

**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
NEW EMPLOYEE ORIENTATION (NEO) REPORT 2023**

MEETING	<i>New Employee Orientation</i>	TIME	<i>1:00 pm to 5:00 pm</i>																														
DATE	<i>29 November 2023</i>	LOCATION	<i>CITEM Meeting Room 1</i>																														
ATTENDEES																																	
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1. Florence Pearl M. Buensalido</td> <td style="width: 50%;">- Division Chief, HRMD</td> </tr> <tr> <td>2. Fel Andrue Pardo</td> <td>- HRMO IV, HRMD Secretariat</td> </tr> <tr> <td>3. Sarah Diaz</td> <td>- HRMO II, HRMD Secretariat</td> </tr> <tr> <td colspan="2">New employees:</td> </tr> <tr> <td>4. Ronalyn Mariano</td> <td>- Records Officer I</td> </tr> <tr> <td>5. Eric Tomas</td> <td>- Programmer III</td> </tr> <tr> <td>6. Gaines Antonio</td> <td>- Senior Trade Industry Development Specialist</td> </tr> <tr> <td>7. Tracey de Las Llagas</td> <td>- Senior Trade Industry Development Specialist</td> </tr> <tr> <td>8. Julian Bernardo Torralba</td> <td>- Senior Trade Industry Development Specialist</td> </tr> <tr> <td>9. Vea Santos</td> <td>- Trade Industry Development Analyst</td> </tr> <tr> <td>10. James Marte</td> <td>- Industrial Design Analyst</td> </tr> <tr> <td>11. Samson Lachica</td> <td>- Information Systems Analyst II</td> </tr> <tr> <td>12. Alyssa Mae dela Peña</td> <td>- Information Officer II</td> </tr> <tr> <td>13. CJ Ivanne B. Dichoso</td> <td>- Trade Industry Development Specialist</td> </tr> <tr> <td>14. Ana Katrina Alzona</td> <td>- Creative Arts Specialist II</td> </tr> </table>				1. Florence Pearl M. Buensalido	- Division Chief, HRMD	2. Fel Andrue Pardo	- HRMO IV, HRMD Secretariat	3. Sarah Diaz	- HRMO II, HRMD Secretariat	New employees:		4. Ronalyn Mariano	- Records Officer I	5. Eric Tomas	- Programmer III	6. Gaines Antonio	- Senior Trade Industry Development Specialist	7. Tracey de Las Llagas	- Senior Trade Industry Development Specialist	8. Julian Bernardo Torralba	- Senior Trade Industry Development Specialist	9. Vea Santos	- Trade Industry Development Analyst	10. James Marte	- Industrial Design Analyst	11. Samson Lachica	- Information Systems Analyst II	12. Alyssa Mae dela Peña	- Information Officer II	13. CJ Ivanne B. Dichoso	- Trade Industry Development Specialist	14. Ana Katrina Alzona	- Creative Arts Specialist II
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TOPICS OF DISCUSSION

I. About CITEM

The New Employee Orientation commenced with an overview of CITEM's background, highlighting its vision, mission, core values, and code of conduct.

It was emphasized that public officials and employees shall always be accountable to the people, and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

The discussion on Norms of Conduct for Public Officials and Employees outlines expectations for personal conduct in official capacities, stressing professionalism, intelligence, and fairness while discouraging discrimination and promoting political neutrality and responsiveness to the public. The discussion further delved into the Prohibited Acts and Transactions, which prohibit involvement in regulated private enterprises, unauthorized professional practice, nepotism, disclosure of confidential information, and acceptance of gifts, while also mandating prompt divestment in case of conflicts of interest. Lastly, specific guidelines on office decorum, including attire and work arrangements, were addressed.

II. Timekeeping and Payroll

For the timekeeping and payroll section of the orientation, it started by discussing timekeeping policies firstly by introducing the CITEM's electronic daily time record (eDTR) which is the system that the employees use for timing in and out. Following this, an overview of leave policies outlined in accordance with Rules XVI of the Omnibus Rules Implementing Book V of EO 292 was provided.

Employees were then briefed on the payroll processing procedures and the deadlines for submitting payroll requirements. Additionally, the session covered government-mandated benefits including GSIS, Pag-IBIG, and PhilHealth, with a representative from GSIS invited to discuss their offered benefits. The section concluded with a discussion on Statement of Assets, Liabilities, and Net Worth (SALN) guidelines, along with pertinent reminders for proper SALN completion.

III. Performance Evaluation & Other Recruitment Procedures

The performance evaluation and recruitment procedures outlined include several key components:

1. Probationary Period: under Rule V of the 2017 CSC ORAOHRA, newly appointed employees undergo a probationary period of six months. During this time, they undergo two performance assessments, each lasting three months, to evaluate their capability and character. Attaining a "Very Satisfactory" rating on both assessments results in automatic

permanency. A performance evaluation calendar guides employees on submission deadlines.

