 <p style="text-align: center;">         Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato       </p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
<b>TITLE:</b>	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	Date of Revision: -

**I. OBJECTIVE**

This documentation is established to ensure proper management of human resources in coordination with the management of CITY OF KORONADAL WATER DISTRICT.


**II. SCOPE**

This procedure is applicable to the entire Human Resource Management of the CITY OF KORONADAL WATER DISTRICT including non-career positions from planning, appointment, development and separation of human resource from the organization.

**III. DEFINITION OF TERMS**

- a. Appointing Authority – refers to the person or body duly authorized to issue appointments in the civil service.
- b. Casual Appointment – issued to a person for essential and necessary services where there is not enough regular staff to meet the demands of the service.
- c. Civil Service Commission (CSC) – the central personnel agency of the Philippine Government that is mandated to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the Civil Service.
- d. Contract of Service / Job Order employment- refers to a person hired for a specific work or job of short duration not exceeding six months on a daily basis and not covered by Civil Service Law, Rules and Regulations.
- e. Disciplining Authority- refers to the person or body duly authorized to impose penalty provided for by laws or rules
- f. Dropping from the Rolls – mode of separation from the government service on account of officers and employees who are either habitually absent of more than thirty (30) days without approval of leave of absence or have unsatisfactory or poor performance or have shown to be physically and mentally unfit to perform their duties.
- g. Qualification Standards (QS) – expresses the minimum requirement for a class of positions in terms of education, training and experience, civil service eligibility, physical fitness and other qualities required for successful performance. This shall serve as the basic guide in the selection of personnel and in the evaluation of appointments to all positions in the government.
- h. Permanent Appointment – issued to a person who meets all the minimum qualification requirements of the position to which he is being appointed, including the appropriate eligibility, in accordance with the provisions of law, rules and standards. This includes all levels of positions.
- i. Personal Data Sheet (PDS) – CSC form to be properly accomplished and duly filled by the appointee who is held responsible for all his answers to the items contained therein.
- j. Personnel Selection Board (PSB) – a committee who shall assist the appointing authority in the judicious and objective selection of candidates for appointment in the agency
- k. Plantilla – a roster of permanent employees and their corresponding salaries.
- l. Position Description Form (PDF) – CSC form where the detailed duties and responsibilities and the percent of working title of a certain position is indicated.
- m. Respondent- refers to the person who is issued a notice of charge/s or formal charge by the disciplining authority.
- n. Strategic Performance Management System – refers to the Semestral Performance Evaluation of the CKWD.

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 1 of 26

 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>  Block I, Casa Subd., Zone III,  City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	Date of Revision: -


**IV. REFERENCE DOCUMENTS**

- a. CSC Qualification Standards Manual
- b. CSC Memorandum Circulars / Resolutions
- c. CSC Omnibus Rules on Leave
- d. PRAISE Manual
- e. SPMS Manual
- f. Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Services Laws
- g. Publication Law (RA 7041)
- h. Revised Omnibus Rules on Appointment and other personnel actions
- i. Revised Policies on Qualification Standards
- j. Revised Rules on Administrative Cases in the Civil Service (RRACS)
- k. CKWD Merit Selection Plan
- l. CKWD Grievance Machinery

**V. RESPONSIBILITY AND AUTHORITY**

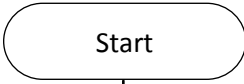
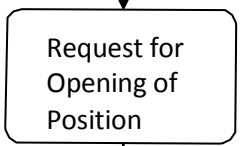
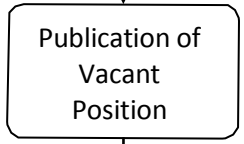
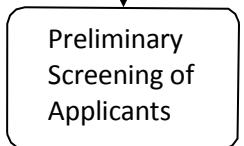
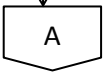
- a. The General Manager has the over-all responsibility and authority for the human resource management of the entire CITY OF KORONADAL WATER DISTRICT operations.
- b. The General Manager shall:
  - i. Be responsible for the over-all activities of personnel administration function of the entire CITY OF KORONADAL WATER DISTRICT.
  - ii. have the Department Managers to assist the execution of the policies of Human Resource.
- c. The General Manager is the person in authority to issue appointments in all the different offices in the CITY OF KORONADAL WATER DISTRICT.
- d. The General Manager is the person in authority to give final decision of the case involving CKWD employees
- e. All Department / Division Managers / Supervisors/ Section Heads have the responsibility and authority for the effective management of personnel resources in their respective offices, as well as in the implementation of operational procedures, assignment of jobs to respective individuals. under their control and evaluation of personnel’s effectiveness in their assigned responsibilities.

