NEW EMPLOYEES' ORIENTATION AND ONBOARDING UPDATES 2022

Date: December 28, 2022

Conducted via Zoom

Attendees: Leizel Ebiel

Sarah Diaz

- HRMD Secretariat- HRMD Secretariat

Jonathan Abaya Jameish Soliman Kryss Rubio

Agenda:

About CITEM

- Vision
- Mission
- Core Values
- Code of Conduct

Timekeeping and Payroll

- Timekeeping Policies
- Payroll Process
- Employment Benefits
- 201 Files and SALN Procedures

<u>Performance Evaluation & Other Recruitment</u> <u>Procedures</u>

- Probationary Period
- Performance Evaluation: IPCR/DiPCR/DePCR
- Recruitment Activities and other movements

Learning & Development

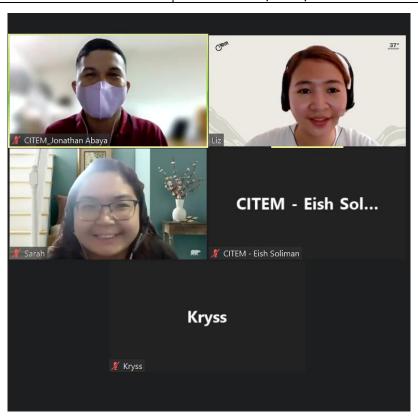
• Direction of CITEM Learning & Development

28 Dec 2022

- Learning & Development Interventions
- Learning & Development Procedures

CITEM ISO

- ISO Introduction
- Quality Policy



Prepared By:

Noted By:

FLORENCE PEARL BUENSALIDO

Chief, HRMD