


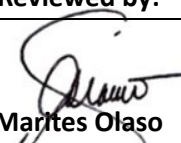



WAREHOUSE MANAGEMENT | WORKFORCE SOLUTIONS

Document Code:	TA-PLR-001	Revision No.:	00
Document Title:	WRF Management SOP	Creation Date:	25-Sep-2025
		Effective Date:	03-Oct-2025

Document History Log

Status	Effective Date	Description of Change(s)	Initiated by
Initial	03-Oct-2025	WRF Submission Handling	Arianne Mongoc

Prepared by:	Reviewed by:	Approved by:
 Arianne Mongoc	 Marites Olaso	 Mia Kristel Rosalem



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1. PURPOSE

To establish a clear, systematic, and efficient process for handling workforce requests (long-term, buffer, or reliever), ensuring timely recruitment, proper documentation, and smooth onboarding of new hires.

2. SCOPE

This SOP applies to all workforce requests initiated by clients and processed by the Concierge, Admin, and Talent Acquisition Team.

3. RESPONSIBILITIES

3.1 Clients

3.1.1 Initiates workforce request.

3.2 Customer Concierge

3.2.1 Receives and endorses client requests.

3.3 Admin

3.3.1 Creates a workforce requisition form and maintains records in ClickUp.

3.4 Talent Acquisition (Sourcer)

3.4.1 Sources, screens, and endorses applicants.

3.5 Talent Acquisition (Pooler/Onboarder)

3.5.1 Conducts interviews, finalizes applicant selection, ensures completeness of requirements.

3.5.2 Facilitates the end-to-end onboarding process.



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4. PROCEDURE

4.1 Workforce Request

4.1.1 Clients submit workforce requests.

4.1.2 The customer concierge reviews the request and endorses it to admin.

4.2 WRF Creation

4.2.1 Admin creates the workforce requisition form (WRF) and attaches it to ClickUp.

4.2.2 WRF is uploaded and talent acquisition team is notified

4.2.3 Talent Acquisition Head will review and approve the WRF

4.2.4 Talent Acquisition Head will cascade to the respective Sourcer and Pooler/onboarder

4.2.5 Pooler/onboarder will change the status of WRF from Approved to In Progress and Sourcer will start to source

4.3 Recruitment and Sourcing

4.3.1 Sourcer searches for qualified applicants via Facebook groups, job fairs, or other sourcing channels.

4.3.2 Qualified candidates are invited via hello@expedise.ph to sign up

4.3.3 The sourcer conducts initial screening.

4.3.4 For reapplying applicants, sourcer checks the ClickUp up history and repeats initial screening if qualified.



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4.4 Pooling and Final Interview

4.4.1 Pooler reviews the filtered pooling list

4.4.2 Pooler calls qualified applicants for final interview, explain job description, and provides a job offer if successful.

4.4.3 Pooler ensures completeness of candidate details in ClickUp.

4.5 Pre-employment Process

4.5.1 The pooler/onboarder

4.5.1.1 Collects pre employment requirements from successful applicants.

4.5.1.2 Conducts onboarding process.

4.5.1.3 Prepares and distributes Company ID, Orientation forms, Employment Contract

5. ACTIVATION

5.1 Once onboarding complete, the new employee is marked as for activation.

5.2 Endorses all newly hired employees to admin for final processing and deployment.

6. RECORDS MANAGEMENT

6.1 All WRF's, 201 files, signed contract, and all related documents must be uploaded and maintained in ClickUp.



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7. ATTACHMENTS

EXPEDISE WAREHOUSE MANAGEMENT WORKFORCE SOLUTIONS		WORKFORCE REQUISITION FORM		Page 1 of 1	
		WRF No: 5			
GENERAL REQUIREMENTS					
Reason: FALSE New FALSE Additional TRUE Replacement for : ***** Resigned ***** Terminated FALSE Transfer FALSE Promoted Employee					
Position Title: Warehouse Support Service		Date Filed: 25-Jun-2025			
Client: ALJ-CAR		Date Required: 30-Jun-2025			
Department: Put-Away		Required Number of Workforce: 7			
Job Level: BE1		Hiring Manager:			
Salary Rate: \$62					
Employment Status:					
TRUE Probationary (maximum of 6 months)		***** On-call for _4_ weeks			
FALSE Name of Project: Seasonal for 3 months		***** Apprenticeship/ On-the-Job-Training			
FOR REPLACEMENT					
Name/s of Employee/s to be Replaced		Reason for Replacement			
1. Blancur, Jaywell		Resigned FALSE Terminated FALSE Transferred FALSE Promoted Employee			
2. Mejia, Jan Paulo		Resigned FALSE Terminated FALSE Transferred FALSE Promoted Employee			
3. Marquez, Paul Joemarie		Resigned FALSE Terminated FALSE Transferred FALSE Promoted Employee			
4. Loma, Ryan		Resigned FALSE Terminated FALSE Transferred FALSE Promoted Employee			
5. Ibañez, Kenneth		Resigned FALSE Terminated FALSE Transferred FALSE Promoted Employee			
6. Santiago, Ron Benedict		Resigned FALSE Terminated FALSE Transferred FALSE Promoted Employee			
7.		Resigned FALSE Terminated FALSE Transferred FALSE Promoted Employee			
***** FOR ADDITIONAL MANPOWER ***** FOR NEW POSITION					
Attachment/s: Job Description Approved Table of Organization Justification		Justification: ATLEAST HIGH SCHOOL GRADUATE , WITH WORK EXPERIENCE 20-45 YEARS OLD, MALE, NO HEALTH PROBLEM			
FOR APPRENTICESHIP/ OJT					
Attachment/s: Scope of Apprenticeship Program		Justification:			
APPROVALS					
Levels of Approval		Name/ Title/ Signature			
1.) Workforce Officer		Jemina Yvonne Amon		- BU Head Cavite	
2.) Recruitment Head		MaryRose Palermo		- Recruitment	
3.) Department Head / Manager		Mantes Olaso		- WF Manager	
STEPS/ INSTRUCTIONS					
1. Requesting Company/Department should present to HRD the duly accomplished MRF with complete required attachments and signatures.					
2. HRD may sign the WRF based on the attachment submitted.					
3. The President may approve/ sign the MRF once approved by the first three (3) levels of approval.					
4. All Manager Requests shall be for the approval of the President					
Service Level Agreement:		Rank and File/ Supervisor Managers and Up		15 days upon complete approval of MRF 30 days upon complete approval of MRF	
TO BE FILLED IN BY RECRUITMENT					
Names of Newly-Hired Employees:		Remarks:		Date MRF is approved: Date MRF is closed:	
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2. _____		_____			
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