

Emcor Inc.
San Francisco, Agusandel Sur
Finance Sales Operation Department

Venue: 2nd floor CTFSI room
Date: December 14, 2012
Time: 6:00 p.m – 9:00 p.m
Duration: 3 hours

Finance Sales Operation Meeting

Meeting was called to order at exactly 6:00 o'clock in the evening at 2nd floor CTFSI room of Emcor Inc.

Attendees Present:

Mr. Aurelio J. Ancog – FSO Area Manager of Region 3B
Mr. Michael A. Perez – Credit Officer
Mr. Onofre Albar – Senior Finance Sales Representative
Mr. Lanndick Dico – Senior Finance Sales Representative
Mr. Aldren Serrano – Finance Sales Representative
Mr. Samuel M. Evangelio – Finance Sales Representative

Absent:

None

Prayer:

Mr. Aldren Serrano led the prayer.

Announcement:

Mr. Aurelio J. Ancog, FSO Area Manager of Region 3B.

1. DUTIES AND FUNCTIONS OF OFFICERS OF THE DAY.

- a. The OD should logbook all Credit Application of the customers.
- b. The OD should logbook all customers complain about their unit.
- c. The OD should handle all delinquent accounts professionally.
- d. The OD should make or entertain past due accounts and record their commitments using the commitment letter.
- e. The OD should be the in charge of the Voluntary Deposit Slip (VDS) and make those Redemption Receipt (RR) if ever there would be.
- f. The OD should ask the FSR's result of Credit Application and log it on every end of the day.

Mr. Aurelio J. Ancog asked the body for suggestions and comments, since there was none, Mr. Samuel Evangelio moved for the adaption of the second agendum and seconded by Mr. Aldren Serrano.