This document is updated and controlled if it bears the red “CONTROLLED COPY” stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 2 of 26


 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>

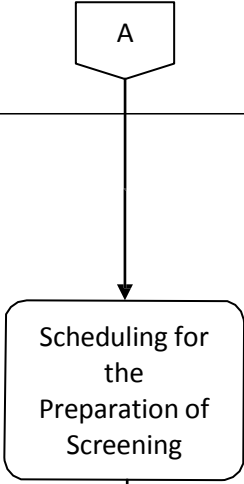
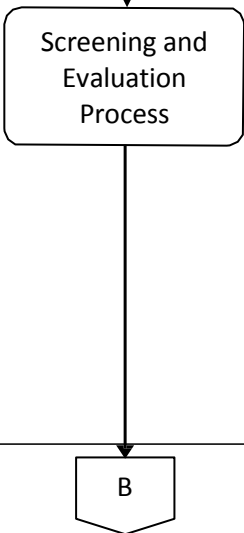
**VI. PROCEDURE DETAILS**

a. Recruitment, Selection and Placement


			PRF POP
	Concerned Department Manager	Shall accomplish and submit Position Request for approval of the GM. <i>Note: If disapproved, PRF shall be returned to the requesting Department Manager.</i>	Publication of Vacant Position
	Admin HRD	Shall post and publish vacant position in accordance with Republic Act 7041 (Publication Law).  <i>Note: Job Orders and Contract of Service position shall not be forwarded to CSC for publication.</i>	
	AHRD	Shall receive application documents and assess completeness of the application documents, Interview applicants and endorsed to concerned DM for evaluation and recommendation.  Shall evaluate and recommend applicants for interview based on the minimum Qualification Standards and other requirements of the position. <i>Note: In case of incomplete requirements, advise the applicant to fully comply the requirements before deadline of submission of application.</i>  If there is no vacant position, all job applications shall be accepted and kept as active file for future vacancies.	Application Documents
			

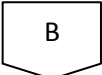
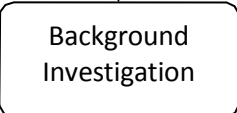

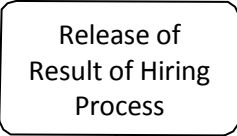

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page <b>3</b> of <b>26</b>

 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>


			
	AHRD	<p>Shall give notice to qualified applicants and PSB members regarding the scheduled interview or any changes in the schedule.</p> <p>Shall prepare the Evaluation forms and Interview Form to be used in rating applicants during the screening.</p> <p>Note: Shall ensure the PSB Chairman and all concerned parties are notified.</p> <p>In case of cancellation or postponement, AHRD shall notify qualified applicants and all concerned parties.</p>	Evaluation Forms
	<p>Applicant</p> <p>PSB</p> <p>AHRD</p>	<p>Shall fill-out the attendance sheet.</p> <p>Shall oversee the overall process of screening to ensure impartiality and fairness in the assessment of the candidates for appointment.</p> <p>Shall interview applicants using structured interview questions, rate applicants, fill-out and sign Evaluation and Interview Forms.</p> <p>Shall take and prepare minutes of the screening/evaluation.</p> <p><i>Note:</i>  <i>AHRD shall administer written and/or actual examinations to applicants for secretarial and technical positions.</i></p> <p>Applicants for managerial position shall be endorsed to Board of Directors for interview.</p>	Evaluation and Interview Forms

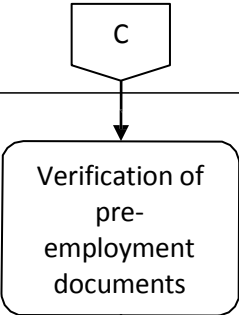
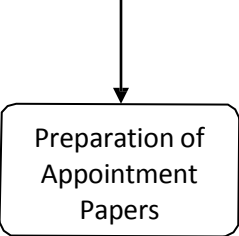
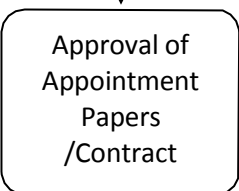
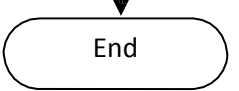
This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 4 of 26

 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>


 Ranking of Applicants	AHRD PSB	Shall consolidate Evaluation and Interview Reports, prepare a Summary Result and route to PSB members for confirmation of rating.  Shall review and sign the assessment result.	Summary Result
 Background Investigation	AHRD	Shall conduct BI among top 5 applicants through a phone call to applicant's former or present employer and submit BI result along with the Summary Result to the Office of the General Manager for recommendation for appointment.  Note: Incumbent employees shall be exempted from BI.	BI Form
 Selection of Qualified Applicant	Appointing Authority / General Manager	Shall assess the merits of the PSB recommendation and select from the top 5 qualified applicants stated in the Summary result.  Note: Managerial position for appointment shall be issued with Board Resolution.  Wait until notice from the General Manager in case of non-selection among interviewed applicants.	Summary Result Board Resolution
 Release of Result of Hiring Process	AHRD	Shall post the approved result of the hiring process and notify selected applicants of said result.	Result of Hiring Process
			

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 5 of 26

 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>

	AHRD	<p>Shall review submitted documents and verify the authenticity of Certificate of Eligibility, PRC License, school credentials of the selected applicant.</p> <p><i>Note: Appointment shall be made after final determination of the applicant's to work through medical examination.</i></p>	Authenticated PRC / CSC License
	AHRD  Concerned Employee	<p>Shall prepare the appointment papers, Position Description Form and other pertinent papers then forward to HRD Manager for review.</p> <p>Shall read and sign the Position Description Form.</p>	KSS Porma Blg. 33 (External Form),  PDF (External)  CS Form 212 (Personal Data Sheet) (External Form)
	General Manager	<p>Shall approve Appointment paper/ Contract of Employment with the recommending approval of HR Manager.</p> <p><i>Note: For the appointment of casual, shall follow the same process except for the PSB process.</i></p>	KSS Porma Blg. 33 (External Form),  Contract of Employment
			

