

PROCEDURES MANUAL

Document No. : **PM-HRD-01** Eff. Date : **8/7/2020**

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RECRUITMENT, SELECTION & PLACEMENT

I. OBJECTIVE

This procedure expounds the structure of the Recruitment, Selection and Placement process of the Carcar Water District Human Resource Division.

II. SCOPE

This procedure covers the Carcar Water District's Human Resource and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

Highest Appointing Officer (General Manager)
Human Resource Merit Promotion and Selection Board (HRMPSB)
Human Resource Management Officer (HRMO) & Human Resource Staff

IV. DEFINITION OF TERMS

Recruitment – is overall process of attracting, selecting and appointing suitable candidates for jobs (either permanent or temporary) within an organization.

Selection - is the process of picking up individuals (out of the pool of job applicants) with requisite qualifications and competence to fill jobs in the organization.

Placement - understood as the allocation of people to the job. It is assignment or re-assignment of an employee to a new or different job.

Human Resource Management – formal systems devised for the management and development of people in an organization.

Human Resources – used to describe people who work for the organization and the division responsible for managing resources related to employees

Highest Appointing Officer – person involved in the assessment of the Merits of the HRMPSB's Assessment Report

Human Resource Merit Promotion and Selection Board– also known as HRMPSB. The committee involved in the judicious and objective selection of personnel for employment as well as for promotion.

Human Resource Management Officer – also known as HRMO. A person instrumental in promoting employee welfare and productivity in an organization.

V. REFERENCE DOCUMENTS

Agency's Approved Merit Selection Plan
CWD On boarding Program
Updated 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)
HRMPSB Internal Guidelines

VI. RECORDS GENERATED

CS Form No. 9, rev. 2018 Request for Publication of Vacant Positions, Turnaround Time Schedule, Applications, Recommendations, Summary of Exam Scores, Evaluation Sheets of the Human Resource Merit Promotion and Selection Board (HRMPSB), Minutes of the Meeting, Comprehensive Evaluation Report of the Personnel Selection Board (PSB).
List of Employment Requirements and Appointment Papers & relevant Documents, Background Investigation Interview Sheet

Prepared by:

HR STAFF/HRMO

Process Owner

Approved by:

JOSEFA SN. MANUGAS, CPA, MPA

QMR / Department Manager



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VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> Request[Request publication and posting of Vacant Positions] </pre>	<ol style="list-style-type: none"> 1.1. Upon instruction by the Highest Appointing Officer (GM), the HRMO shall prepare the Request for Publication of Vacant Positions 1.2. HRMO shall inform the HRMPSB Chair re: the Request for Publication of Vacant positions 1.3. HRMPSB shall convene to discuss and prepare the Turnaround Time Schedule with the HRMPSB Secretariat 1.4. HRMO shall submit via email the softcopy of the Request for Publication of Vacant Positions to the Civil Service Regional Office and the hard copy of the said document to the CSC Field Office for posting to the CSC Job Portal. 1.5. Post the CS Form No. 9, rev. 2018 Request for Publication of Vacant Positions in three (3) public and conspicuous places in the office 	<ul style="list-style-type: none"> • Republic Act No. 7041 – Publication Law. Period for posting shall be at least ten (10) days. • 2017 Omnibus Rules on Appointments and Other HR Actions • HRMPSB Internal Guidelines • 11:00 AM Cut off for sending of emails to the CSC RO for next working day posting of Request for Publication, emails sent after 11:00 AM, will be posted 2 working days after the email date • Publish vacant position through other modes such as: agency website, newspaper, social media and other job search websites 	Human Resource Management Officer (HRMO) HRMPSB HRMPSB Secretariat	CS Form No. 9, rev. 2018 Request for Publication of Vacant Positions (Hardcopy and Softcopy) Turnaround Time Schedule (FM-HRM-00)
02	<pre> graph TD A((A)) --> Receive[Receive Applications] </pre>	<ol style="list-style-type: none"> 2.1. HR staff shall receive applications from internal and external applicants 2.2. HR staff shall attach the Applicant's Information and Requirement Checklist Form (FM-HRM-00) 2.3. Check all the submitted documents and fill out the Applicant's Information and Requirement Checklist Form (FM-HRM-00) 	<ul style="list-style-type: none"> • HRMPSB Internal Guidelines • HR Staff shall thoroughly check the requirements submitted by the applicant and as specified in the Request for Publication of Vacant Positions, "INCOMPLETE REQUIREMENTS WILL NOT BE ENTERTAINED" • As for applications with incomplete requirements, the applicant shall be given a chance to comply the lacking document/s before the deadline of submission. 	HR Staff	Applicant's Information and Requirement Checklist Form (FM-HRM-00) Application Letters/Resume/ Curriculum Vitae/TOR/Diploma/PDS / Authenticated Copy of Certificate of Eligibility/Performance Rating if applicable



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No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
03		3.1. Conduct Shortlisting of Qualified Internal/External Applicants for Preliminary Evaluation 3.2. Prepare Shortlisting Form per Vacant Position 3.3. If yes, proceed to next step. 3.4. If no, applications will be stored to Masterlist of Applicants. 3.5. HRMPSB Secretariat shall prepare the Summary List of Shortlisted Applicants (FM-HRM-00) 3.6. Highest Appointing Officer shall approve the Summary List of Shortlisted Applicants (FM-HRM-00)	<ul style="list-style-type: none"> • <i>CSC Revised Qualification Standards Manual</i> • <i>HRMPSB Internal Guidelines</i> 	HRMPSB HRMPSB Secretariat Highest Appointing Officer	Shortlisting Form per Vacant Position (FM-HRM-00) Application Letters/Resume/Curriculum Vitae/TOR/Diploma/PDS/Authenticated Copy of Certificate of Eligibility/Performance Rating if applicable Summary List of Shortlisted Applicants
04		4.1. HRMPSB Secretariat shall notify the Qualified Applicants for the schedule & requirements (time, date, prescribed attire and other requirements) of Preliminary Evaluation. Notification shall be through Call/SMS Email or any applicable means. 4.2. Notification of Disqualified Applicants and the notification shall be through Call/SMS Email or any applicable means.	<ul style="list-style-type: none"> • <i>HRMPSB Internal Guidelines</i> • <i>Notification shall be done 1 day from Shortlisting Schedule</i> 	HRMPSB Secretariat	E-mail or SMS
05		5.1. Conduct Preliminary Evaluation 5.2. Administer Written Examination and Functional Skills Test (whichever is applicable) to the applicants 5.2.1. HR Staff shall check each applicant's written exam and skills test according to standards set by the organization. 5.2.2. Prepare Summary of Written Exam Scores and Functional Skills Test Scores 5.3. Conduct Behavioral Event Interviewing to the applicants 5.3.1. Rate applicants through the criteria set by the HRMPSB 5.3.2. HRMPSB Secretariat shall prepare the BEI Write up (FM-HRM-00) per applicant 5.3.3. Prepare Summary of BEI Scores	<ul style="list-style-type: none"> • <i>Written Examination and Functional Skills Test checked accurately according to Standards set by the Organization</i> • <i>Panel Interview shall be according to previously set BEI questions by the HRMPSB</i> • <i>Rating should be done during the BEI according to the criteria set by the HRMPSB</i> 	Human Resource Merit Promotion and Selection Board (HRMPSB) HRMPSB Secretariat HRMO HR Staff	Written Examination Results Summary of Written Exam Scores and Functional Skills Test Scores Behavioral Event Interview Guide Summary of BEI Scores BEI Write Up (FM-HRM-00)

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No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
06		<p>6.1. Notification of applicants that underwent the Preliminary Evaluation conducted by the HRMPSB regarding its results.</p> <p>6.2. Notification of the next step of the process to the qualified applicant.</p> <p>6.3. Notification shall be done though Call/SMS or Email.</p>	<i>HRMPSB Internal Guidelines</i>	HRMO HRMPSB Secretariat	Call/SMS or Email
07		<p>7.1. Submission of Selection Line Up to HRMPSB</p> <p>7.2. Selection Line up includes all applicants who passed the written exam and panel interview for deliberation en banc</p>	<i>Accuracy of the submitted Selection Line up</i>	HRMO HRMPSB HRMPSB Secretariat	Selection Line Up
08		<p>8.1. Deliberation by the HRMPSB through Systematic Assessment of Applicants' Competencies and Qualifications</p> <p>8.2. HR Secretariat shall take down the minutes of the meeting during the deliberation.</p>	<i>Criteria for the Assessment shall be based on the predetermined criteria by the HRMPSB in accordance to the HRMPSB Internal Guidelines</i>	Human Resource Merit Promotion and Selection Board (HRMPSB) HRMO HRMPSB Secretariat	Evaluation Sheets of the HRMPSB (FM-HRM-06) Minutes of the Meeting

