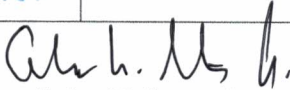
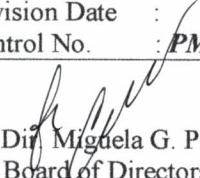


Reviewed by: 
Engr. Carlos N. Santos Jr.
General Manager

Approved by: 
Dir. Mignela G. Pleyto
Board of Directors - Chairperson

1.0 OBJECTIVES

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

2.0 SCOPE

This procedure defines responsibilities and requirements for the identification and provision of the Human Resources.

3.0 REFERENCES

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

4.0 RESPONSIBILITIES AND AUTHORITIES

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

5.0 PROCESS

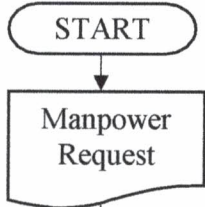
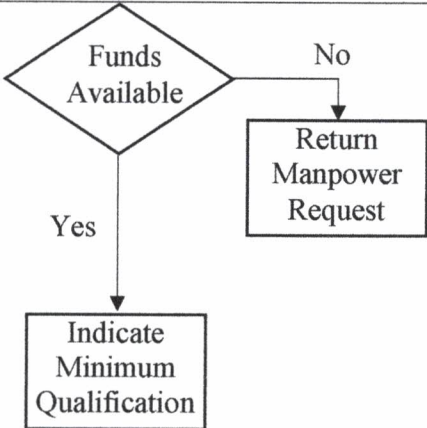
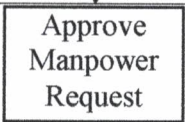
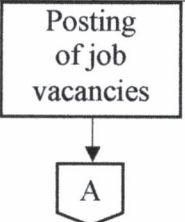
- 5.1 General

Administrative 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 Recruitment and Selection of Personnel

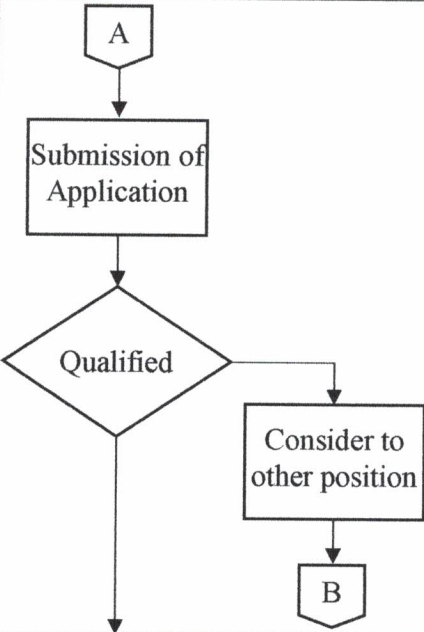
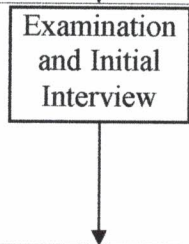
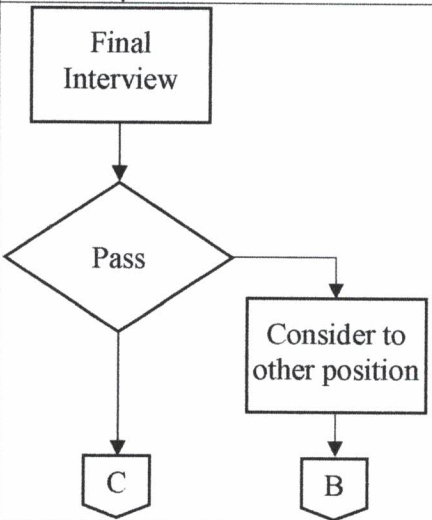
Reviewed by: Engr. Carlos N. Santos Jr.
General Manager

