CUSTOMER RELATIONS MANAGEMENT OF SOUTH CENTER TOWER CONDOMINIUM CORPORATION

Case Study

ANNA LIZA G. TANUDRA

College of Economics, Management and Development Studies

CAVITE STATE UNIVERSITY

Indang, Cavite

January 2019

CUSTOMER RELATIONS MANAGEMENT OF SOUTH CENTER TOWER CONDOMINIUM CORPORATION

Case Study
Submitted to the Faculty of the
College of Economics, Management and Development Studies
Cavite State University
Indang, Cavite

In partial fulfillment
Of the requirements for the degree
Bachelor of Science in Business Management



Customer relations management of South Center Tower Condominium Corporation 658.8 T15 2019 CS-572

ANNA LIZA G. TANUDRA January 2019

ABSTRACT

TANUDRA, ANNA LIZA G., Customer Relations Management of South Center Tower Condominium, Corporation. Undergraduate Case Study. Bachelor of Science in Business Management major in Marketing Management. Cavite State University, Indang, Cavite June 2018. Adviser: Ms. Lina C. Abogadie.

The case study was conducted at South Center Tower Condominium, Corporation from March 12 to April 23, 2018 at 2206 Market St., Madrigal Business Park Alabang, Muntinlupa City. The study aimed to determine the customer relations management of South Center Tower Condominium Corporation. Specifically, it aimed to determine the customer profile of the firm; to analyze the customer relations management practices of the company using S.W.O.T analysis; determine the problems encountered in the customer relations management of the company and recommend possible solutions to problems identified.

Data and information were gathered from the building guidelines, observations of the author, and interviews with the Property manager, Marketing manager and with the admin staff of the firm. Other information was collected from the files of the company. Reading materials, and other related articles and paper works from the company were also collected.

South Center Tower Condominium was started in July 16, 1996. Build by Mr. Felix Y. Hofilena the President of South Center Tower. The goal of the company is to establish reputation as one of the prime business in Alabang, Muntinlupa City. They want to reach South Center Tower Condominium until 50 years.

South Center Tower Condominium Corporation has 14 floors, including the roof deck. It has also an additional two basement parking levels. The total floor area of the

building is 14, 431.77 square meters, with saleable area of 7,386.10 square meters respectively. Elevator lobbies, technical room, garbage room, canteen, storage rooms and roof deck.

The InterHouse is the original owner of all the units in South Center Tower Condominium and they are the one who advertise the South Center Tower Condominium in society. The South Center Tower Condominium Corporation is managed by these among group: Felix Y. Hofilena the President; Francis R. Javier the Vice-President; Lourdes Y. Hofilena the Secretary; Terisita V. Filoteo the Treasurer and Bernadette M. Nepomuceno the Auditor.

South Center Tower implements building rules and regulation. Proceeding in move-in, the new occupant need to submit a letter of endorsement to the administration office from the unit owner or previous owner in case of new ownership and regarding to any move-out, the outgoing occupant must accomplish and submit to the administrative office the outgoing occupant move-out clearance form.

South Center Tower customer relations management practices are strategies for managing relationship and interactions, good customer service approach strengths the relationship of the firm to its customers. They always secure the occupants inside the building they make sure that all the clients are safe, they always improve the service that the occupants/clients wanted and lastly, they also maintain the cleanliness of the facilities of the company.

TABLE OF CONTENTS

	Page
BIOGRAPHICAL DATA	iii
ACKNOWLEDGEMENT	iv
ABSTRACT	vi
LIST OF TABLES.	x
LIST OF FIGURES	хi
LIST OF APPENDICES	xii
INTRODUCTION	1
Significance of the Study	2
Objectives of the Study	3
Time and Place of the Study	3
Scope and Limitation of the Study	3
Definition of Terms	4
METHODOLOGY	5
Collection of Data	5
Methods of Analysis	5
Time Table of Activities	5
DESCRIPTION OF THE FIRM	8
Historical Background	8
Location of the company and layout	9
Organization and Management	11
Customer Relations Management Practices of South Center Tower	16

Problems Encountered of South Center Tower	19
Plans of the Company	20
ANALYSIS OF THE CUSTOMER RELATIONS MANAGEMENT	21
Strength	21
Weaknesses	25
Opportunities	26
Threats	26
SUMMARY	27
RECOMMENDATION	28
REFERRENCES	30
APPENDICES	31

LIST OF TABLE

Table		Page	
1	Time table of activities	7	
2	SWOT analysis	22	

LIST OF FIGURES

Figure		Page	
1	Location of South Center Tower	10	
2	Administrative office layout of South Center Tower	12	
3	Board of Directors of South Center Tower	13	
4	Administrative staff of South Center Tower	14	

LIST OF APPENDICES

Appendix		Page
1	Letter of the request to the Company	32
2	Memorandum of Agreement	34
3	Certificate of Completion	36
4	Evaluation Form	38
5	Logo of South Center Tower Condominium Corporation	40
6	Collection and Policy and Procedure	42
7	Kinds of Forms	52
8	Building Floor Plan	70
9	Time Card	80

CUSTOMER RELATIONS MANAGEMENT OF SOUTH CENTER TOWER CONDOMINIUM CORPORATION

Anna Liza G. Tanudra

A case study manuscript presented to the faculty of Department of Management, College of Economics, Management and Development studies, Cavite State University Indang, Cavite in partial fulfillment of the requirements for the degree of Bachelor of Science in Business Management major in Marketing Management. Contribution No._____.Prepared under the supervision of Ms. Lina C. Abogadie.

CEMOS-BM-2019-003C

INTRODUCTION

Condominium ownership has become increasingly popular in recent years. A condominium is a legal definition that refers to a method of ownership, not a type of building. There are many reasons for buying a condo instead of a house. They make great affordable first homes, as well as great "last homes if one is downsizing from a large family house to a smaller services.

In every business, customers are the most important people. That is why firms treat their customers well. The secrets of a successful business, involved being courteous, listening to the customer, telling the customers what the business can do in a timely manner, and doing it right.

Customer relationship management (CRM) is an approach to manage a company's interaction with current and potential customers. It refers to the principles, practices and guidelines that an organization follows when interacting with its customers. From the