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No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
09	<pre> graph TD C((C)) --> A[Conduct Background Investigation] </pre>	9.1. Conduct Background Investigation on the applicants	<i>HRMPSB Internal Guidelines states that only the top 5 external applicants for second level positions shall be under the Background Investigation.</i>	HR Staff HRMPSB Secretariat	Background Investigation Interview-Form (FM-HRM-22)
10	<pre> graph TD A[Conduct Background Investigation] --> B[Recommend the Top 5 Qualified Candidates] </pre>	10.1. HRMPSB Secretariat shall prepare the HRMPSB Resolution (FM-HRM-00) to recommend the Top 5 Qualified candidates by the HRMPSB to the Highest Appointing Officer	<i>According to Agency's Approved Merit Selection Plan (MSP)</i>	Human Resource Merit Promotion and Selection Board (HRMPSB) HRMPSB Secretariat	Comprehensive Evaluation Report of the HRMPSB HRMPSB Resolution (FM-HRM-00)
11	<pre> graph TD B[Recommend the Top 5 Qualified Candidates] --> C[Assess the Merits of the Comprehensive Evaluation report] C --> D((D)) </pre>	11.1. Assess the Merits of the HRMPSB's Comprehensive Evaluation Report by the Highest Appointing Officer (GM) 11.1.1. The Comprehensive Evaluation Report shall consist of the following: HRMPSB Resolution, Deliberation Results, BEI Write Up, Summary of Written Exam and Functional Skills Test Scores, Summary of Interview Scores, Background Investigation Form 11.2. The Highest Appointing Officer shall choose from the Top 5 Qualified Candidates	<i>Highest Appointing Officer (GM) may choose from either any of the Top 5 Qualified Candidates</i>	Highest Appointing Officer (GM)	Comprehensive Evaluation Report of the HRMPSB: HRMPSB Resolution, Deliberation Results, BEI Write Up, Summary of Written Exam and Functional Skills Test Scores, Summary of Interview Scores, Background Investigation Form

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No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
12	<pre> graph TD D((D)) --> A{Issuance of Appointment} A -- Yes --> B[Announcement of Appointment] A -- No --> C[END] </pre>	<p>12.1. Issuance of Appointment shall be done by the Highest Appointing Officer (GM).</p> <p>12.2. If yes, announce Appointment.</p> <p>12.3. If no, end of process.</p>	<p><i>According to Agency's Approved Merit Selection Plan (MSP)</i></p>	<p>Highest Appointing Officer (GM)</p>	<p>Appointment</p>
13	<pre> graph TD B[Announcement of Appointment] --> D[Notify Appointee/s & Disqualified Candidates] </pre>	<p>13.1. HRMPSB Secretariat shall prepare the List of Newly Appointed Personnel (FM-HRM-00) to be signed by the Highest Appointing Officer</p> <p>13.2. Post the List of Newly Appointed personnel in three (3) conspicuous places in the office</p>	<p><i>Period for posting will be at least fifteen (15) days.</i></p> <p><i>According to Agency's Approved Merit Selection Plan (MSP)</i></p>	<p>HRMPSB Secretariat Highest Appointing Officer</p>	<p>List of Newly Appointed Personnel</p>
14	<pre> graph TD D[Notify Appointee/s & Disqualified Candidates] --> E((E)) </pre>	<p>14.1. Notify Appointee/s & Disqualified Candidates of the results of the Recruitment and Selection process.</p>	<p><i>HRMPSB Internal Guidelines</i></p> <p><i>According to Agency's Approved Merit Selection Plan (MSP)</i></p> <p><i>2017 Omnibus Rules on Appointments and Other HR Actions</i></p>	<p>HRMO HR Staff HRMPSB Secretariat</p>	<p>E-mail or SMS</p>

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No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
15		15.1. Inform Appointee/s to submit employment requirements. 15.2. Give List of Requirements for New Entrants (FM-HRM-04) to Appointee/s	Original or Temporary Appointees shall comply the complete list of requirements FM-HRM-04 List of Requirements for New Entrants within the period required by the HRMO Reappointed or Promoted Employees shall submit their duly signed PDS with passport sized picture, certified true copies of trainings, proof of experience, licenses & etc. within the period required by the HRMO	HRMO Appointee/s HR Staff	List of Requirements for New Entrants (FM-HRM-04) PDS with passport sized picture, certified true copies of trainings, proof of experience, licenses & etc. within the period required by the HRMO
16		16.1. HR Staff shall prepare Appointment Papers and Relevant Documents before submission to Civil Service Commission 16.2. Highest Appointing Officer shall conduct Oath Taking of New Entrants or Promoted Employees 16.3. HRMO shall check the completeness and authenticity of the appointment papers & relevant documents	<i>Accuracy, correctness, completeness in preparation of Appointment Papers</i> <i>2017 Omnibus Rules on Appointments and Other HR Actions</i>	Highest Appointing Officer HRMO HR Staff Appointee/s	Appointment Papers & Relevant Documents CSC Checklist of Appointment Processing
17		17.1. Submit Appointment/s together with other pertinent papers to the Civil Service Commission	<i>Submission shall be made within 30 days from the date of Issuance of Appointment/s</i> <i>2017 Omnibus Rules on Appointments and Other HR Actions</i>	HRMO CSC	Appointment Papers & Relevant Documents

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No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
18		18.1. Provide the New Employee/s of their Appointment form/s	<i>2017 Omnibus Rules on Appointments and Other HR Actions</i>	HRMO	Copy of Appointment
19		19.1. Conduct Orientation to New Entrants and Re-orientation to Promoted Employees 19.2. Introduce New Employees to respective job assignment	<i>CWD On Boarding Program</i>	HRMO New Entrants Promoted Employees	Attendance Sheets of Orientation Program



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TRAINING

I. OBJECTIVE

This procedure aims to further explain the course of action used in Human Resource Development Training in accordance to Book V, Chapter 3, Section 16, Item 10, of Executive Order No. 292.

II. SCOPE

This procedure covers the Carcar Water District's Human Resource and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

General Manager

Human Resource Management Officer (HRMO) & Human Resource Staff

Internal/External Trainer

Personnel Development Committee (PDC)

PDC Secretariat

IV. DEFINITION OF TERMS

Training – is a function concerned with organizational activity aimed at bettering the job performance of individuals in an organizational setting. It can be external or internal. Training also promotes greater stability, flexibility and capacity for growth in an organization.

Training (Internal) – is conducted by someone who is working in the organization.

Training (External) – in this process, an external trainer is invited to conduct the training to the employees of an organization.

Internal Learning Service Provider – is an employee who is delegated to conduct the training to the employees of an organization. Most of the time, internal trainers are the most capacitated or knowledgeable on the topic of the training.

External Learning Service Provider – is an accredited and competent person from another government or non-government organization involved in facilitating or conducting trainings to an organization.

Human Resource Management – formal systems devised for the management and development of people in an organization.

In-house Training - is a training program for learning opportunities developed by the organization in which they are used.

Outsourced Training – is a training program for learning opportunities developed by external learning service providers which shall be used by the organization

Human Resources – used to describe people who work for the organization and the division responsible for managing resources related to employees

Human Resource Management Officer – is also known as HRMO. A person instrumental in promoting employee welfare and productivity in an organization.

Strategic Performance Management System – is also known as SPMS. Is a mechanism that links employee performance with organizational performance to enhance the performance orientation of the compensation system.