Approved by: Dr. Miguela G. Pleyto
Board of Directors - Chairperson

No.	Process Flow	Description of Activity	Responsible Person
1.		<p>1.1 Submit Manpower request indicating the required qualification and job description</p>	Section Head/Division Manager
2.		<p>1.2 Recommend Approval of the Manpower Request</p> <p>2.1 Certify if included in the annual budget <i>2.1.1 if not included in the budget, the Administrative Division will request for budget realignment or supplemental budget whichever is applicable and notify the Section/Division concerned</i></p> <p>2.2 Indicate the required Education, Training, Experience and Eligibility of the position based on the Minimum Qualification Standard <i>2.2.1 for Job Order position, indicate the required Education, Training, Experience and Eligibility of the equivalent position of request</i></p>	<p>Division Manager/ Department Manager</p> <p>Corporate Budget Officer</p> <p>Human Resource</p> <p>Human Resource</p>
3.		3.1 Approves Manpower Request	General Manager or Authorized Representative
4.		4.1 Posting of job vacancy on three (3) or more conspicuous places	Human Resource

Reviewed by: Engr. Carlos N. Santos Jr.
General Manager

Approved by: Dir. Miguela G. Pleyto
Board of Directors - Chairperson

No.	Process Flow	Description of Activity	Responsible Person
5.	 <pre> graph TD A{{A}} --> B[Submission of Application] B --> C{Qualified} C -- No --> D[Consider to other position] D --> E{{B}} C -- Yes --> F[] style F fill:none,stroke:none F --> G[Examination and Initial Interview] </pre>	<p>5.1 Interested Applicant/s shall submit their latest résumé and other documents that will supplement his application</p> <p>5.2 Screening of Applicants <i>5.2.1 if not qualified, Applicant/s may consider for other position that may fit his qualification</i></p>	<p>Applicants</p> <p>Human Resource</p>
6.	 <pre> graph TD G[Examination and Initial Interview] --> H[] style H fill:none,stroke:none H --> I[Final Interview] </pre>	<p>6.1 Schedule of Examination and Initial interview for all qualified Applicants</p> <p>6.2 Ranking of Applicants in accordance with the result and endorse to GM</p>	<p>Human Resource</p> <p>Human Resource</p>
7.	 <pre> graph TD I[Final Interview] --> J{Pass} J -- No --> K[Consider to other position] K --> L{{B}} J -- Yes --> M{{C}} </pre>	<p>7.1 Schedule of Panel/PSB Meeting for the qualified Applicant/s</p> <p>7.2 Deliberation and Selection <i>7.2.1 if not selected, Applicant/s may consider for other position that may fit his/her qualification</i></p>	<p>General Manager</p> <p>Panel/PSB Members</p>

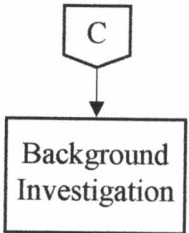
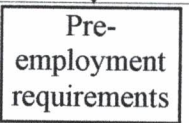
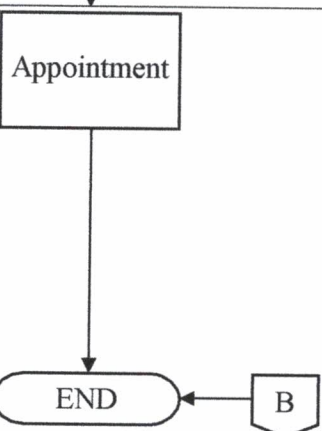
Procedure 10

HUMAN RESOURCE MANAGEMENT

Date prepared : January 6, 2017
 Date approved : January 10, 2017
 Effectivity Date : January 11, 2017
 Revision No. : 00
 Revision Date :
 Control No. : **PM10-01**

