

PHIL-ASIA CARE PLANS, INC
TRECE MARTIRES CITY (BRANCH)

A Field Study
Submitted to the Faculty of the
Cavite State University
Indang, Cavite

In partial fulfillment
of the requirements for the degree of
Bachelor of Science in Business Management
(Major in Marketing)



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*Phil-Asia care plans, Inc. Trece Martires
City (branch)
368.0065 Au7 2002
FS-101*

MARIA TERESA L. AUSTRIA
April 2002

ABSTRACT

AUSTRIA, MARIA TERESA LARA. Phil-Asia Care Plans, Inc, Trece Martires City. Field Study. Bachelor of Science in Business Management (major in Marketing), Cavite State University, Indang, Cavite, April 2002, Adviser: Ms. Cristina del Mundo.

A field study was conducted at Phil-Asia Care Plans, Inc. (P.A.C.P.I), located at 2nd Floor. Amore Building, Governors Drive San Agustin, Trece Martires City, one of the branches of Phil-Asia Care Plans, Inc. This aimed to expose the student to the firms' different management operations and offer an opportunity to apply the knowledge acquired in the classroom discussion.

Data and other information needed were gathered from company's records and files and through research, observation and personal interview with the personnel. Additional information were gathered from Securities and Exchange Commission, Cavite State University Library, and Tagaytay City Hall Library.

The field study covered 480 hours of training in the firm as well as data gathering. The study conducted complements with the theories learned in classroom discussion. It provided wide experience to the students to develop their skills particularly on the office work.

The main Phil-Asia Care Plans, Inc., is located in 12th Floor Belvedere tower San Miguel Ave. Ortigas Center, Pasig City. The branches are located in Cavite, Laguna, Batangas, Rizal, Quezon and Bicol.

Phil-Asia Care Plans, Inc., is a company of family protection packages, a life insurance, accident insurance rider such as waiver of premium in case of disability and

accidental death memorial service, reimbursement of hospitalization bill and dismemberment.

During the span of the training in Collection Department, the following skills were developed: preparation of Monthly Collection Performance Report (MCPR), posting of daily collection report, (DCR), filing, updating the ledgers and use of computer.

TABLE OF CONTENTS

	Page
TITLE PAGE.....	i
APPROVAL SHEETS.....	ii
BIOGRAPHICAL DATA.....	iii
ACKNOWLEDGMENT.....	iv
ABSTRACT.....	vii
LIST OF TABLES.....	xii
LIST OF FIGURES.....	xiii
LIST OF APPENDICES.....	xiv
INTRODUCTION.....	1
Importance of the Study.....	3
Objectives of the Study.....	3
METHODOLOGY.....	4
Time and Place of the Study.....	4
Data Collection.....	4
Scope and Limitation of the Study.....	4
DESCRIPTION OF THE FIRM.....	5
Historical Background.....	5
Location of the Firm.....	5
Organization and Management.....	6
Collection Department.....	12

Management Policies and Procedures.....	12
Motivation and Incentives.....	13
Basic Pay.....	13
Thirteenth Month Pay.....	13
Vacation Leave.....	13
Birthday Leave.....	14
MARKETING.....	14
Product Offered.....	14
Hospitalization.....	14
Insurance.....	15
Memorial Plan.....	16
Price.....	16
Promotion.....	16
Finance.....	16
Problem Encountered by the Firm.....	18
Future Plans.....	19
FIELD STUDY EXPERIENCES.....	20
Activities.....	20
Observation.....	21
Reflection/Insight.....	21
Problems Encountered by the Student.....	21
SUMMARY.....	23
Suggestions and Recommendation.....	23

BIBLIOGRAPHY.....	25
APPENDICES.....	26