V. REFERENCE DOCUMENTS

Executive Order No. 292

CSC Memorandum Circular No. 6, s. 2012

VI. RECORDS GENERATED

Individual Performance Commitment and Review (IPCR) Form, Annual Training Plan, Registration Forms/Confirmation Slips, Disbursement Voucher, Training Certificate, Electronic List of Trainings/Seminars, Electronic Personal Data Sheet, Training Effectiveness Evaluation (FM-HRM-14), Training Needs Analysis, 201 Files, Training Effectiveness Guideline (GL-CWD-13), Training Effectiveness Analysis, Post Training Action Plan (FM-HRM-21)

Prepared by: HUMAN RESOURCE MANAGEMENT OFFICER (HRMO)/HR STAFF
Process Owner

Approved by: JOSEFA SN. MANUGAS, CPA,MPA
QUALITY MANAGEMENT REPRESENTATIVE



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VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> Assess[Assess Organizational Needs] </pre>	<ol style="list-style-type: none"> 1.1. Assess Individual Needs through the Individual Development Plan (IDP) of every employee 1.2. Assess Organizational Needs through performance appraisal forms such as the Individual Performance Commitment & Review (IPCR) form of the Strategic Performance Management System (SPMS) 1.3. Division Managers shall prepare Training Needs Analysis of all their subordinates based on their IPCR and IDP 	<ul style="list-style-type: none"> • Executive Order No. 292 - mandates all government agencies to ensure that each agency personnel are provided with at least one Human Resource Intervention every year. • CSC MC No. 6, s. 2012 – Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS) • The Individual Performance Commitment & Review (IPCR) form of the Strategic Performance Management System (SPMS) 	Human Resource Management Officer (HRMO) Division Managers PDC Secretariat	Training Needs Analysis Individual Development Plan IPCR
02	<pre> graph TD Assess[Assess Organizational Needs] --> Consolidate[Consolidate Training Needs Assessment] </pre>	<ol style="list-style-type: none"> 2.1. PDC Secretariat shall collate the Training Needs Analysis from all the Divisions. 2.2. Summarize the TNA per division and compute for the weighted average of each competency gap identified 2.3. Submit and Present TNA Summary to the PDC 2.4. PDC Secretariat shall source training schedules from diff. training agencies (govt. or non-govt) 	<i>Executive Order No. 292</i>	PDC Secretariat PDC HRMO	Training Needs Analysis Summary Training Schedules from other training agencies
03	<pre> graph TD Plan{Plan Training} --> A((A)) Plan --> B((B)) A --- Ext[External Training] B --- Int[Internal Training] Int --- Guidelines[Guidelines for Unplanned Trainings] </pre>	<ol style="list-style-type: none"> 3.1. PDC shall convene for the formulation of the Annual Training Calendar 3.2. PDC shall conduct prioritization of learning and development needs and select trainings to address priority of LD needs. <ol style="list-style-type: none"> 3.2.1. PDC Secretariat shall take note of the minutes of the meeting for the deliberation and recommendations on the L&D programs 3.3. Schedule training and determine resource requirements 3.4. PDC shall decide whether an Internal or External Training shall be implemented <ol style="list-style-type: none"> 3.4.1. Shall consider the conduct of an in-house training or outsourced training 3.5. Finalize the Annual Training Plan which shall be approved by the Head of Agency 3.6 For unplanned trainings, refer to GL-CWD-15 	<i>PDC Internal Guidelines</i> <i>Internal trainings shall be determined by the PDC in the absence of external training resources/provider.</i> <i>External LSPs who will conduct in-house trainings shall be required to submit the necessary requirements as specified in the Section VII, Items 1-2 of the PDC Internal Guidelines.</i> <i>Unplanned Trainings (GL-HRM-01)</i>	PDC Secretariat PDC HRMO	Training Needs Analysis Summary Annual Training Plan Minutes of the Meeting

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VIII. PROCEDURE DETAILS AND FLOW – EXTERNAL TRAINING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
3A.1		3A.1.1. Revisit upcoming External Training Schedules from the Annual Training Calendar 3A.1.2. Confirm external training provider for the final schedule of training 3A.1.3. Remind trainee/s of the upcoming training schedule	<i>Section VII Items 1-2 of the CWD PDC Internal Guidelines</i>	PDC Secretariat HRMO	Annual Training Calendar Training
3A.2		3A.2.1. Facilitate Registration of the chosen personnel to the Training 3A.2.2. PDC Secretariat shall fill up registration forms of the Training to be attended 3A.2.3. Submit Registration Forms and Confirmation Slips to the External Trainer 3A.2.4. Facilitate Payment for Training Attendance 3A.2.4.1. Submit Training Invitation, Registration Forms, Confirmation Slips and Travel Order to Finance Division for preparation of Disbursement Voucher as payment for Training 3A.2.4.2. PDC Secretariat shall get Payment for Training from the Cashier and give the documents to the trainee 3A.2.5. Upon the attendance of the training, Personnel shall submit Payment to the Registration Booth of the External Trainer 3A.2.5.1. External Trainer's Registration-in-charge shall sign the disbursement voucher and shall issue an official receipt of the payment for the training. 3A.2.5.2. Personnel shall return the signed disbursement voucher with the OR upon coming back to the office.	<i>Registration and Confirmation of Training Attendance shall be processed at least a week prior to the scheduled training.</i> <i>Processing of transportation and accommodation arrangements, if applicable.</i> <i>Disbursement Voucher should have complete signatures and attachments.</i> <i>Payment for Training shall be in the form of Check with the Disbursement Voucher.</i>	External Trainer HRMO PDC Secretariat Trainee/s Accounting Staff	Registration Form/Confirmation Slip Official Receipt of the Registration Travel Order Disbursement Voucher Payment for Training

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IX. PROCEDURE DETAILS AND FLOW – INTERNAL TRAINING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
3B.1		3B.1.1. Revisit upcoming Internal Training Schedules from the Annual Training Calendar 3B.1.2. Remind Internal LSP for the final schedule of training 3B.1.3. HRMO shall prepare the office memo for the scheduled internal training	<i>Section VII, Item 2 of the PDC Internal Guidelines. Internal Training Facilitator/s shall present their Training Design and Training Module.</i>	PDC Secretariat HRMO	Annual Training Calendar Training
3B.2		3B.2.1. Facilitator shall coordinate with the Internal Learning Service Provider and the HRMO to discuss the training design requirements 3B.2.2. PDC Secretariat shall coordinate with the Internal Learning Service Provider (resource speaker) and shall require him/her to submit the prepared Session Guide (FM-HRM-25) before the scheduled internal training 3B.2.3. Facilitator shall prepare the training design which consists of the Training Activity Plan (FM-HRM-27), Training Schedule/Program of Activities & List of Training Resources (FM-HRM-26) and the Facilitator's Guide (FM-HRM-24). 3B.2.4. Training design shall be submitted to the HRMO for review. 3B.2.5. Training design shall then be submitted to the PDC for finalization and approval.	<i>PDC Internal Guidelines</i>	Facilitator HRMO PDC PDC Secretariat	Training Design with Training Activity Plan, Session Guide, Training Schedule/Program of Activities & List of Training Resources and Facilitator's Guide
3B.3		3B.3.1. Implement training design for the scheduled training. 3B.3.2. Arrange necessary preparations needed for the training; venue, food, transportation and other training kit.	<i>PDC Internal Guidelines</i>	Facilitator HRMO HR Staff	Training Design with Training Activity Plan, Session Guide, Training Schedule/Program of Activities & List of Training Resources and Facilitator's Guide Training Kit