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 6 of 26

 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>


i. Reports

Process Flow	In Charge	Process Description	Records
Start			
Preparation and Submission of RAI	AHRD	Shall prepare and submit the Report on Appointments Issued (RAI) and Report on Accession to Civil Service Commission (CSC)  <i>Note: Positions under Job Order and Contract of Service shall not be included in the report submitted to CSC.</i>	Report on Appointments Issued (RAI) (External Form)
End			

ii. Handling Newly Hired Employees

Process Flow	In Charge	Process Description	Records
Start			
Issuance of ID	Concerned Employee	Shall directly proceed to AHRD for the issuance of ID.	Employee ID
Registration to Attendance Monitoring Device	AHRD	Shall register the new employee in the attendance monitoring device.	
Oath of Office		Shall initially orient the appointee regarding office policies and require appointee to take Oath of Office  <i>Note: However, for the procedural training, it should be conducted by the Department Manager in line with the department procedures and job function.</i>	
End			

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 7 of 26


 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	Date of Revision: <b>-</b>

b. Personal Movement  
 i. Reassignment

Process Flow	In Charge	Process Description	Records
Start			
Personal Requisition (Letter Request)	Department Manager AHRD	<p>Shall fill out the PRF then forward to AHRD for initial assessment.</p> <p>Shall review the request for reassignment considering the need of the Department competencies for the potential candidate.</p> <p><i>Note: The person to be reassigned should not affect the personnel requirement of the concerned Department.</i></p>	PRF (Internal Form)
Approval of the reassignment	IRDO	<p>Shall forward the request together with the name of the personnel to be reassigned to the General Manager for approval.</p> <p><i>Note: If approved, HRMO shall coordinate with the concerned Department Manager prior to the preparation of the memorandum of reassignment to the concerned employee.</i></p>	Memorandum of Reassignment
Deployment of Employee	IRDO	Shall endorse the employee to the requesting Department together with the memorandum of reassignment.	
End			

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 8 of 26




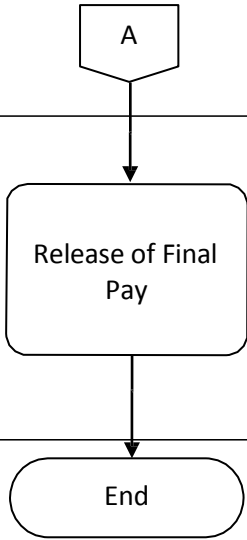
 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>

- c. Separation  
 i. Resignation

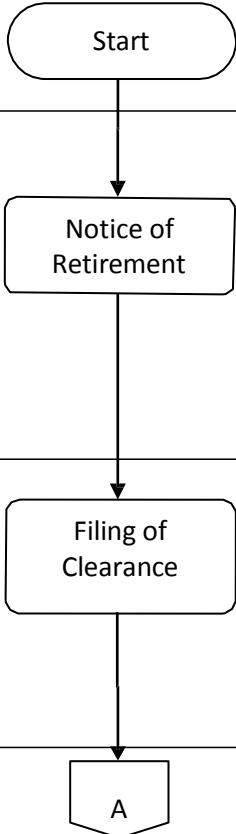
Process Flow	In-charge	Process Description	Records
Start			
Filing of Resignation Letter	Concerned Employee	<p>Shall file and submit a voluntary written notice informing the General Manager that he is relinquishing his/her position and the effectivity date of said resignation.</p> <p>Note: the resignation letter shall be submitted to the General Manager at least thirty (30) days before the effectivity of resignation.</p>	Resignation Letter
Approval of Resignation Letter	General Manager	<p>Shall signify his approval or acceptance of the resignation in writing which indicates effectivity date of resignation.</p> <p>Shall forward the resignation letter with the response letter to HRD for further action.</p>	Letter of Acceptance
Filing of Clearance	Concerned Employee  AHRD	<p>Shall secure an exit clearance from AHRD and process the approval from the concerned parties within the prescribed period.</p> <p>Shall process the terminal leave benefits of the concerned employee and forward to Finance Department for check issuance / disbursement.</p>	Clearance
Exit Interview	AHRD	Shall invite the concerned employee for an exit interview.	Exit Interview Form
A			

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 9 of 26


 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>

	<p>Finance Department</p> <p>Concerned Employee</p>	<p>Shall release the final and other benefits to the concerned employee upon approval of clearance.</p> <p>Shall acknowledge the receipt of pay / benefits.</p> <p>Note: Above procedure shall apply to Job order / Contract of Service except the Filing of Exit Clearance and availment to TLB.</p>	<p>Check Voucher</p>
---	---	---	----------------------

ii. Retirement

Process Flow	In-charge	Process Description	Records
			
	<p>AHRD</p> <p>General Manager</p> <p>Retiree</p>	<p>Shall prepare the notice of retirement to the concerned employee six (6) months before the effectivity of retirement.</p> <p>Shall review and approve the Notice of retirement.</p> <p>Shall acknowledge receipt of the Notice of Retirement.</p>	<p>Notice of Retirement</p>
	<p>Retiree</p> <p>AHRD</p>	<p>Shall secure an exit clearance from HRD and process the approval from the concerned parties within the prescribed period.</p> <p>Shall process the terminal leave benefits of the concerned employee and forward to Finance Department for check issuance / disbursement.</p>	<p>Clearance</p>

