

**ANNEX 3 : TRAINING & DEV'T TO EMPLOYEES**

Excerpts from the chapters 12 and 13 of the HR Manual of Paglaum Mutual Benefit Association, Inc., to wit;

<b>POLICIES AND PROCEDURES</b>  PAGLAUM MUTUAL BENEFIT ASSOCIATION, INC.	DOCUMENT NO.	Page
<b>CHAPTER 12</b>  <b>TRAINING AND DEVELOPMENT</b>	Revision No.	Effectivity Date

**POLICY**

The basic policy in administering and implementing any type of training or development activity is in accordance with the strategic business objectives of PAGLAUM MBA. The Human Resources Department will work closely with Heads of Division/Department in assessing areas that need training and development support.

**PURPOSE**

The main objective of training and development in PAGLAUM MULTI-PURPOSE PAGLAUM MBA is to help develop key competencies which enable individuals to perform current or future jobs successfully. In this regard, all training and development programs organized by the Human Resources Department will be geared towards the following objectives:

- Strengthening the job skills/knowledge of employees;
- Improving operational efficiency and productivity; and or
- Developing the potential of employees for maximizing mutual benefit to individuals and PAGLAUM MBA.

**1.0 TYPES OF TRAINING/DEVELOPMENT ACTIVITIES**

The development of the training plan/program/calendar will be based on the training needs assessment to ensure equal opportunity for trainings.

1.1. Staff training/development activities can be employer - or employee-initiated. In either case, it has to be approved by the manager in charge of the department or above with additional endorsement from the Human Resources Department.

1.2. Employee-initiated training/development activities may include external programs that are organized by external training institutes or by PAGLAUM MBA or with other institutes for the general public.

1.3. Employer-initiated programs may take the form of offering sponsorship for employees to attend external programs or organizing such programs in-house.

1.4. Depending on the nature of needs and operational requirements, training/development programs may also be implemented as job induction, job rotation, on-the-job coaching, counseling, individual or group projects, and secondment.

## **1.0 OBLIGATORY SERVICE**

For all categories of programs, the employee will be required to serve an obligatory service period upon satisfactory completion of the whole program, counting from the calendar date after the last training session or the issuance date of result/certificate, whichever is later.

Matrix on the amount of expenses of the Paglaum MBA for training with corresponding years of service, example Php 50,000 expenses is equivalent to 1 year obligatory service the cooperative.

## **3.0 REFUND OF SPONSORED FEE**

Under normal circumstances, employees will be required to refund the sponsored fees to PAGLAUM MBA under any of the following conditions:

1. Failure to attend or complete the program;
2. Tendering resignation before the program commencement and PAGLAUM MBA is unable to find suitable staff to take the place;
3. Resigning before completing the program; or
4. Resigning before completely fulfilling the required obligatory service.

The amount of refund will be equivalent to the full amount of pre-payment made by PAGLAUM MBA or the amount already reimbursed to the employee.

<p><b>POLICIES AND PROCEDURES</b></p> <p>PAGLAUM MUTUAL BENEFIT ASSOCIATION, INC.</p>	<p>DOCUMENT NO.</p>	<p>Page</p>
<p><b>CHAPTER 13</b></p> <p><b>EMPLOYEE RELATION</b></p>	<p>Revision No.</p>	<p>Effectivity Date</p>

**PURPOSE**

A program of group activities will be undertaken to foster the spirit of camaraderie or “esprit de corp” among employee empowerment and involvement in mind.

- Ugnayan
- Community Involvement
- Sports Fest / Tournament
- Christmas Party
- Company Outing
- Outreach Programs
- Meetings
- Group Exercises, etc

PAGLAUM MBA shall also encourage and assist in the formation of any other organization that would meet the purpose of this policy.

- Activities should be organized and structured in such a manner that values of teamwork, cooperation and friendship are fostered among participants. Divisiveness must always be avoided.
- Safety of participants must at all times be ensured, and this must be the responsibility of the officer in-charge of the activity.
- All activities must be within the approved annual budget/company budget.