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04		<p>4.1 HR Staff shall distribute Training Effectiveness Evaluation and Post Training Action Plan to the participants of the external and internal training.</p> <p>4.2 Right after the training, participant/s shall fill out Part I. of the Training Effectiveness Evaluation (FM-HRM-14) and Post Training Action Plan (FM-HRM-21)</p>	<p><i>Training Effectiveness Evaluation (FM-HRM-14) and Post Training Action Plan (FM-HRM-21) shall be filled up correctly by the training participant/s</i></p> <p><i>Attendance to meetings, conferences, conventions, and webinars less than 8 hrs need not to be evaluated for training effectiveness and post training action plan.</i></p>	HR Staff Training Participant/s	Training Effectiveness Evaluation (FM-HRM-14) Post Training Action Plan (FM-HRM-21)
05		<p>5.1. Upon personnel's return from Training, receive original copy of Training Certificate (if applicable) from the participant/s</p> <p>5.2. Receive the filled up Training Effectiveness Evaluation Form and Post Training Action Plan from the participant/s</p>		HRMO HR Staff	Training Certificate Training Effectiveness Evaluation (FM-HRM-14) and Post Training Action Plan (FM-HRM-21)
06		<p>6.1. Update Electronic List of Seminars Attended</p> <p>6.2. Update Electronic Personal Data Sheet (PDS) of the personnel who attended the Training</p> <p>6.3. Update the LD Monitoring</p> <p>6.4. Update the monitoring of Training Effectiveness Evaluation Forms via the Electronic List of Seminars Attended by encoding the Training Effectiveness Score of the Training Participant/s</p>	<i>Accuracy and correctness in updating</i>	HR Staff	Training Certificate Training Effectiveness Evaluation Electronic List of Seminars Attended Electronic Personal Data Sheet (PDS)

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PROCEDURES MANUAL

TRAINING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
07		7.1. File Training Certificate to the respective 201 Files of the Personnel who attended the Training	<i>Proper filing of 201 Files according to PRIME HRM HR Records Checklist</i>	HR Staff	201 Files Training Certificate
08		8.1. HR Staff shall prepare for the follow up Training Effectiveness Evaluation 8.2. HR Staff shall give the Training Effectiveness Evaluation form to the respective immediate supervisor in charged in the follow up of the training effectiveness 8.3. Immediate Supervisor shall call the personnel for the follow up evaluation (Part II) of the Training Effectiveness Evaluation Form and Post Training Action Plans set by the personnel himself/ herself.	<i>Immediate supervisor shall evaluate the training effectiveness and post training action plan within 30-60-90 days after the training or when applicable</i> <i>Personnel must be able to give and write in the comments/remarks portion (Part II of the Training Effectiveness Evaluation Form) the concrete and specific examples/instances of knowledge and skills gained from the training.</i> <i>Personnel must be able to accomplish the action plans set and to be verified by the Immediate Supervisor upon conduct of evaluation</i>	HR Staff Immediate Supervisor Personnel	Training Effectiveness Evaluation
09		9.1. HR Staff shall update the monitoring of Training Effectiveness Evaluation Forms via the Electronic List of Seminars Attended with the Training Effectiveness Score from the Supervisor	<i>Accuracy and correctness in updating</i> <i>Ensure that Remarks portion in the Electronic monitoring of Training Effectiveness Evaluation shall be filled with the Implications of the Training Effectiveness Score using the Training Effectiveness Guideline (GL-CWD-13)</i>	HR Staff	Electronic List of Seminars Attended Electronic Personal Data Sheet (PDS) Training Effectiveness Guideline (GL-CWD-13)



PROCEDURES MANUAL

TRAINING

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
10	<pre> graph TD D((D)) --> A[Prepare Training Effectiveness Analysis] A --> B[END] </pre>	<p>10.1. HR Staff shall prepare Training Effectiveness Analysis and present during Quarterly Assessment or as needed</p> <p>10.2. File Training Effectiveness Analysis together with the Training Effectiveness Evaluation Forms and Post Training Action Plans.</p>		HR Staff	<p>Training Effectiveness Analysis</p> <p>Training Effectiveness Evaluation Forms</p> <p>Post Training Action Plans</p>



PROCEDURES MANUAL

Document No. : **PM-HRD-03** Eff. Date : **09-21-18**

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REWARDS AND RECOGNITION

I. OBJECTIVE

This procedure aims to further explain the procedures Program on Awards and Incentives for Service Excellence (PRAISE) of the Carcar Water District.

II. SCOPE

This procedure covers all employees in the career and non-career service of Carcar Water District.

III. RESPONSIBILITY AND RESOURCES

PRAISE Committee
Human Resource Management Officer (HRMO) & Human Resource Staff

IV. DEFINITION OF TERMS

Human Resource – formal systems devised for the management of people within an organization.

Human Resource Management Officer – is also known as HRMO. A person instrumental in promoting employee welfare and productivity in an organization.

PRAISE – Program on Awards and Incentives for Service Excellence

V. REFERENCE DOCUMENTS

Executive Order No. 292
CSC Memorandum Circular No. 6, s. 2012
CSC- approved CWD Program on Awards and Incentives for Service Excellence

VI. RECORDS GENERATED

PRAISE Guidelines, Notice of Meeting, Minutes of the Meeting, Minutes of previous PRAISE meeting, Attendance Sheets, PRAISE Rating Sheets, Final List of PRAISE Awardees, List of Nominees, Nomination Ballots, Rating Sheets for Interpersonal Relationship, Electronic Summary of PRAISE Awardees, Punctuality Hall of Fame Monitoring, Service Loyalty Pay Schedule, Summary List of Individual Performance Ratings, PR/PO/BUS for Incentives in kind and in cash

Prepared by: KIMBERLY ALESNA
Process Owner

Approved by: JOSEFA SN. MANUGAS, CPA, MPA
QMR



PROCEDURES MANUAL

REWARDS AND RECOGNITION

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> Call[Call for a meeting] </pre>	<ol style="list-style-type: none"> 1.1. PRAISE Chair shall call for a meeting 1.2. Inform HRMO regarding the meeting for PRAISE Awards 1.3. HRMO/staff shall prepare notice of meeting signed by the PRAISE Chair and then be received by the PRAISE Committee members 	<p style="text-align: center;"><i>CSC MC No. 01, s. 2001 CWD PRAISE Guidelines</i></p>	<p style="text-align: center;">PRAISE Chair PRAISE Committee Members Human Resource Management Officer (HRMO) HR Staff</p>	Notice of Meeting
02	<pre> graph TD Conduct[Conduct meeting] --> A((A)) </pre>	<ol style="list-style-type: none"> 2.1. HRMO/Staff shall prepare the attendance sheet, PRAISE Guidelines, previous minutes of the PRAISE Meeting for reference 2.2. PRAISE Chair shall preside the scheduled meeting 2.3. HR Staff shall take down the minutes of the meeting 2.4. PRAISE Chair shall discuss the PRAISE Guidelines specifically the awards to be given for the year 2.5. PRAISE Chair shall schedule for the next PRAISE activities: Period of Nominations, Tabulation of Nominees, Survey for Interpersonal Relationship & PRAISE Evaluation 	<p style="text-align: center;"><i>CSC MC No. 01, s. 2001 CWD PRAISE Guidelines PRAISE Awards</i></p>	<p style="text-align: center;">PRAISE Chair PRAISE Committee Members Human Resource Management Officer (HRMO) HR Staff</p>	Attendance sheet, PRAISE Guidelines, Previous minutes of the PRAISE Meeting

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REWARDS AND RECOGNITION

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
03		3.1. HR Staff shall prepare minutes of meeting to be signed by the PRAISE Chair 3.2. HR Staff shall prepare the tentative list of awardees for Punctuality Awards, Punctuality Hall of Fame, Exemplary Attendance, Early Bird, Summary List of Individual Performance Ratings 3.3. HR Staff shall the post the list of determined awardees in the HR Bulletin Board for Punctuality, Punctuality Hall of Fame, Exemplary Attendance and Early Bird to give time for protests and validation of the list 3.3. HR Staff shall prepare Nomination Ballots	<i>CSC MC No. 01, s. 2001 CWD PRAISE Guidelines</i>	HR Staff PRAISE Chair	Minutes of the meeting, Tentative list of awardees for Punctuality Awards, Punctuality Hall of Fame, Exemplary Attendance, Early Bird, Nomination Ballots, Summary List of Individual Performance Ratings
04		4.1. HR Staff shall distribute the nomination ballots to all the employees from every division within the period of nominations scheduled by the PRAISE Committee	<i>CSC MC No. 01, s. 2001 CWD PRAISE Guidelines</i>	HR Staff All Employees	Nomination Ballots
05		5.1. HR Staff shall receive all the nomination ballots from the employees 5.2. HR Staff shall tabulate the nominations and select the top 10 nominees for employee of the year (3 from admin, commercial and OM, 1 from finance) and top 6 nominees for the field worker of the year (3 each from commercial & OM) 5.3. Prepare List of Nominees	<i>CSC MC No. 01, s. 2001 CWD PRAISE Guidelines Each employee shall nominate one person from their division</i>	HR Staff	Nomination ballots List of Nominees

