

NEW EMPLOYEES' ORIENTATION
AND ONBOARDING UPDATES
2022

Date: December 28, 2022
Conducted via Zoom


Attendees: Leizel Ebiel - HRMD Secretariat
Sarah Diaz - HRMD Secretariat
Jonathan Abaya
Jameish Soliman
Kryss Rubio

Agenda:


<p><u>About CITEM</u></p> <ul style="list-style-type: none"> • Vision • Mission • Core Values • Code of Conduct <p><u>Timekeeping and Payroll</u></p> <ul style="list-style-type: none"> • Timekeeping Policies • Payroll Process • Employment Benefits • 201 Files and SALN Procedures 	<p><u>Performance Evaluation & Other Recruitment Procedures</u></p> <ul style="list-style-type: none"> • Probationary Period • Performance Evaluation: IPCR/DiPCR/DePCR • Recruitment Activities and other movements <p><u>Learning & Development</u></p> <ul style="list-style-type: none"> • Direction of CITEM Learning & Development • Learning & Development Interventions • Learning & Development Procedures <p><u>CITEM ISO</u></p> <ul style="list-style-type: none"> • ISO Introduction • Quality Policy
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Prepared By:


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Noted By:

For: 
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