Reviewed by: Engr. Carlos N. Santos Jr.
General Manager

Approved by: Dir. Miguela G. Pleyto
Board of Directors - Chairperson

No.	Process Flow	Description of Activity	Responsible Person
8.		8.1 Conducting of Background Investigation of the selected Applicant	Human Resource
9.		9.1 Checklist of Requirements for the selected Applicant 9.2 Submit complete requirements	Human Resource Applicant
10.		10.1 Prepares Appointments and other pertinent documents 10.2 Approves and Issuance of Appointments and other pertinent documents 10.3 Sign Appointments and other pertinent documents 10.4 Submit to Civil Service Commission Field Office <i>* Skip this procedure if Job Order</i>	Human Resource General Manager Applicant Human Resource

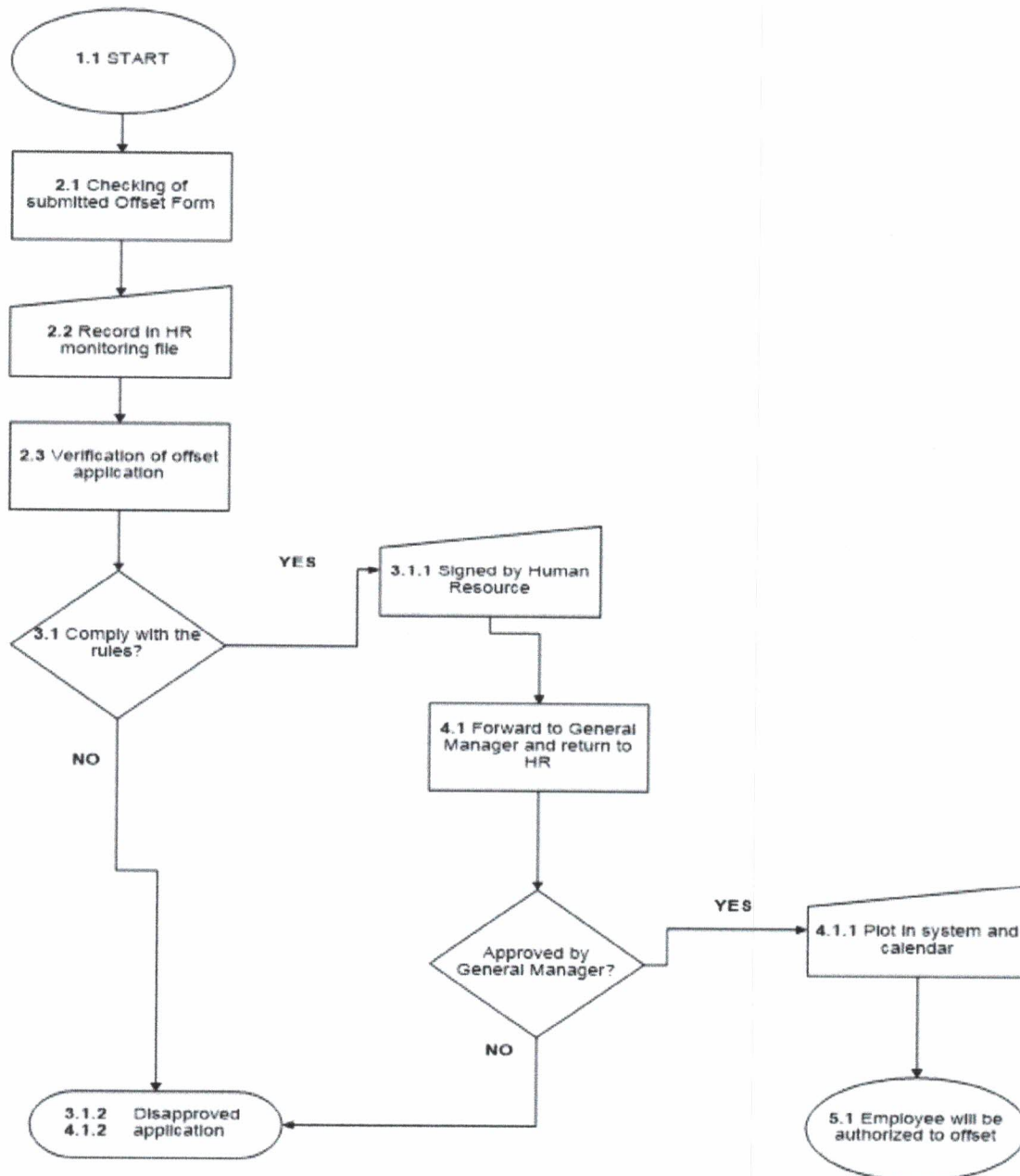
* If the applicant is lone and from the organization, skip the procedures no. 6 and 8.