2. Performance Evaluation (IPCR/DiPCR/DePCR): Employee output should align with performance metrics outlined in the Annual Operating Plan. Ratings are based on Quality, Efficiency, Timeliness, and an average of these factors. The rating scale ranges from "Outstanding" to "Poor".
3. Promotion: To be eligible for promotion, employees must meet specific criteria:
 - They must hold a permanent appointment and have served in their current position for at least one year.
 - They must have received a "Very Satisfactory" rating in the year prior to the assessment, equivalent to two performance ratings.

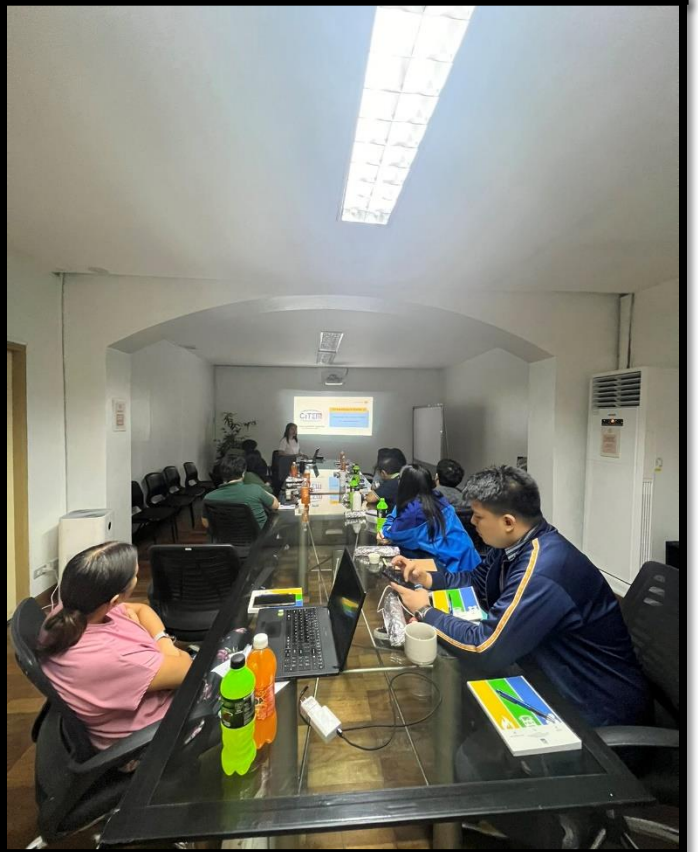
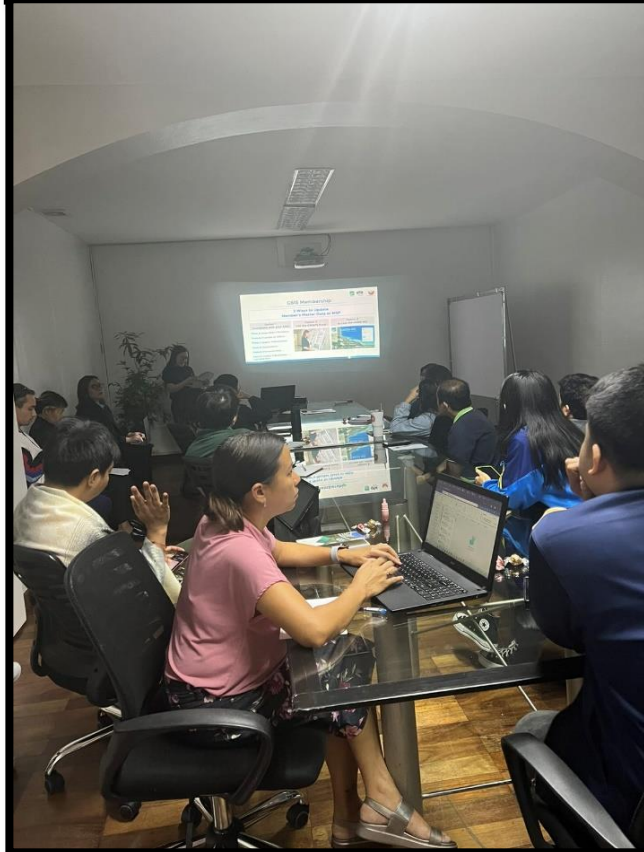
These procedures ensure that employees are evaluated fairly and that promotions are based on merit and demonstrated performance.

IV. Learning & Development

The discussion revolved around the objectives, interventions, and procedures of the Learning & Development (L&D) program. It was emphasized that CITEM's L&D initiatives aim to implement efficient human resource management and development through progressive systems and targeted competency training. The focus will be on intensifying efforts to strengthen capacities within specific job families, addressing competency gaps, and promoting optimal performance. Moreover, programs will prioritize employee well-being, nurturing a commitment to public service values. These efforts encompass a range of capacity-building initiatives such as scholarships, international participation, competency-based training, wellness programs, industry exposure, and diverse forms of on-the-job training. Access to these interventions is facilitated through HR initiatives, employee requests via the HR Training Request Form on the Intranet, or supervisor interventions, ensuring a comprehensive approach to professional development.

DOCUMENTATION





Prepared By:


JOANA MAE G. LOPEZ
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Noted By:


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