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2002

ASPAC INTERNATIONAL INC.
PARANAQUE CITY

FIELD STUDY

MARILYN A. CATURAY

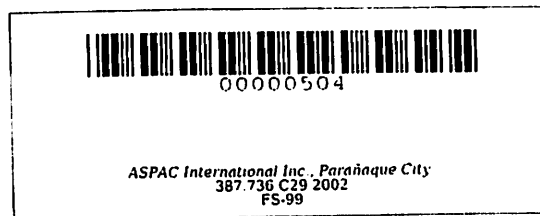
College of Economics, Management
and Development Studies
CAVITE STATE UNIVERSITY
Indang, Cavite

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**ASPAC INTERNATIONAL INC.
PARAÑAQUE CITY**

**A Field Study Report
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)**



MARILYN A. CATURAY
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ABSTRACT

CATURAY, MARILYN ABASOLA. Aspac International Inc., Parañaque, City, Field Practice, Bachelor of Science in Business Management major in Marketing, Cavite State University. Indang, Cavite. Abril 2002, Adviser: Mr. Roderick M. Rupido.

A study was conducted to enable the students to gain knowledge from actual work experience and exposure to real work situations. Specifically, it aimed to enable the student to experience real work as an employee, have an idea in processing papers/documents identify problems encountered and recommend possible solution pertaining to the Billing Section.

The study was conducted at ASPAC INTERNATIONAL Inc in Kaingin Road , Multinational Village, Parañaque, City from October 08, 2001 to December 28, 2001. Some of the data were gathered through observation, interviews with the Billing section staff, Human Resource Management staff and research from files and records of the company. Other information were gathered through the internet, magazines, Cavite State University library, Securities and Exchange Commission and Department of Trade and Industry.

It was observed that the major concern of employees are their salaries and benefits they received every pay day and delay of office supplies needed for the operation.

The area of assignment was in the Billing Section. The activities performed were filing of invoice number, segregation of house air way bill and master air way bill, encoding of seafreight manifest report and receiving documents from operation.

It is recommend that ASPAC company needs to improve further their service, give fair amount of salaries to their employees in order to motivate them to work hard and contribute for the progress of the company. The company may open some more building or branches that would enable them to expand their services.

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PARAÑAQUE CITY^{1/}

MARILYN A. CATURAY

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INTRODUCTION

The Asian freight forwarder today faces increasing competition not with only other freight forwarders but also from integrated carriers and from suppliers such as airlines and shipping lines offering their own delivering service. Forwarders around the world encounter many difficult challenges, but the big freight comes from integrated carriers. A forwarding is composed of two freights. The sea freight is a full container load either 20 or 40 groupage cargo consolidated to save money or break bulk services for cage out of the ordinary size cargo. Conference on non- conference lines and transshipment services can be used as to what best suit the needs of cost vessel speed. An airfreight is a service depending on the type of goods and the urgency of need using truck or plane (G and Ley Encyclopedia, 1996)