Reviewed by: Engr. Carlos N. Santos Jr.
General Manager

Approved by: Dir. Miguela G. Pleyto
Board of Directors - Chairperson

TIMEKEEPING PROCESS

Process Flow





Procedure 10

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 General Manager

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 Board of Directors - Chairperson

Description of Activity	Responsible Person
1.1 Submit Notice/Request for Flexi-time/Time Off-setting form to Human Resource signed by the Immediate Supervisor/Department Manager	Immediate Supervisor/Department Manager
2.1 Notice/Request for Flexi-time/Time Off-setting form to be checked if duly accomplished: <i>2.1.1 Request for off-setting must be complete with the following details: Date Filed; Time Filed; No. of employee/s; Name of employee/s with their initial signature; "To Report On" date and time; "Not to Report On" date and time; Purpose/Justification Overtime; The purpose/justification of the request; Signature over printed name of the requesting employee and Immediate Supervisor.</i>	Human Resource
2.2 Record in HR monitoring file and indicate reference number.	
2.3 Verification of notice for off-setting request if compliant within the filing period. <i>2.3.1 Must be filed at least two days prior to the intended date of request</i> <i>2.3.2 In cases for emergency off-setting, same process should apply.</i>	
3.1 Notice/Request for Flexi-time/Time Off-setting is compliant with the rules <i>3.1.1 If compliant, to be signed by Human Resource and to be forwarded to OGM</i> <i>3.1.2 If non-compliant, disapproval of request for flexi-time.</i>	Human Resource

Procedure 10

HUMAN RESOURCE MANAGEMENT

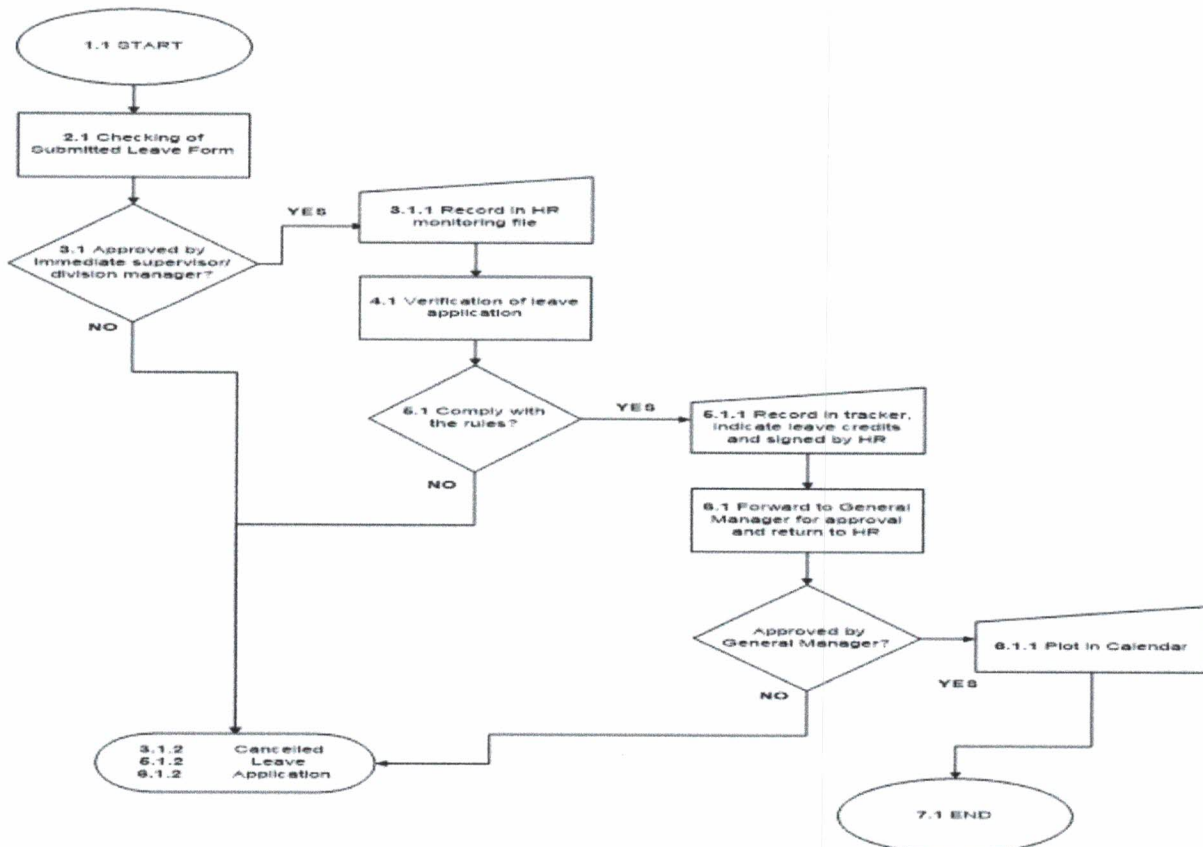
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Reviewed by: *Engr. Carlos N. Santos Jr.*
 General Manager

