO.20 14th St. West Tapinac, Olongapo City
Telifax:(047) 223-7752 / (02) 985-6182
Email: solmanpower_olongapo@yahoo.com



SMSI – SOL MANPOWER SERVICES, INC. is a duly licensed registered company in the Philippines providing excellent services to our beloved partners since 2000.

SMSI is a reliable service provider of janitorial and other outsourcing solutions in the industry. The company applies all governing laws in an officially regulated environment.

We would be glad to send you a soft copy of the following:

- **Operating Licenses**
- **Proposed Service and Equipment Rates**

if you ask for it by calling or sending us an email.

Thank you!

we are hoping to be in service to your precious company soon.

**STAFFING
CONSULTANCY
TRAINING
ASSESSMENT
SALES**

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www.solmanpower.com

HEAD OFFICE
93 National Rd. Putatan Muntinlupa City
Telafax: (02) 847-9973
Email: sol_manpower@yahoo.com
Website: [Http://www.smsiph.com](http://www.smsiph.com)

OLONGAPO OFFICE
NO.20 14th St. West Tapinac, Olongapo City
Telafax:(047) 223-7752 / (02) 985-6182
Email: solmanpower_olongapo@yahoo.com



SOL MANPOWER SERVICES, INC.

*BEYOND BUILDING WORKFORCE,
WE HELP BUILD PROGRESS.*

SINCE 2000

www.solmanpower.com

services offered:

- HR, administrative, IT and all kinds of professional office staff · Production Workers · Merchandisers
- Custodians · Hotel Staff/Waiters/Receptionists
- Messengers · Production Operators · Pest Controller
- Maintenance technicians · Roof & ceiling cleaners
- Gardeners / Landscaping Maintenance · Fumigators

also provides the following services on per-project basis:

- One-time & General Cleaning Services
- Carpet Shampooing · Ground and Landscaping Design
- Grass cutting services · Plant and Building Maintenance
- Marble Crystallization · Wood works and many more!

MAIN OFFICE

- 📍 93 National Rd. Putatan Muntinlupa City
- ☎ (02) 847-9973 * (02) 7030503 * 0939-9020471 * 0917-5023354
- ✉ sol_manpower@yahoo.com.ph

OLONGAPO OFFICE

- 📍 20, 14th St. West Tapinac, Olongapo City
- ☎ (047) 223-7752
- ✉ solmanpower_olongapo@yahoo.com

TAGAYTAY OFFICE

- ☎ 09199945780





WWW.SOLMANPOWER.COM

*Romans 11:36
For from Him and through Him and to Him are all things. To Him be the Glory forever!*