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REWARDS AND RECOGNITION

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
06		6.1. HR Staff shall prepare the rating sheets for interpersonal relationship criteria for the nominees 6.2. HR Staff shall distribute rating sheets to employees 6.3. HR Staff shall receive the rating sheets and shall tabulate the ratings for ranking in preparation for the PRAISE Evaluation	<i>CSC MC No. 01, s. 2001 CWD PRAISE Guidelines</i>	HR Staff All Employees	Rating Sheets for Interpersonal Relationship
07		7.1. HR Staff shall prepare attendance sheet 7.2. HR Staff shall prepare PRAISE Rating Sheets with the ratings for Interpersonal Relationship and Quality of Output 7.3. PRAISE Committee shall rate the nominees for the Commitment criteria in the rating sheets to complete the evaluation process 7.4. HR Staff shall tabulate and finalize the results of the PRAISE Evaluation 7.4. HR Staff shall take down the minutes of the evaluation and prepare it afterwards, duly signed by the PRAISE Chair	<i>CSC MC No. 01, s. 2001 CWD PRAISE Guidelines</i>	HR Staff PRAISE Committee	Attendance Sheet PRAISE Rating Sheets Minutes of the Meeting Results of PRAISE Evaluation

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PROCEDURES MANUAL

REWARDS AND RECOGNITION

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
08		8.1. HR staff shall finalize PRAISE Awardees 8.2. Prepare list of PRAISE Awardees	<i>CSC MC No. 01, s. 2001 CWD PRAISE Guidelines</i>	HR Staff	List of PRAISE Awardees
09		9.1. HR Staff shall request PRAISE Incentives to be given to the awardees (refer to PRAISE Guidelines for the incentives) 9.2. HR Staff shall give list of awardees to Finance Division for the monetary incentives	<i>CSC MC No. 01, s. 2001 CWD PRAISE Guidelines</i>	HR Staff Finance Division	List of PRAISE Awardees PR/PO/BUS for incentives in kind and in cash
10		10.1. Give awards to the PRAISE Awardees during the Anniversary Celebration of Carcar Water District held during the month of May of every year.	<i>CSC MC No. 01, s. 2001 CWD PRAISE Guidelines</i>	HRMO/Staff	Awards



PROCEDURES MANUAL

Document No. : **PM-HRD-04** Eff. Date : **09-16-19**

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SEPARATION FROM EMPLOYMENT

I. OBJECTIVE

This procedure expounds the structure of the Retirement, Resignation/Voluntary Separation (Separation from Employment) procedure of the Carcar Water District Human Resource Division.

II. SCOPE

This procedure covers the Carcar Water District's Human Resource and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

Highest Appointing Officer (General Manager)
Human Resource Management Officer (HRMO)
Human Resource Staff
Outgoing/Separated Employee

IV. DEFINITION OF TERMS

Retirement – an employee upon reaching the age 60 may choose an option to retire from service. However, when an employee has reached age 65, retirement becomes mandatory unless otherwise exceptionally justifiable reason, his/her service is extended, which extension shall be with the endorsement of the GM and approved by the Civil Service Commission

Resignation/Voluntary Separation – is an act of an official or employee by which he/she voluntarily relinquishes in writing his/her position effective on a specific date which shall not be less than thirty (30) days from such notice or earlier as mutually agreed upon by the employee and the appointing authority. To constitute a complete and operative resignation of an official or employee, there must be a written intention to relinquish the office, the acceptance by the appointing officer/authority and a written notice of such acceptance duly served to the official or employee concerned.

Termination/Expiration of Appointment – appointments to temporary, coterminous, contractual or casual appointment may be terminated or may not be reappointed by the highest appointing authority

Other modes of separation – e.g. Death of employee

Dismissal – is the termination or the act of being discharged from employment or service for cause. It is the definite severance of an officer or employee from government service on the initiative of the agency or office, CSC, Ombudsman, or regular courts.

Human Resource – formal systems devised for the management of people within an organization.

Human Resource Management Officer – also known as HRMO. A person instrumental in promoting employee welfare and productivity in an organization.

V. REFERENCE DOCUMENTS

2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised July 2018)
GSIS Citizen's Charter
GSIS MC 005 Series of 2018

VI. RECORDS GENERATED

Voluntary Written Notice of the Employee, 201 File Folder, Acceptance of Resignation, Clearance Form, Death Certificate of Personnel, Terminal Leave, Leave Card, Retirement/Separation Benefit Voucher, Report on Database of Individuals Barred from Entering Government Service and Taking Civil Service Examinations (DIBAR), Certified true copy of the Decision, Plaque of Recognition, Token, ARA FORM D, updated Service Record, LWOP Certification, Terminal Leave, Last Pay

Prepared by: HUMAN RESOURCE MANAGEMENT OFFICER (HRMO)
Process Owner

Approved by: JOSEFA SN. MANNUGAS, CPA, MPA
QUALITY MANAGEMENT REPRESENTATIVE



PROCEDURES MANUAL

SEPARATION FROM EMPLOYMENT

VII. PROCEDURE DETAILS AND FLOW

No	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> Receive[Receive Voluntary Written Notice of the Employee and other documents] </pre>	<p>1.1. HRMO shall receive the voluntary written notice of the employee informing that he/she is relinquishing his/her position with the effectivity date of the said resignation/retirement.</p> <p>1.2. HRMO shall forward the voluntary written notice of the employee to the Highest Appointing Officer</p> <p>1.3. In case of death of employee, HRMO shall receive a copy of the Death Certificate of the employee.</p> <p>1.4. In case of dismissal, the HRMO shall prepare the report on Database of Individuals Barred from Entering Government Service and Taking Civil Service Examinations (DIBAR) together with a certified true copy of the decision rendered which has become executory, where the penalty of dismissal was imposed.</p>	<p><i>2017 ORAOHRA Revised July 2018</i></p> <p><i>Effectivity date of the Resignation shall be not less than thirty (30) days from the date of such notice or earlier</i></p> <p><i>DIBAR shall be submitted by the HRMO to the CSC Field Office concerned within 30 calendar days from date of such decision</i></p>	<p>Highest Appointing Authority Human Resource Management Officer (HRMO) Outgoing Employee</p>	<p>Voluntary Written Notice of the Employee Other documents such as Death Certificate report on Database of Individuals Barred from Entering Government Service and Taking Civil Service Examinations (DIBAR) certified true copy of the decision</p>
02	<pre> graph TD Accept[Accept Voluntary Written Notice of the Employee] --> A((A)) </pre>	<p>2.1. Highest Appointing Officer shall accept the Voluntary Written Notice of the Employee.</p> <p>2.2. HRMO shall prepare CS Form No. 10 s. 2017 Acceptance of Resignation to be signed by the Highest Appointing Officer attached with the voluntary written notice of the employee</p>	<p><i>2017 ORAOHRA Revised July 2018</i></p>	<p>Highest Appointing Authority Human Resource Management Officer (HRMO) Outgoing Employee</p>	<p>CS Form No. 10 s. 2017 Acceptance of Resignation Voluntary Written Notice of the Employee</p>



PROCEDURES MANUAL

SEPARATION FROM EMPLOYMENT

No	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
03		3.1. Outgoing employee shall sign the received by portion of the CS Form No. 10 s. 2017 Acceptance of Resignation which has been signed and accepted by the Highest Appointing Officer	<i>2017 ORAOHRA Revised July 2018</i>	Highest Appointing Authority Human Resource Management Officer (HRMO) Outgoing Employee	CS Form No. 10 s. 2017 Acceptance of Resignation Voluntary Written Notice of the Employee
04		4.1. HR Staff shall file to the 201 file folder the signed Acceptance of Resignation, Voluntary Written Notice of the Employee and other documents such as Death Certificate	<i>2017 ORAOHRA Revised July 2018</i>	Human Resource Management Officer (HRMO) HR Staff	CS Form No. 10 s. 2017 Acceptance of Resignation Voluntary Written Notice of the Employee Other documents such as Death Certificate 201 File Folder
05		5.1. Outgoing employee shall request from the HRMO 4 copies of the Clearance Form for him/her to accomplish. 5.2. Outgoing employee shall start to process his/her clearance form CS Form 7 rev. 2018. 5.3. The outgoing employee shall route the clearance to all the signatories before the actual date of separation/leave. 5.3.1. The employment clearance shall not be completed once the outgoing employee shall finish processing his/her GSIS Clearance.	<i>Outgoing employee may start to process his/her employment clearance 10 working days before the effectivity date of the separation</i> <i>Employees who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence for more than 30 days shall prepare this form in quadruplicate.</i> <i>Complete signatures from the signatories shall be required for the Clearance Form.</i>	Human Resource Management Officer (HRMO) Outgoing Employee Signatories	CS Form 7 Revised 2018 Clearance Form
No	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information

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PROCEDURES MANUAL

SEPARATION FROM EMPLOYMENT

06	<p style="font-size: 24px; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">B</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%; text-align: center;"> Organize fitting ceremony for outgoing employee </div>	<p>6.1. HRMO shall organize a fitting ceremony for the outgoing employee on or before the date of the effectivity of separation.</p> <p>6.1.1. In case of retirement, HR Staff shall prepare a plaque of recognition for the employee and a token to be given on the day of the ceremony.</p>		Human Resource Management Officer (HRMO) HR Staff Outgoing Employee	Plaque of Recognition Token
07	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%; text-align: center;"> Send outgoing employee/s to GSIS for the Pre Retirement Seminar </div>	<p>7.1. HR Staff shall send registration form of the outgoing employee to GSIS for the Pre Retirement Seminar</p>		HR Staff Outgoing Employee	
08	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%; text-align: center;"> Prepare GSIS Agency Remittance Advice </div> <p style="font-size: 24px; border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">C</p>	<p>8.1. HR Staff shall prepare the GSIS Agency Remittance Advice Form D for the outgoing employee.</p> <p>8.2. HR staff shall email the ARA Form D to the AAO and shall give a copy to the payroll-in-charge for his/her reference.</p> <p>8.3. AAO shall upload the excel file to the AAO system for updating of records</p>	<i>Complete data entries in the ARA forms</i>	HR Staff Payroll-in-charge Authorized Agency Officer (AAO)	ARA Form D



PROCEDURES MANUAL

SEPARATION FROM EMPLOYMENT

No	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
09		<p>09.1. HRMO shall prepare the outgoing employee's updated service record with leave without pay certification (if applicable) signed by the authorized officer and give to the employee.</p> <p>09.2. Outgoing personnel shall start to process his/her clearance at GSIS. He/she shall submit the required documents and file the GSIS clearance form at the GSIS Branch.</p>	<p><i>GSIS MC 005 Series of 2018 Re-issuance of GSIS Memorandum Circular no. 003, series of 2015 (Memorandum Circular-Reminder to Agencies on Securing Clearance from the GSIS for Separating Employees before the payment of their Terminal Leave</i></p> <p><i>GSIS Citizen's Charter: 90 mins. max. processing time for the Filing of application</i></p> <p><i>17 working days max. processing time for the Processing of Compulsory or Optional Retirement/Permanent Total Disability Retirement/Separation Benefits (RA 8291, RA 660, PD 1146, RA 1616 & RA 7699)</i></p>	HRMO	Updated Service Record Leave Without Pay (LWOP) Certification (if applicable)
10		<p>10.1. After the approval of the GSIS clearance, the outgoing employee shall submit 2 copies his/her Retirement/Separation Benefit Voucher to the HR, and one copy to the CWD Provident Fund president for reference.</p>	<p><i>Criteria for the Assessment shall be based on the predetermined criteria by the HRMPSB</i></p>	HRMO CWD Provident Fund President Outgoing Employee	Retirement/Separation Benefit Voucher



PROCEDURES MANUAL

SEPARATION FROM EMPLOYMENT

No	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
11		<p>11.1. After the accomplishing the GSIS Clearance, separated employee shall continue processing his/her employment clearance.</p> <p>11.2. Upon accomplishing the Clearance Form, the outgoing employee shall submit the Clearance Form to the HRMO for filing.</p>	<p><i>The HRMO shall distribute copies of approved clearance as follows: original to the employee; duplicate to be attached to the payroll or voucher; triplicate to human resource unit file; and fourth copy to accounting/auditing office.</i></p>	<p>Human Resource Management Officer (HRMO) Outgoing Employee</p>	<p>CS Form 7 Revised 2018 Clearance Form</p>
12		<p>12.1. HR Staff shall receive the copy of the GSIS Retirement/Separation Benefit Voucher and file to the 201 File folder of the employee.</p>		<p>HR Staff Outgoing Employee</p>	<p>Retirement/Separation Benefit Voucher</p>
13		<p>13.1. HRMO shall prepare the report of Separated Personnel to be reviewed by the Head of Office.</p> <p>13.2. Once reviewed and signed, the HRMO shall submit the said report to the CSC Field office for record purposes.</p>		<p>HRMO Head of Office</p>	<p>Report of Separated Personnel</p>
No	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information



PROCEDURES MANUAL

SEPARATION FROM EMPLOYMENT

14		<p>14.1. HR staff shall prepare the terminal leave computation of the separated employee to be attached with CS Form 6 (Leave Form), his/her Leave Card and GSIS Retirement/Separation Benefit Voucher</p> <p>14.2. Finance staff shall process the last pay of the separated personnel to be attached with a copy of the Retirement/Separation Benefit Voucher</p> <p>14.3. Authorized signatories shall approve the release of the terminal leave and last pay of the separated employee</p>	<p><i>GSIS MC 005 Series of 2018 Re-issuance of GSIS Memorandum Circular no. 003, series of 2015 (Memorandum Circular-Reminder to Agencies on Securing Clearance from the GSIS for Separating Employees before the payment of their Terminal Leave</i></p> <p style="text-align: center;"><i>Complete signatures and attachments for the Terminal Leave and Last Pay</i></p>	<p>HR Staff Finance Staff Separated Employee Authorized Signatories</p>	<p>CS Form 6 (Leave Form) Leave Card Retirement/Separation Benefit Voucher</p>
15		<p>15.1. Separated employee shall claim his/her Terminal Leave and Last Pay from the Cashier.</p>		<p>Separated Employee Cashier</p>	<p>Terminal Leave and Last Pay</p>



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PERFORMANCE MANAGEMENT SYSTEM

I. OBJECTIVE

This procedure aims to give an explanation of the procedures on the CWD Human Resource Performance Management System.

II. SCOPE

This procedure covers the Carcar Water District's Human Resource and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

General Manager as SPMS Champion
Performance Management Team (PMT)
Planning Office/Performance Management Team (PMT) Secretariat
Human Resource Management Officer (HRMO)

IV. DEFINITION OF TERMS

Human Resource – formal systems devised for the management of people within an organization.

Human Resource Management Officer – is also known as HRMO. A person instrumental in promoting employee welfare and productivity in an organization.

Strategic Performance Management System – is also known as SPMS. Is a mechanism of the Civil Service Commission that links employee performance with organizational performance to enhance the performance orientation of the compensation system.

Performance Management Team – shall oversee the implementation of the SPMS and recommends approval of office performance rating tools, acts as appeals body and final arbiter.

Planning Office/Performance Management Team (PMT) Secretariat – assists the PMT in performing its functions.

