

PROVINCIAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE

FUNCTIONAL CHART

- Plans and programs formulation/execution
- HRM policy recommendation/enforcement
- Career systems committees
- CSC/Office rules and regulations implementation
- Resource speaker/facilitator services

Recruitment, selection & placement, PERFORMANCE MANAGEMENT, and ADMINISTRATIVE Division

LEARNING AND DEVELOPMENT (I & d), REWARDS AND RECOGNITION (R & r) AND WELFARE/ Benefits division

RECRUITMENT, SELECTION & PLACEMENT

- ❖ Appointment
 - Identification and listing of vacant positions
 - Publication of vacant positions
 - Receiving of application letters
 - Evaluation and endorsement of application letters
 - Review of initial assessment prepared
 - Secretariat to the PSB
 - Finalization of PSB result
 - RPSPP implementation/maintenance/updating
 - PSB member
 - Tracking of required documents for appointment
 - Preparation of appointments
 - Appointment processing
 - Review and attestation
- ❖ RAI preparation and submission
- ❖ QS updating /maintenance and enforcement
- ❖ Preparation/review of Personnel Schedule
- ❖ Support services
 - Inter Office coordination
 - Liaison services with other agencies
 - Meetings
- ❖ Updating of RSP Process
 - Turn around time
 - Staffing Plan
 - Recruitment plan

HRIS/ADMINISTRATIVE

- ❖ HR Documents Tracking System
- ❖ Attendance Tracking System
- ❖ E-HR Reports
- ❖ NOSA / NOSI preparation
- ❖ HR Data Management
- ❖ System Administration /Management
- ❖ HR System Analysis and Design
- ❖ E-HR Data Bank
- ❖ E-HR Data Management,
- ❖ Generating Reports and Documentation
- ❖ Operation and Maintenance of Biometric Machine, HR Server, Office Computer Software and Technology
- ❖ GSIS GWAPS Operation and Maintenance
- ❖ HR Record Management
 - Receiving documents/communications
 - Releasing/dispatching/routing documents
 - Filing
 - Retrieval
 - Inventory and disposition of records of the division
 - Reproduction
 - Upkeep of personnel administration issuances
 - Preparation/updating of SR/plantilla of personnel
 - Preparation/updating and maintenance of 201 files of all provincials and employees
 - Preparation/updating and maintenance of personnel profile of all provincial officials and employees
- ❖ Update of E-201 files
- ❖ Preparation of Executive Orders/Administrative Orders on HR
- ❖ Functionality of HRIS
- ❖ Report preparation
 - Accession/separation
 - Semi annual report
 - Annual Report
 - Others
- ❖ HR Report Preparation
- ❖ Preparation of PRs (supplies and equipment)
- ❖ Update of E-201 files
- ❖ Inventory, maintenance of supply and property; record and reporting of defective, unserviceable equipment in the division
- ❖ Identification cards preparation
- ❖ Networking/linkages with other government agencies (GSIS, PAG-IBIG, CSC, DBM, DILG, PHIC, DOLE, etc..)
- ❖ Office Supply Management
- ❖ SALN Compliance Report
- ❖ Process flow chart
- ