



Procedure 03

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Date prepared : January 6, 2017
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Revision Date :
Control No. : *PM03-01*

Reviewed by: Engr. Carlos N. Santos Jr. - GM

Approved by: Dir. Miguela G. Pleyto - BOD Chairperson

1.0 OBJECTIVES

- 1.1 Establish a system for implementation on the different employee services in the areas of human resource management and development

2.0 SCOPE

This procedure defines responsibilities and requirements for the identification and provision of the following resources:

- 2.1 Human resources

3.0 REFERENCES

- 3.1 ISO 9001:2015
- 3.2 Civil Service Law and Rules

4.0 RESPONSIBILITIES AND AUTHORITIES

Board of Directors, General Manager, Administrative and Finance Division Manager, Human Resource Personnel

5.0 PROCESS

- 5.1 General

Administrative and Finance Division Manager and Human Resource Personnel are primarily responsible for the execution of various employee services in accordance with Civil Service law and rules to warrant organizational equity and employee satisfaction

- 5.2 Human Resources

- 5.2.1 Pre-Employment

- a) Identification of Human Resource Requirement, Qualification and Competency

- Division Manager identifies the need for additional personnel and shall accomplish a manpower request form indicating the required qualifications of the candidate, scope of work and other details of request which will be submitted to Administrative/Human Resources Division



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- The Administrative/Human Resources Division shall check and verify the completeness of the manpower request form including required competency and qualification for the position with emphasis on education, experience, training, eligibility and other credentials as required by the Civil Service Law prior to submission to the General Manager for approval

 - When the Division Manager has identified the need for additional personnel, they will accomplish a Manpower Request Form. The General Manager together with the requesting Division Manager and the Human Resource shall identify the scope of responsibilities and authorities including the required competency and qualification for the position with emphasis on education, experience, training, eligibility and other credentials as required by the Civil Service Law
- b) Job Vacancy Posting
- The Administrative/Human Resources Division facilitates posting of job vacancy which shall be opened for regular employees and applicants outside the organization

 - Posting of job vacancies will be at the premises of Santa Maria Water District (SMWD), Civil Service Commission's bulletin of vacant position, Santa Maria local government unit and other conspicuous places within the municipality
- c) Screening of Application
- Regular employee or new applicant applying for a new position shall be evaluated by the Personnel Selection Board (PSB). Candidates shall be required to submit latest résumé together with copy of certificates (Civil Service Eligibility), licenses and other documents to supplement his qualification for the vacant position.

 - When an applicant meets the qualification requirements, he will be panel interviewed by Personnel Selection Board using PSB Forms.



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- All applicants will be ranked in accordance with the result of the interview and will be recommended to the General Manager for approval.

d) Pre-Employment Medical Examination

- If the successful candidate is from outside the organization, he will be endorsed to the Administrative and Finance Division Manager for the referral to any government hospital for pre-employment medical examination (PEME).

Regular employee who fits the job vacancy will be exempted from PEME as his/her fitness to work is regularly checked with the agency's yearly medical examination benefit.

- If the new applicant is fit to work, the Administrative and Finance Division Manager will require him to submit latest clearance from National Bureau of Investigation (NBI) together with the following:

- 1) Personal Data Sheet
- 2) Tax Identification Number (TIN), if available
- 3) Home Development Mutual Fund (HDMF) number, if available
- 4) Community Tax Certificate (CTC)
- 5) Statement of Assets, Liabilities and Network (SALN)
- 6) Copy of Eligibility
- 7) Copy of Licenses, if any
- 8) School Records such as but not limited to:
 - a. TOR (Certified True Copy)
 - b. Diploma (Certified True Copy)



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5.2.2 Personnel Training

a) For Temporary Employee

- Once all the requirements referred to above are fulfilled, the General Manager through the Administrative and Finance Division Manager will issue Letter of Appointment together with Job Description, "Panunumpa sa Katungkulan" to new hire ensuring record of acknowledgment is made available.
- Within the first week of new hire, he/she shall undergo the training/orientation to be conducted by the following:
 - 1) Administrative and Finance Division Manager – for company policies and regulations as laid out in Employee's Handbook
 - 2) Office of the General Manager for company QMS
 - 3) Division Manager – for awareness on department/section's objectives and on-the-job training

This shall be recorded using "Briefing Checklist for Office Staff."

b) For Regular Employee

- All Division Managers shall recommend the training need of their staff based on the training calendar sent by LWUA and Civil Service, DBM and any government accredited entity.
- Any training need identified will be included in the Training Plan subject to approval of the General Manager

5.2.3 Personnel Training Records

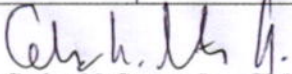
- a) All regular employees are required to furnish copy of training certificates for 201 File.