Approved by: *Dir. Mignela G. Pleyto*
 Board of Directors - Chairperson

4.1 Recommend approval of the General Manager <i>4.1.1 If approved, request for flexi-time form to be returned to HR for Filing; Plotting in the system (Biometrics) to change the schedule; and to Plot in the monthly calendar</i> <i>4.1.2 If disapproved, employees will not be allowed to continue their Request for flexi-time.</i>	General Manager Human Resource
5.1 Employee will be authorized to continue their request for Flexi-time.	Employee

Process Flow





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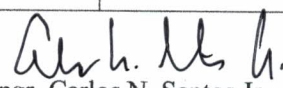
Approved by: Dir. Miguela G. Pleyto
 Board of Directors - Chairperson

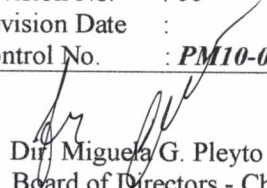
Description of Activity	Responsible Person
1.1 Submit Application for Leave form to Human Resource	Employee
2.1 Application for Leave submitted to be checked if duly Accomplished. 2.1.1 Leave form must be with complete details: Name of employee; Inclusive Dates; Signature of the employee and Signature of his/her immediate supervisor	Human Resource
3.1 Approval of the Immediate Supervisor/Department Manager of the filed leave 3.1.1 If approved, leave form to be forwarded to Human Resource to record in the monitoring file and to indicate a reference number 3.1.2 If disapproved, cancelled leave application	Immediate Supervisor/Department Manager Human Resource Immediate Supervisor/Department Manager
4.1 Verification of leave application if compliant within the filing period 4.1.1 Vacation Leave/Force Vacation Leave- five days or at least two days prior to the effective date of leave Sick Leave- shall be filed immediately upon the return of the Employee. In application for sick leave in excess of five successive Days, it shall be accompanied by a proper medical certificate. Special Leave Privilege- at least two days prior to the effective date of leave. In cases of emergency, it may be filed immediately upon the return of the employee.	Human Resource
5.1 Application for Leave compliant with rules 5.1.1 If compliant, encode in the tracker, indicate leave credits and signed by Human Resource 5.1.2 If non-compliant, disapproved leave application	Human Resource