V. REFERENCE DOCUMENTS

CSC MC No. 6, s. 2012

VI. RECORDS GENERATED

Office/Department/Individual Performance Commitment and Review (OPCR/DPCR/IPCR)
Forms, Monitoring Tool, Coaching Report/Journal, Individual Development Plan (IDP)

Prepared by: _____
HRMO
Process Owner

Approved by: _____
JOSEFA SN. MANUGAS, CPA,MPA
QUALITY MANAGEMENT REPRESENTATIVE



PROCEDURES MANUAL

PERFORMANCE MANAGEMENT SYSTEM

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	<pre> graph TD START([START]) --> PPC[Performance Planning and Commitment] </pre>	<ol style="list-style-type: none"> 1.1. Department/Division Managers and staff shall meet to set annual performance measures and targets or the success indicators for the upcoming year. Targets shall include semestral targets. 1.2. Division/Department Managers shall align the DPCR/IPCR to the OPCR before approval. 1.3. PMT shall review the OPCR/DPCR/IPCR with the monitoring tools by conducting the Calibration of Targets. 1.4. During the calibration, the PMT and its Secretariat shall convene to calibrate/check the targets. 1.5. After the calibration, the PMT shall recommend for the GM's approval of targets. 	<p><i>Performance Planning and Commitment shall begin every start of the semester (6 months) after the period of performance evaluation.</i></p> <p><i>Whenever necessary and justifiable, amendments to the OPCR/DPCR/IPCR may be allowed at any period subject to the review of the PMT and approval of the GM.</i></p> <p><i>Approved OPCR/DPCR/IPCR shall serve as basis for evaluation of the division/individual performance measures and targets.</i></p> <p style="text-align: center;"><i>SPMS Guidelines</i></p>	Department/Division Managers Staff PMT General Manager	OPCR DPCR IPCR
02	<pre> graph TD PMC[Performance Monitoring and Coaching] --> A((A)) </pre>	<ol style="list-style-type: none"> 2.1. Department/Division Managers shall start to monitor the work activities of the staff and the progress of their work outputs. 2.2. Every employee shall complete their monitoring tools every end of the month together with the complete ratings. 2.3. Department/Division Managers shall exercise the strategic role of being an enabler/coach/mentor rather than being a mere evaluator. 2.4. From time to time, manager/supervisor shall conduct coaching which aims to empower and helping individual employees at their work assignments. Group coaching could also be done to help in the management of work and to become focused on a shared goal which is to accomplish a task or deliverable. 	<p><i>Assigned raters shall be expected to address factors that either help or hinder effective work performance with the help of monitoring tools.</i></p> <p><i>Department/Division Managers shall periodically check on the progress and quality of work output of the individual employee while focusing on developmental planning for employees.</i></p> <p style="text-align: center;"><i>SPMS Guidelines</i></p>	Department/Division Managers Staff	OPCR DPCR IPCR Monitoring Tool Coaching Report/Journal

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PERFORMANCE MANAGEMENT SYSTEM

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
03	<pre> graph TD A((A)) --> B[Performance Review and Evaluation] B --> B2((B)) </pre>	<p>3.1. Assess office and individual employee's performance level based on performance measures and targets as approved in the OPCR/DPCR/IPCR.</p> <p>3.2. PMT Secretariat in each division shall collect the monitoring tools at the end of every semester to be able to compute for the DPCR/IPCR ratings.</p> <p>3.3. The result of the performance for the semester whether negative (gap) or positive (improvement), shall be written on the Comments and Recommendations for Development Purposes by the Division Manager.</p> <p>3.4. PMT shall schedule for the calibration of outputs. During this period, the PMT and its secretariat shall review and validate the DPCR/IPCR ratings from every division.</p> <p>3.5. HRMO shall consolidate and submit to the PMT the OPCR rating based on the submitted DPCR and documentary evidences (e.g. Form A).</p> <p>3.6. After the necessary revisions after the calibration/review of OPCR/DPCR/IPCR ratings, each division shall conduct a SPMS conference where the manager will have a group/one-on-one discussion regarding the rating and qualitative comments. Once, the discussion is done and the IPCR will be signed by each personnel, the DPCR and IPCRs shall be submitted to the HRMO for consolidation and approval by the General Manager</p>	<p style="text-align: center;"><i>At the end of each semester, the divisions shall submit their DPCR/IPCR with monitoring tools to the HRMO not later than the end of July of the current year and the end of January of the succeeding year.</i></p> <p style="text-align: center;"><i>The OPCR rating shall be submitted by the HRMO to the PMT every once a year. OPCR rating shall be based on the ratings from the Modified Form A.</i></p> <p style="text-align: center;"><i>Ensure that the IPCR ratings are consistent with the OPCR/DPCR ratings. If the ratings are not consistent, the HRMO shall return the IPCR to the respective offices for adjustments to the approved OPCR/DPCR rating.</i></p> <p style="text-align: center;"><i>The average of all individual ratings shall not be higher than the collective performance rating of the office.</i></p> <p style="text-align: center;">SPMS Guidelines</p>	<p>Department/Division Managers Staff HRMO General Manager</p>	<p>OPCR DPCR IPCR Monitoring Tool</p>



PROCEDURES MANUAL

PERFORMANCE MANAGEMENT SYSTEM

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
04	<pre> graph TD B((B)) --> A[Performance Rewarding and Development Planning] A --> C[END] </pre>	<p>4.1. Department/Division Managers shall discuss with the individual employee to assess the strengths, competency-related performance gaps and opportunities to address the gaps, career paths and alternatives which shall be articulated in the Individual Development Plan (IDP).</p> <p>4.2. IDPs shall be prepared by the Division Manager with the needed HR intervention of every employee under him/her.</p> <p>4.3. IDPs shall be submitted to the HRMO for consolidation and approval.</p>	<p><i>IDPs shall be prepared for a maximum of two years.</i></p> <p><i>SPMS Guidelines</i></p>	<p>Department/Division Managers Staff HRMO</p>	<p>Individual Development Plan</p>



PROCEDURES MANUAL

Document No. : **PM-HRD-06** Eff. Date : **3/2/20**

Revision No. : **00** Pages :

ATTENDANCE MONITORING & ADMINISTRATION (TIMEKEEPING)

I. OBJECTIVE

To manage and monitor the time and attendance (leave taken) /worked by employees for the purpose of efficiently processing payroll.

II. SCOPE

This procedure covers all employees of Carcar Water District and its Interested Parties.

III. RESPONSIBILITY AND RESOURCES

Highest Appointing Officer (General Manager)
Human Resource Management Officer (HRMO)
Division/ Department Manager
Timekeeper(HRA Staff)
All CWDEmployees
Biometric Attendance System
Timekeeping Forms (Application for Leave/Overtime/CTO/Pass Slips)
Computer

IV. DEFINITION OF TERMS

Timekeeper – HR/Admin. Staff who maintains an accurate track of hours worked for payroll purposes. Typically acts as liaison between employees and payroll in-charge to ensure the smooth process of pay distribution. Calculating an employee's time worked, production and commission are duties of a timekeeper.

Application for Leave Form – form used by an employee to apply for Leave in accordance with the Leave Entitlement Policy. Basically a formal way of asking for a break from work for a particular time period.

Overtime – means the time that an employee works during a day or a week in excess of ordinary hours. A full day's work (normal working hours and a lunch break of at least 30 minutes) must first be worked before such employee is eligible for overtime.

Compensatory Time-Off (CTO) - Time off (Day Off) in lieu of payment for overtime shall be granted only for structured and approved overtime. CTO instead of payment for overtime worked must be taken within 2 years from date of accrual. Time off not taken within the prescribed period will be forfeited.

Pass Slip – form used by an employee who intends to leave the work premises during office hours for Official or Personal reasons. Mainly serves as Authority to Leave Workplace form and shall be logged/ monitored by the Company guard.

Travel Order Form (TOF) – a letter request indicating destination, duration and purpose of the trip.

Leave of absence - a right granted to officials and employees not to report for work with our without pay, for one or more days, with their positions held for them until their return.

Special Leave Privilege (SLP)–refers to leave of absence which officials and employees may avail of for a maximum of three (3) days annually over and above the vacation, sick, maternity and paternity leaves to mark personal milestones and/ or attend to filial and domestic responsibilities.

Vacation Leave – refers to leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service.

Sick Leave - refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

Prepared by: EVA LOURDES R. LERET
Process Owner

Approved by: JOSEFA SN. MANNUGAS
QMR / Department Manager



PROCEDURES MANUAL

Document No. : **PM-HRD-** Eff. Date :

Revision No. : **00** Pages :

**ATTENDANCE MONITORING & ADMINISTRATION
(TIMEKEEPING)**

Monetization – refers to payment in advance under prescribed limits and subject to specified terms and conditions of the money value of leave credits of an employee upon his request without actually going on leave.

Commutation of leave credits – refers to conversion of unused leave credits to their corresponding money value.

Cummulation of leave credits - refers to incremental acquisition of unused leave credits by an official or employee.

Immediate family - refers to the spouse, children, parents, unmarried brothers and sisters and any relative living under the same roof and dependent upon the employee for support.

Biometric Attendance System - is used to automate the attendance of employees in the organization. Fingerprint scanning is done at the Biometric terminal to ensure employee attendance is accurately logged and prevent time theft and attendance abuse.

Human Resource Management Officer – also known as HRMO. A person instrumental in promoting employee welfare and productivity in an organization.

V. REFERENCE DOCUMENTS

1987 Omnibus Rules Implementing Book V of EO 292

CSC DBM JC No.2, s. 2004

MC No. 2019-82

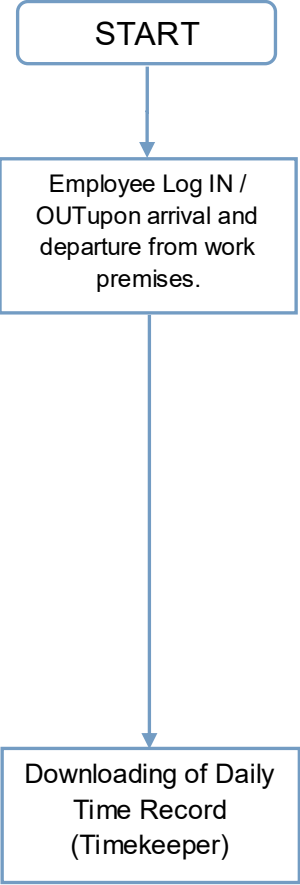
VI. RECORDS GENERATED

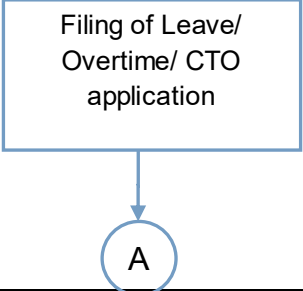
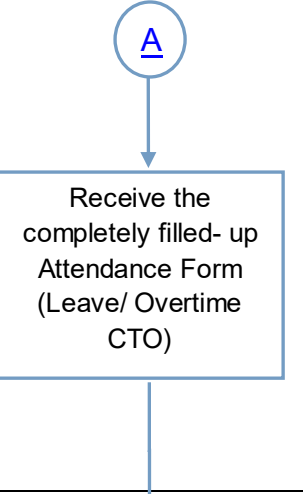
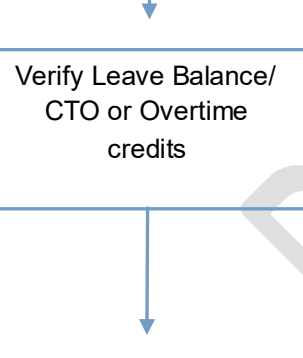
Daily Time Record (Database and Print out), Leave Form, Leave Card, Travel Order Form, Overtime Form, CTO Form, Pass Slip

Prepared by: **EVA LOURDES R. LERET**
Process Owner

Approved by: **JOSEFA SN. MANNUGAS**
QMR / Department Manager

VII. PROCEDURE DETAILS AND FLOW

No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
01	 <pre> graph TD A([START]) --> B[Employee Log IN / OUT upon arrival and departure from work premises.] B --> C[Downloading of Daily Time Record (Timekeeper)] </pre>	<p>1.1. Respective Employee shall Log IN/ OUT at the time of arrival and departure from office.</p> <p>1.2. Timekeeper shall Download Biometric Attendance System (DTR) Log on a daily basis for monitoring of manpower attendance purposes.</p> <p>1.3. Employee who wants to avail Leave shall completely fill-up Application for Leave Form indicating the type of leave he/she wishes to use, number of days applied and specified date. For Overtime and CTO request filing, employee shall jot down the actual Time IN/OUT (beyond the regular working hours) rendered, subject for computation.</p> <p>1.4. Employee shall forward the appropriate filled up Attendance Form (Leave/OT/CTO) to the Timekeeper. Timekeeper shall write down and verify the concerned employees' available leave balance/Overtime credits.</p> <p>1.5. Employee shall forward the verified Attendance Form to his/her Division/ Department Manager for Approval.</p>	<p><i>Leave Administration Course for Effectiveness (LACE) Manual</i></p>	<p>Highest Appointing Authority Human Resource Management Officer (HRMO) Division/ Department Manager Timekeeper</p>	<p>Daily Time Record Log Leave Availment Form Overtime Request Form CTO Form Employee Leave Card Leave Balance Summary</p>

02		<p>2.1. HRMO shall affix his/her signature on the Leave Form once initial approval from the Division/ Department Manager has been signified.</p> <p>2.2. Highest Appointing Officer shall sign on the Application of Leave/Overtime/CTO Form as Final Approver.</p>	<p><i>Leave Administration Course for Effectiveness (LACE) Manual</i></p>	<p>Highest Appointing Authority Human Resource Management Officer (HRMO) Division/ Department Manager Timekeeper</p>	<p>Daily Time Record Log Leave Availment Form Overtime Request Form CTO Form Employee Leave Card Leave Balance Summary</p>
No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
03		<p>3.1. Timekeeper shall Record all Attendance related transactions (Approved Leave/CTO/ Pass Slip) on the Biometric Attendance System. Approved Overtime shall be recorded (Excel file) and hard copy of OT Form shall be forwarded to Payroll In-charge for computation.</p> <p>3.2. Timekeeper shall print-out Daily Time Record of all employees and have it signed by the respective employee every after payroll cut-off date.</p>	<p><i>Leave Administration Course for Effectiveness (LACE) Manual</i></p>	<p>Highest Appointing Authority Human Resource Management Officer (HRMO) Division/ Department Manager Timekeeper</p>	<p>Daily Time Record Log Leave Availment Form Overtime Request Form CTO Form Employee Leave Card Leave Balance Summary</p>
04		<p>4.1. Timekeeper shall prepare, print out and post Leave Summary Balance at the Bulletin board. "Close out" of all Attendance file is done within 1-5 working days of the preceding month.</p> <p>4.2 Timekeeper shall attach all approved Attendance related documents to the printed Attendance sheet for records keeping.</p>	<p><i>Leave Administration Course for Effectiveness (LACE) Manual</i></p>	<p>Highest Appointing Authority Human Resource Management Officer (HRMO) Division/ Department Manager Timekeeper</p>	<p>Daily Time Record Log Leave Availment Form Overtime Request Form CTO Form Employee Leave Card Leave Balance Summary</p>

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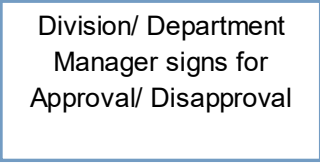
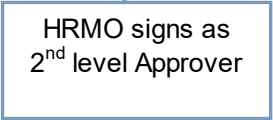

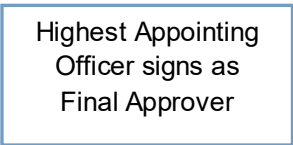
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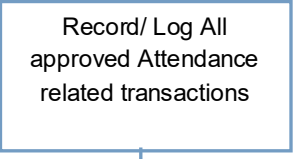
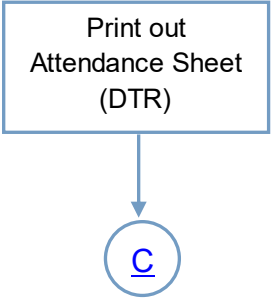
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05	 				
No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information
06					

07	 <pre> graph TD A[Record/ Log All approved Attendance related transactions] --> B[Print out Attendance Sheet (DTR)] B --> C((C)) </pre>				
08	 <pre> graph TD B[Print out Attendance Sheet (DTR)] --> C((C)) </pre>				
No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information

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09	<pre> graph TD C((C)) --> A[Employee signs Attendance Sheet (DTR)] A --> B[Close out DTR and Post Leave Summary Balance] </pre>				
10	<pre> graph TD D((D)) --> A[Attach all Attendance Form to DTR for record purposes.] A --> B[END] </pre>				
No.	Process Flow	Description of Activity	Guidelines/Criteria/Policy	Responsible Person	Retained Information

11				
12				
13				
No.	Process Flow	Description of Activity		Retained Information
14				

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