<p>This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.</p>	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 10 of 26


 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>

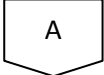
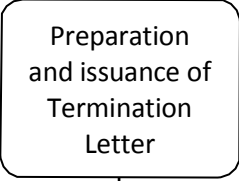
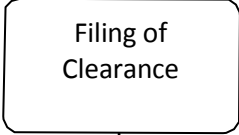
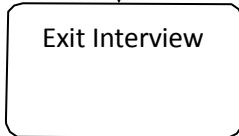
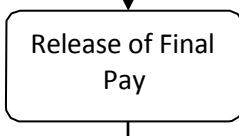
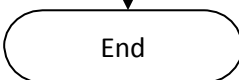
A			
↓			
Exit Interview	AHRD	Shall invite the retiree for an exit interview.	Exit Interview Form
↓			
Celebration Honoring the Retiree	AHRD	Shall host a simple ceremony honoring the retiree	Retirement
↓			
Release of Final Pay	Finance Department Retiree	Shall release the final and other benefits to the concerned employee upon approval of clearance.  Shall acknowledge the receipt of benefits.	
↓			
End			

iii. Termination of Job Order, Laborer or Contract of Service


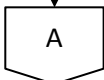
Process Flow	In-charge	Process Description	Records
Start			
↓			
Recommendation	Department Manager  General Manager	Shall prepare a letter recommendation to terminate the contract and submit to the General Manager for approval.  Shall review and approve the recommendation.	Recommendation Letter
↓			
A			