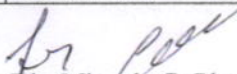


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5.2.3 Personnel Performance Evaluation

a) For Temporary Employee

- All temporary employees will be evaluated by immediate superior every June and December after assumption of the position using Performance SPMS. The Temporary employees are also entitled to receive company-provided benefits as provide by the law.
- As deemed appropriate, the temporary employee will be issued a new Letter of Appointment for regular employment upon satisfying all deficiencies. The new regular employee will then be entitled to receive company-provided benefits as provided by the law.

b) For Regular Employee

- All regular employees will be evaluated every June and December by immediate superior using SPMS (WIM SMWD SPMS) where the result will be discussed with concerned employee.

The personnel SPMS (WIM SMWD SPMS) result serves as basis for Performance Incentive Bonus.

5.2.4 Personnel Records (201 File)

- a) All personnel records referred to above will be filed in individual employee's 201 file under the custody Administrative and Finance Division Manager and in accordance with Control of Records Procedure.



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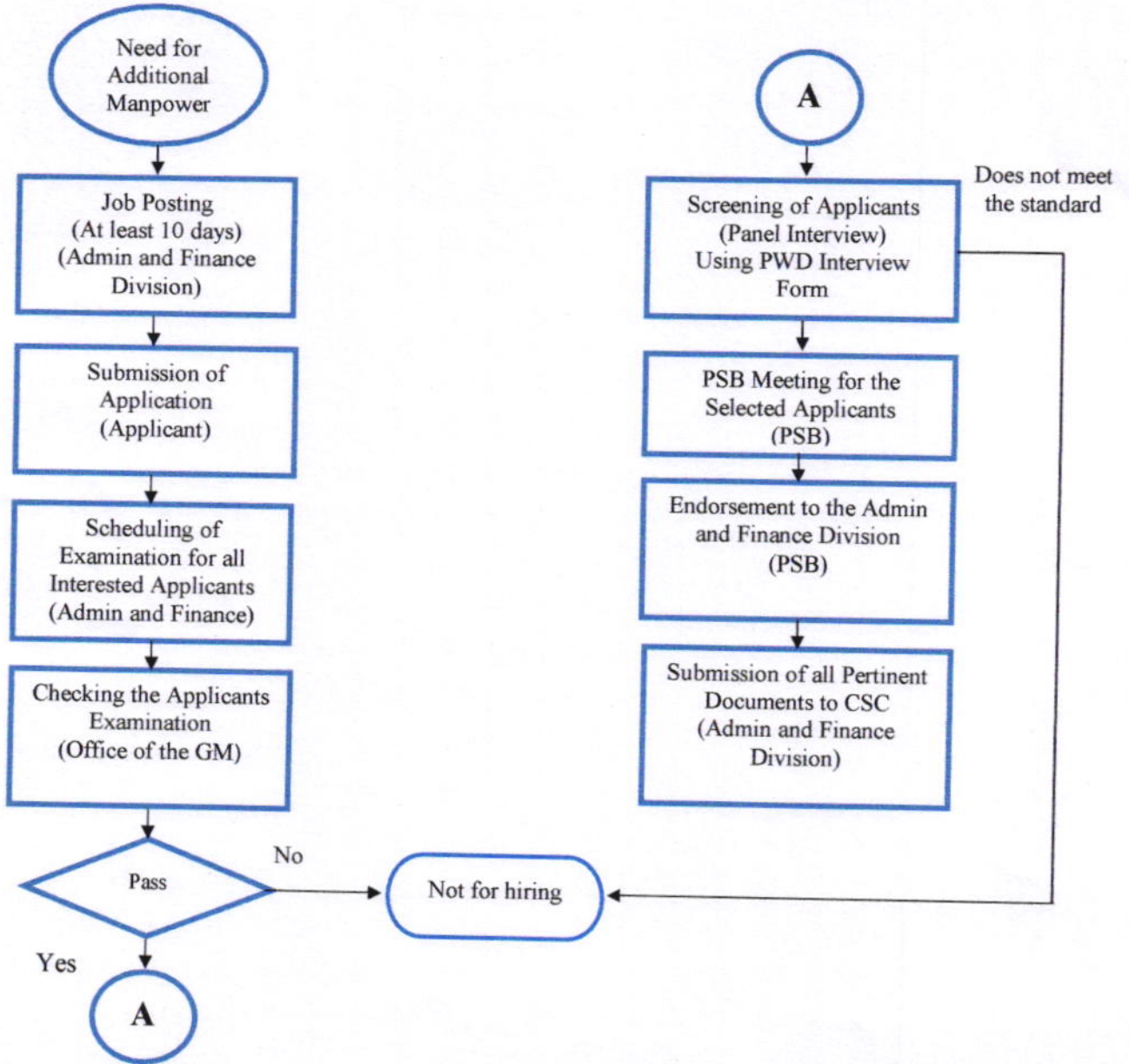
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HIRING OF PERSONNEL PROCESS FLOW





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6.0 RECORDS

- 6.1 Personnel 201 File
- 6.2 Briefing Checklist for Office Staff
- 6.3 Training Plan
- 6.4 SPMS
- 6.5 Requisition Form
- 6.6 PSB Form
- 6.7 Confidentiality of Documents and Records Agreement
- 6.8 Application Form
- 6.9 Position Description Form
- 6.10 Interview Form