Procedure 10

HUMAN RESOURCE MANAGEMENT

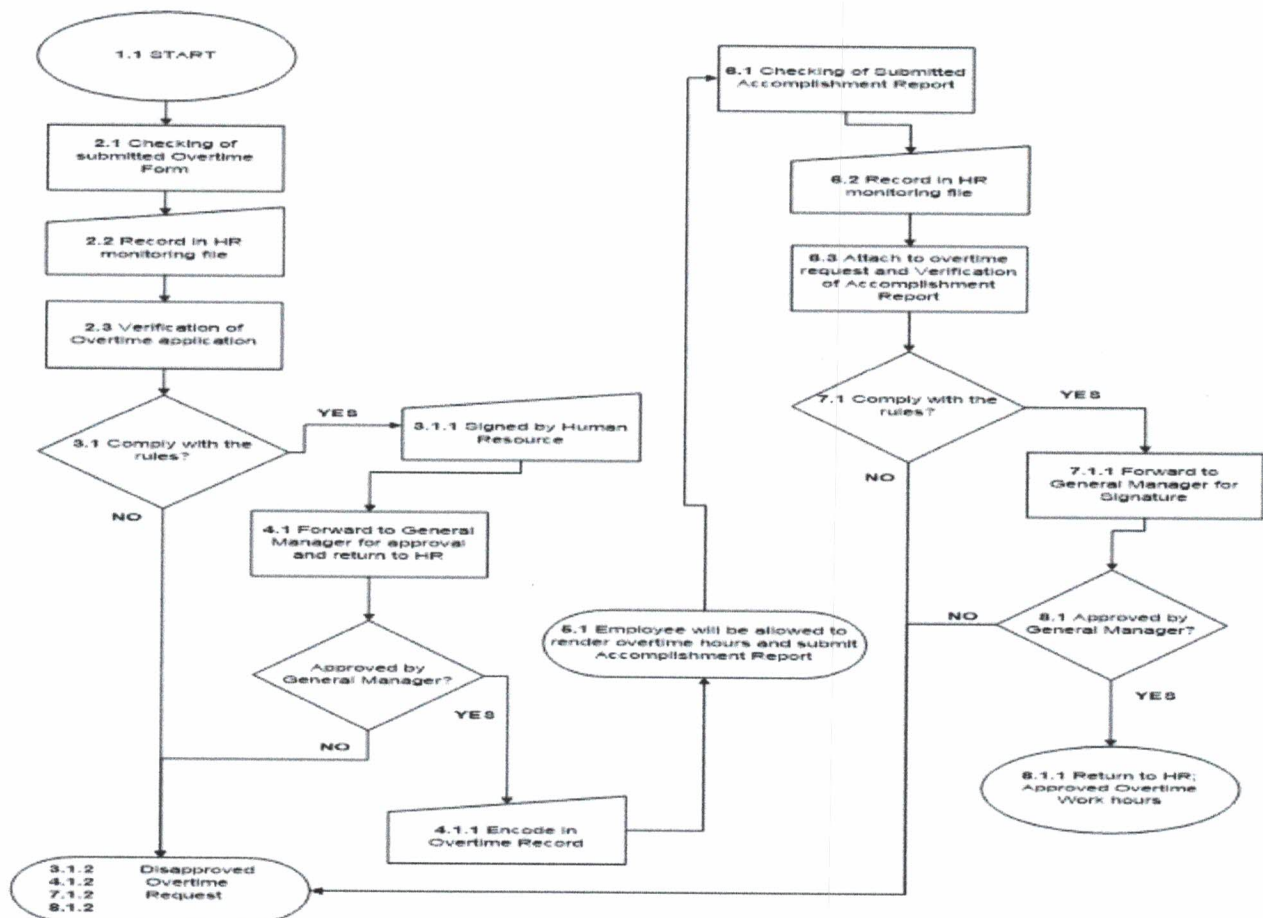
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Reviewed by: 
 Engr. Carlos N. Santos Jr.
 General Manager

Approved by: 
 Dir. Miguela G. Pleyto
 Board of Directors - Chairperson

6.1 Recommend Approval of the General Manager <i>6.1.1 If approved, leave form to be returned to HR for filing and will be plotted in the monthly calendar</i> <i>6.1.2 If disapproved, leave form to be returned to HR for filing as disapproved leave application.</i>	General Manager Human Resource
7.1 Employee will be authorized to have his/her leave	Employee

Process Flow

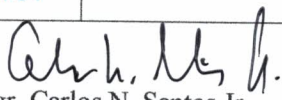





Procedure 10

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 General Manager

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 Dir. Miguel G. Pleyto
 Board of Directors - Chairperson

Description of Activity	Responsible Person
1.1 Submit Authorization to Render Overtime Work Request to Human Resource signed by the Immediate Supervisor/Department Manager	Immediate Supervisor/Department Manager
2.1 Authorization to Render Overtime Work request to be Checked if duly accomplished: <i>2.1.1 Request for overtime work must be complete with the following details: Date Filed; Time Filed; Date/s of requested overtime work; No. of employee/s; Name of employee/s with their initial signature; Duration of overtime and The purpose/justification of the request.</i>	Human Resource
2.2 Record in HR monitoring file and indicate reference number.	
2.3 Verification of overtime request if compliant within the filing period. <i>2.3.1 In-house overtime to be filed two working days prior to the intended Date of overtime.</i> <i>2.3.2 Emergency/On-call overtime to be filed day after the rendition of Overtime work.</i>	
3.1 Authorization to Render Overtime Work request is compliant With rules <i>3.1.1 If compliant, to be signed by Human Resource and be forwarded to OGM</i> <i>3.1.2 If non-compliant, disapproved overtime request</i>	Human Resource



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 General Manager

Approved by: Dir. Miguela G. Pleyto
 Board of Directors - Chairperson

<p>4.1 Recommend approval of the General Manager</p> <p><i>4.1.1 If approved, overtime request to be returned to HR for filing and encoding in the overtime record.</i></p> <p><i>4.1.2 If disapproved, employees will not be allowed to render their over-time request.</i></p>	<p>General Manager</p>
<p>5.1 Employee will be authorized to render their overtime request provided that they will submit an Accomplishment Report (Individual/Group)</p>	<p>Employee-in-charge</p>
<p>6.1 Individual/Group Accomplishment Report to be checked if Duly accomplished and signed</p> <p><i>6.1.1 Accomplishment report submitted must be complete with the following details:</i></p> <ul style="list-style-type: none"> <i>Group Accomplishment- Department/Division/Section; Date of Filing; Date of Overtime; No. of employees; Name of employees; Duration of overtime; Actuals hours rendered Activities/Tasks done; Signature of the Official/Employee and Signature over printed of the Immediate Supervisor</i> <i>Individual Accomplishment- Name; Position; Department; No. of Hours requested; Date of overtime; Duration; Date of filing; Actual No. hours rendered; Activities/Tasks done; Signature of Official/Employee and Signature over printed name of Immediate Supervisor</i> 	<p>Human Resource Employee-in-charge/Immediate Supervisor</p>
<p>6.2 Record in HR monitoring file and indicate reference number.</p>	<p>Human Resource</p>
<p>6.3 Accomplishment Report to be attached to the Authorization To Render Overtime Work request for verification if Compliant with the filing period.</p> <p><i>6.3.1 Filing of accomplishment must be within two days after the rendition of work</i></p>	



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7.1 Accomplishment Report is compliant with the rules <i>7.1.1 If compliant, to be forwarded to the OGM</i> <i>7.1.2 If non-compliant, disapproved overtime work.</i>	Human Resource
8.1 Recommend Approval of the General Manager <i>8.1.1 If approved, authorized overtime work and to be returned to HR for filing.</i> <i>8.1.2 If disapproved, it will be an unauthorized overtime work and will be returned to HR for filing.</i>	General Manager Human Resource

Manpower Request

- If the need for additional personnel are identified, the Immediate Supervisor with the recommendation of Department/Division Manager must accomplished and submit a **Manpower Request Form** indicating the required qualifications of the applicant, job description and other details of request.
- The Budget Officer will then certify if the request for additional personnel is included in the present annual budget and will be submitted to HR Personnel.
- The HR Personnel 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 CSLR prior to submission to the General Manager for approval.

Posting of Job Vacancy

- The HR Personnel facilitates posting of job vacancy which shall be opened for regular employees and applicants outside the organization
- Posting of job vacancies at the Civil Service Commission's bulletin of vacant position, at the premises of Santa Maria Water District (SMWD),



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SMWD Website, Local Government Unit of Santa Maria and other conspicuous places within the municipality as necessary.

- If the request is for Job Order position, the submission and posting of job vacancies at the Civil Service Commission Field Office are not needed.

Submission of Application

- Interested Applicants shall submit latest résumé and other documents that will supplement his qualification to the position such as:
 - a. Accomplished Personal Data Sheet (PDS)
 - b. Work Experience Sheet
 - c. Certificate of Eligibility/license

- Applicant/s who submitted their application will be screened by the HR Personnel based on the qualifications needed in the request.
- Applicant/s that are not qualified to the request will be filed and may consider to other positions.

Examination and Initial Interview

- The HR Personnel will schedule the qualified applicant/s for examination and initial interview. For regular positions, conducting of examination and initial interview shall be after at least 10 working days from the date of posting.
- All applicants will be ranked in accordance with the results and will be endorsed to GM for Final interview.

Final Interview

For Job Order

- Applicant/s will be panel interviewed by the Section Head, Division Manager and Department Manager where the vacancy exist, HR Personnel and the General Manager.



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- After the deliberation, the Panel will select an Applicant/s who will fit in the position requested.
- Applicant/s that are not selected will be filed and may consider to other positions.

For Regular

- Applicant/s will be scheduled for PSB Meeting and will be interviewed by the Members of the PSB.
- The PSB Secretary records the minutes of the screening and selection of applicants for the position requested.

Background Investigation


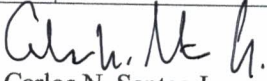
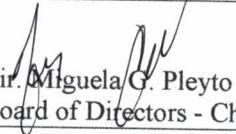
- The HR Personnel will be conducting a background check of the selected applicant/s using the **Background Investigation Form**.
- Feedback or response on the background check will be forwarded and discussed to GM

Pre-employment requirements

- The HR Personnel will provide **Checklist of Requirements** to the successful applicant/s and submit upon completion.

Appointments

- Once all the requirements are fulfilled, the General Manager through the HR Personnel will issue Appointment together with the Position Description Form (PDF) to the new employee ensuring record of acknowledgment is made available.
- If regular employees, issued Appointment, PDF and other documents required will be submitted to Civil Service Commission (CSC) Field Office for validation.

	<p align="center">Procedure 10</p> <p align="center"><u>HUMAN RESOURCE MANAGEMENT</u></p>	Date prepared : January 6, 2017 Date approved : January 10, 2017 Effectivity Date : January 11, 2017 Revision No. : 00 Revision Date : Control No. : PM10-01
Reviewed by:  Engr. Carlos N. Santos Jr. General Manager		Approved by:  Dir. Miguela G. Pleyto Board of Directors - Chairperson

5.3 Personnel Records (201 File)

All personnel records referred to above will be filed in individual employee's 201 file under the custody of Human Resource and in accordance with **Control of Records Procedure**.

6.0 RECORDS

- 6.1 Personnel 201 File
- 6.2 Manpower Request
- 6.3 Background Investigation
- 6.4 Checklist of Requirements
- 6.5 Appointment Form
- 6.6 Position Description Form
- 6.7 **Confidentiality of Documents and Records Agreement**
- 6.8 Notice/Request for Flexi-time/Time Off-setting form
- 6.9 Application for Leave form
- 6.10 Authorization to Render Overtime Work Request
- 6.11 Accomplishment Report