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 11 of 26


 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>

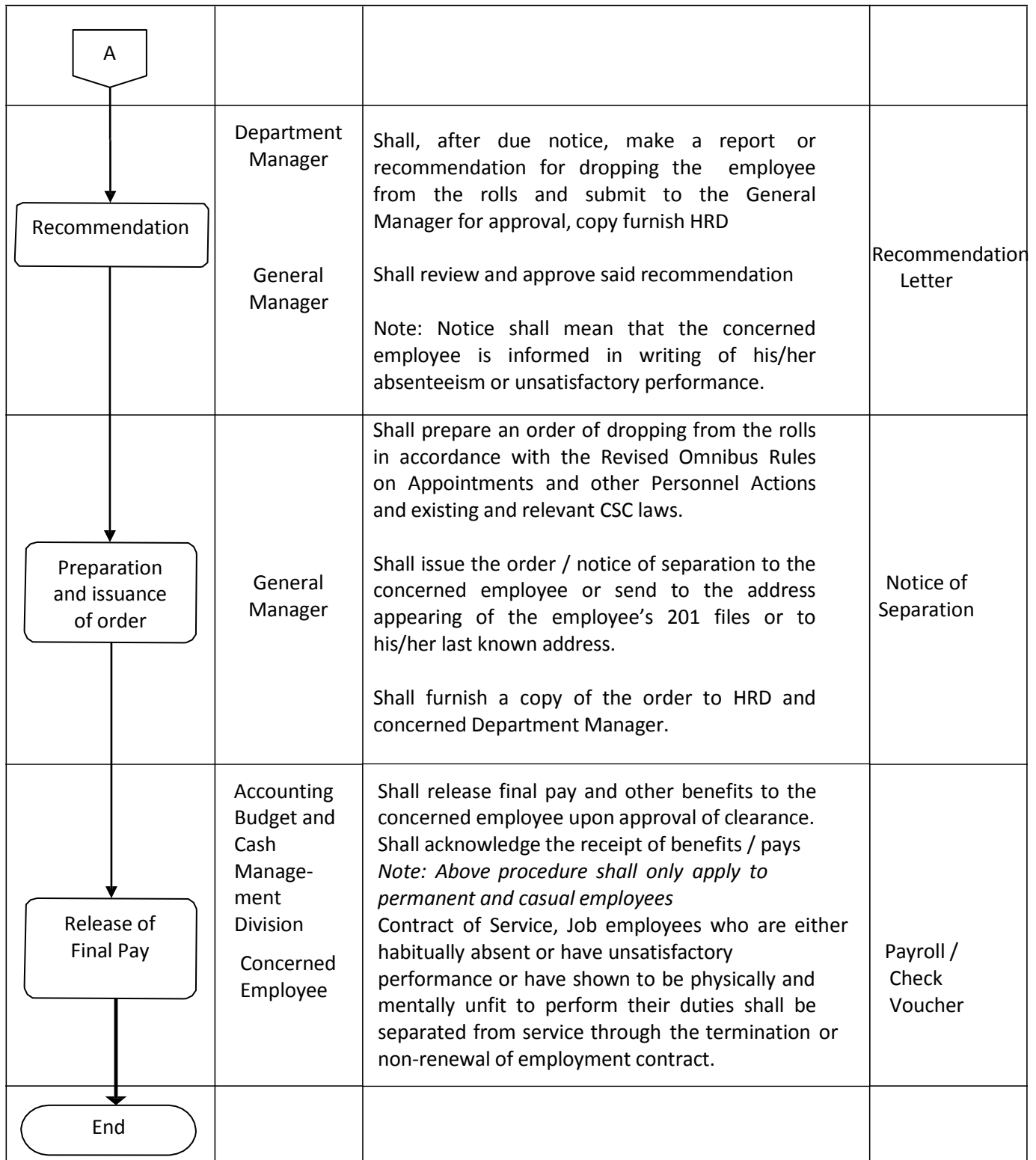
			
	AHRD Concerned Employee	Shall prepare and issue the termination letter. Shall acknowledge receipt of the termination letter	Notice of Termination
	Concerned Employee	Shall secure an exit clearance from AHRD and process the approval from the concerned parties within the prescribed period.	Clearance
	AHRD	Shall invite the concerned for an exit interview.	Exit Interview Form
	Finance Department Concerned Employee	Shall release final pay and other benefits to the concerned employee upon approval of clearance.  Shall acknowledge the receipt of benefits / pays.  Note: Above procedure shall apply to Job Order and contract of service except filing of clearance.	Payroll / Check Voucher
			

iv. Dropping from the Rolls


Process Flow	In-charge	Process Description	Records
			
			

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 12 of 26

 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>



This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 13 of 26

 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>

v. Recording and Reporting


Process Flow	In-charge	Process Description	Records
Start			
Recording of Separation	AHRD	Shall reflect changes in Plantilla of Personnel / Summary of Employees / Service Record.	POP Summary / List of Employees Service Record
Submission of Report	AHRD	Shall prepare and submit the pertinent documents to CSC Field Office on or before the 15 <sup>th</sup> day of the ensuing month.  Note: Separation of casual and job order from the office shall not be reported to the CSC.	Report
End			

d. Personnel Welfare and Benefits Administration

i. Filing of Application for Leave of Absence


Process Flow	In-charge	Process Description	Records
Start			
Preparation of Application for Leave	Concerned Employee	Shall apply for leave of absence in the prescribed form.  <i>Note:</i> <i>Strict compliance to existing office policy on filing of application for leave of absence.</i> All details required in the Application for Leave shall be supplied.	Application for Leave
A			

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 14 of 26

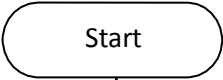
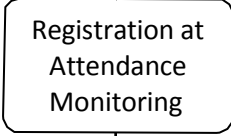
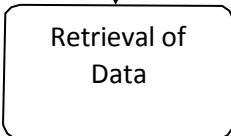
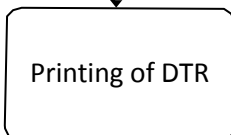
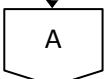
 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>

A			
↓			
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: auto;">Recommending Approval</div>	Division Manager / Supervisor / Department Manager	Shall recommend the approval / disapproval on the application for leave.  Note: Leave of absence for any reason other than illness of an employee or any of his immediate family must be contingent upon the needs of the service.  Disapproved leave application shall be forwarded to HRD for filing.	Application for Leave
↓			
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: auto;">Recording or posting of leave</div>	AHRD  AHRD Manager	Shall verify, post corresponding leave in the individual leave card and sign the certification of leave credits.  Shall review, approve the leave application.  Note: Monetization of leave credits and maternity pay shall be computed based on the existing computation of CSC.	Application for Leave Individual Leave Card
↓			
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: fit-content; margin: auto;">Releasing of Approved Leave</div>	Concerned Employee  HRD Staff	Shall get the copy of the approved leave from the AHRD prior to availment of leave.  Shall release the original copy approved leave to concerned employee and retain the second copy for filing. Note: <i>The original copy of the approved application for monetization of leave credits and maternity leave, shall be forwarded to Accounting, Budget and Cash Management Division for check preparation and disbursement.</i>	Approved Application for Leave Compilation of Leave Applications
↓			
<div style="border: 1px solid black; border-radius: 25px; padding: 5px; width: fit-content; margin: auto;">End</div>			

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 15 of 26


 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>

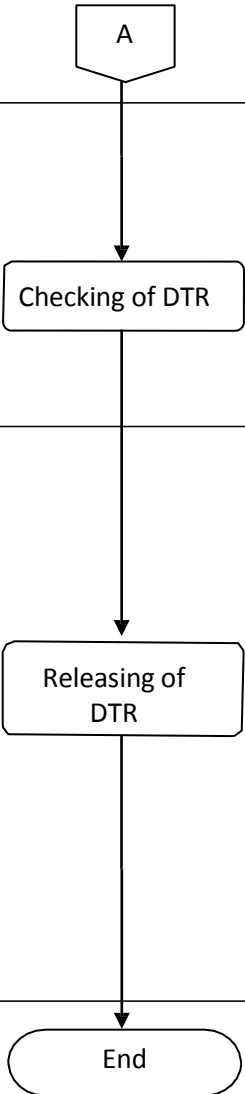
- ii. Timekeeping
  - 1. Daily Time Records

Process Flow	In-charge	Process Description	Records
			
	Employee	<p>Shall register attendance (time in and time out) at the Attendance Monitoring Device (Finger Printing)</p> <p><i>Note:</i>  <i>In case of system breakdown, record or register his/her attendance in the logbook provided in the Guardhouse.</i></p> <p>Employees who are on official Travel or Pass Slip shall submit a duly approved Travel Order or Pass Slip/Personnell Locator Slip to AHRD.</p>	
	AHRD	<p>Shall retrieve/download employee's DTR from attendance monitoring device.</p> <p><i>Note: Refer to the Work Instruction for detailed steps.</i></p>	
	AHRD	<p>Shall print DTR as per schedule:          Job Order - every 16<sup>th</sup> and 1<sup>st</sup> day of succeeding month.          Permanent and casual - 1<sup>st</sup> week of the succeeding month.</p> <p><i>Note: Job Order DTR shall be attached to JO form which will be the forwarded to Accounting, Budget and Cash Management Division for payroll preparation.</i></p>	DTR
			

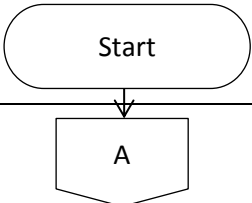
This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 16 of 26




 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>

			
	AHRD	<p>Shall check/verify correctness of time entries including absences and official travels made.</p> <p>Shall compute total hours or minutes of tardiness, undertime or half-day.</p> <p>Note: Verify DTR vis-à-vis work schedule, TO, individual leave card, Attendance logbook, Pass Slip.</p>	DTR
	AHRD  Employee  Division Manager / Supervisor	<p>Shall release the DTR of Job Order and permanent employees to concerned Departments for the signature of employees and immediate supervisor or DivM for information.</p> <p>Shall certify correctness of entries in the DTR and forward to immediate supervisor Division Manager for information.</p> <p>Shall sign “Noted by” in the DTR and submit signed DTRs to AHRD.  <i>Note: Incomplete attendance logs shall be supported by evidence of attendance such as work accomplishment, logbook, trip ticket, pass slip/Personnel Locator Slip, travel order.</i></p>	DTR
End			

2. Use of Personnel Locator Slip


Process Flow	In Charge	Process Description	Records
			

This document is updated and controlled if it bears the red “CONTROLLED COPY” stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 17 of 26

 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>

A			
↓			
Personnel Locator Slip	Employee	Shall present Personnel Locator Slip to HRD.	Personnel Locator Slip(PLS)
↓			
Issuance of PLS	HRD Staff	Shall issue PLS in corresponding form.	
↓			
Presentation of Approved Slip	Employee	Shall present the approved PLS to Guard-on duty and/or official driver upon departure from office.	
↓			
Recording of PLS	Guard-on-duty	Shall logbook employee's time, time of departure and arrival.  Shall fill out PLS (time-in and out) and affix his/her signature.	Logbook
↓			
Return to Office	AHRD Staff	Shall get the copy of the accomplished PLS and submit to AHRD.  <i>Note: Office Policy on the use of PLS shall be strictly observed.</i>	
↓			
End			

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 18 of 26

 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>


### 3. Undertime / Half-day

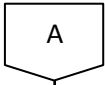
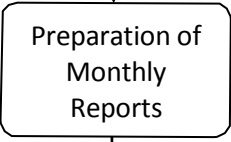
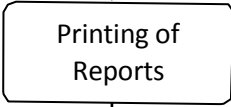
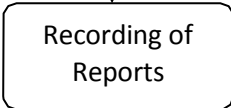
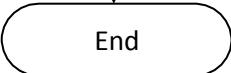
Process Flow	In-charge	Process Description	Records
Start			
Request for Half-day or Undertime	Employee	Shall inform the Department / Division Manager/ Immediate Supervisor of his/her request for undertime or half-day.	Letter
Approval / Disapproval of Request		Shall approve / disapprove said request.	
Registration of Time in / Out		Shall register his/her time-out in the Attendance Monitoring Device and logbook at the Guardhouse upon departure from office.  Note: Employee requesting for half-day in the morning shall inform his/her immediate supervisor through phone/text.  Undertime and half day incurred during the month shall be subject to existing office policy and CSC laws on undertime and half-day.	Logbook DTR
End			

### 4. Reporting and Recording


Process Flow	In-charge	Process Description	Records
Start			
A			

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 19 of 26

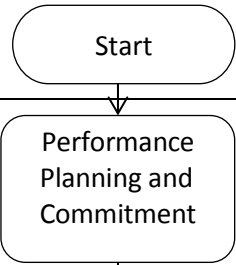
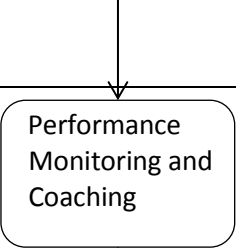
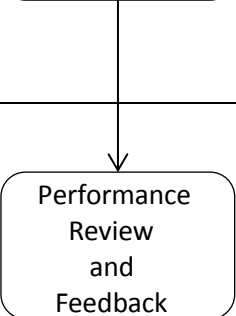
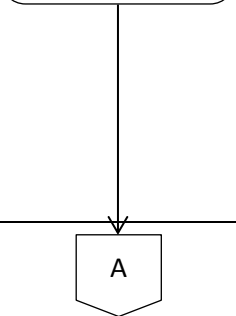
 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>

			
	AHRD	Shall retrieve DTR and Personal pass slip of employee and compute total minutes/hours of Tardiness, Undertime, halfday and personal Pass Slip.	Monthly Report on Tardiness, Undertime, Half-day Monthly PLS Report
	AHRD	Shall generate and Print Monthly Report and forward to AHRD Manager for review and information.  Shall inform employee who incurred habitual tardiness, absenteeism and other issues on attendance in accordance to existing and relevant CSC policies.	Monthly Report on Tardiness, Undertime, Half-day Monthly Pass Slip Report
	AHRD	Shall post the vacation and sick leave credits earned monthly based on actual service rendered.  Shall post corresponding deductions, update individual leave cards and generate Monthly Leave Credit Balance.	Individual Leave Card Monthly Summary of Leave Credits
			


This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page <b>20</b> of <b>26</b>

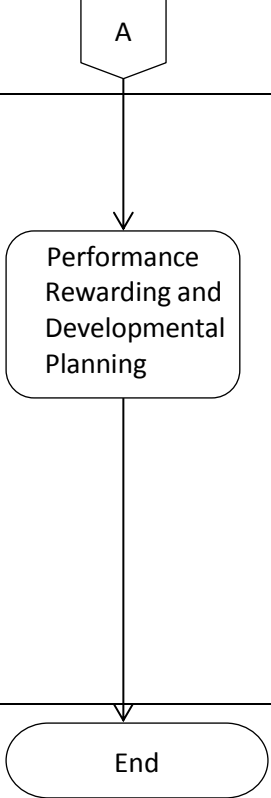
 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>

e. Strategic Performance Management System

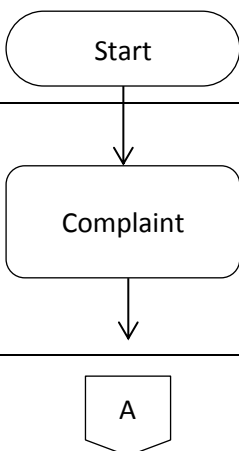
Process Flow	In-charge	Process Description	Records
Start			
	All Concerned	Shall discuss and set office, department and individual targets and commitments.  <i>Note: All forms shall be signed by the concerned party.</i>	SPMS Calendar OPCR DPCR IPCR
	All Department Managers, Division Managers, Supervisors	Shall conduct and document Regular and scheduled monitoring and coaching sessions.	Monitoring and Coaching Journal
	All Concerned	Shall discuss and assess office, department and individual accomplishments.  <i>Note:</i> <i>Only permanent employees shall be rated based on the targets and commitments set in the IPCR.</i>  The average of all individual employees shall not go higher than the DPCR rating.	OPCR DPCR IPCR Semi-Annual Conference Report Summary List of IPCR  Performance Rating Matrix
			

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page <b>21</b> of <b>26</b>


 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>

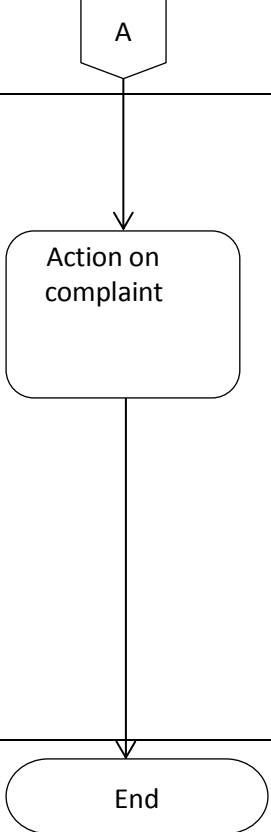
	<p>PMT Committee</p> <p>AHRD Head</p>	<p>Shall identify top performers and recommended to PRAISE Committee for corresponding award or recognition. Shall in coordination with concerned Department Manager identify employees who require development / HR interventions and provide the kind of intervention needed.</p> <p><i>Note: Schedule of activities in SPMS Calendar shall be strictly observed. All concerned shall perform assigned duties and responsibilities.</i></p> <p>AHRD shall spearhead the implementation of SPMS and orient all employees on the features of SPMS.</p>	<p>List of Awardees</p> <p>Training Calendar</p>
--	---------------------------------------	--	--

- f. Employee Discipline
  - i. Grievance Machinery

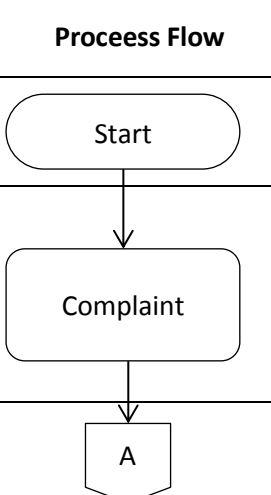
Process Flow	In-charge	Process Description	Records
	Complainant	Shall raise complaint in writing or settle verbally with immediate supervisor.	Incident Report / Complaint

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page <b>22</b> of <b>26</b>

 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>

	<p>Immediate Supervisor</p> <p>Complainant</p> <p>Department Manager</p> <p>General</p> <p>Manager Complainant</p>	<p>Shall act on the complaint and inform the complainant with three(3) working days of the findings.</p> <p>Shall forward the complaint to Department Manager if not settled at the lowest level.</p> <p>Shall examine the case and endorse the complaint to AHRD or GM for further action.</p> <p>Shall in due proceedings and give the final decision if the complaint is not settled at the lower levels.</p> <p>Shall forward the complaint to the Civil Service Commission if not satisfied with the decision.</p>	
--	--	---	--

ii. Disciplinary Proceedings

Process Flow	In-charge	Process Description	Records
			
	Complainant	Shall report the complaint / incident to the GM or AHRD in writing.	Incident Report / Complaint

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page <b>23</b> of <b>26</b>





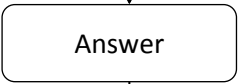
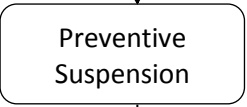
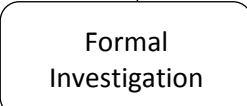
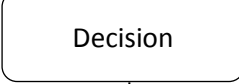
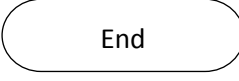
**TITLE: HUMAN RESOURCE MANAGEMENT PROCEDURE**

Date of Revision:  
 -


A			
↓			
Action on Complaint	Disciplining Authority	<p>Shall upon receipt of complaint which is sufficient in form and substance, issue a memorandum requiring the person complained of to submit a written reply within three(3) days from receipt of memo.</p> <p><i>Note: In case initiated by the proper disciplining authority or his/her authorized representative, a show cause order is sufficient.</i></p> <p><i>No anonymous complaint shall be entertained unless there is obvious truth or merit to the allegations therein or supported by documentary of direct evidence.</i></p>	Office Memorandum
↓			
Preliminary Investigation	Hearing Committee	<p>Shall conduct fact-finding investigation or an exparte examination id records and documents submitted by the complainant and the person complained of as well as documents readily available from concerned parties.</p> <p><i>Note: If a prima facie case is established during the investigation, the disciplining authority shall issue a formal charge or notice of charge pursuant to rule 5 of RRACS.</i></p>	Preliminary Investigatin Report
↓			
Formal Charge	Disciplining Authority	<p>Shall issue a formal charge or notice of charge if a prima facie case is established during the preliminary investigation.</p> <p><i>Note: In the absence of prima facie case, the complaint shall be dismissed.</i></p> <p><i>The issuance of formal charge shall be in accordance to rule 5 of RRACS.</i></p>	Notice of Charges/ Formal Charge
↓			
B			



 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	
		Date of Revision: <b>-</b>

			
	Respondent	<p>Shall submit his/her answer in writing within three(3) days from receipt of formal charge.</p> <p><i>Note: If the respondent fails or refuses to file his/her answer to the formal charge with the prescribed period, he/she shall be considered to have waived his/her right to submit the same and the case may be decided based on available records.</i></p>	Reply Letter
		<p>Shall issue a preventive suspension to any subordinate officer or employee in accordance to rule 7 of RRACS.</p>	Preventive Suspension
		<p>Shall conduct formal investigation where the merits of the case cannot be decided judiciously without conducting such investigation or when the respondent elects to have one.</p> <p>Shall prepare and submit formal investigation report to Disciplining Authority within fifteen(15) days after the conclusion of the formal investigation.</p>	Formal Investigation Report
		<p>Shall decide the case within thirty (30) days from the receipt of the formal investigation report.</p> <p><i>Note: The classification of penalties shall be based on Rule 10 of RRACS.</i></p>	Decision
			

<p>This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.</p>	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 25 of 26

 <p>Republic of the Philippines  <b>City of Koronadal Water District</b>          Block I, Casa Subd., Zone III,          City of Koronadal, South Cotabato</p>	DOC ID No.: <b>CKWD-QP-AHRD-001</b>	Date of Issuance: <b>02-03-2017</b>
	Division/Section: <b>ADMIN &amp; HR DIV.</b>	Revision No.: <b>0</b>
TITLE:	<b>HUMAN RESOURCE MANAGEMENT PROCEDURE</b>	Date of Revision: <b>-</b>

**VII. REPORTS**

Reports	Frequency	Responsible
Summary of Leave Credits Report	Monthly	AHRD
Service Records	Permanent	AHRD
Plantilla of Personnel	Permanent	AHRD
Tardiness, Undertime, Halfday Report	Monthly	AHRD
Personnel Locator Slip/Pass Slip Report	Monthly	AHRD
Report on Appointment	Monthly	AHRD
Position Description Form	Permanent	AHRD

**VIII. PERFORMANCE INDICATOR**

- a. Timely deployment of manpower requirement based on the date needed by requesting department.
- b. No approval of appointment.

**IX. ATTACHMENTS AND FORMS**

- a. Form 1 – Position Request Form – Internal Form
- b. Form 2 – Evaluation of Applicants
- c. Form 3 – Interview Report
- d. Form 4 – Summary Result
- e. Form 5 – Result of Hiring Process
- f. Form 6 – Background Investigation
- g. Form 7 – Application for Leave – External Form
- h. Form 8 – Leave Card / Ledger
- i. Form 9 – Personnel Locator Slip (Personal/Official Business)
- j. Form 10 – Clearance
- k. Form 11 – Appointment
- l. Form 12 – Position Description Form
- m. Form 13 - Job Order Contract Form
- n. Form 14 – OPCR (Office Performance Commitment & Review)
- o. Form 15 – IPCR (Individual Performance Commitment & Review)
- p. Form 16 – DPCR (Department Performance Commitment & Review)

This document is updated and controlled if it bears the red "CONTROLLED COPY" stamp. Otherwise, please refer to the Document Control Center (DCC) for updated copy.	Registration Date:	-
	Distribution Date:	-
	Page Number:	Page 26 of 26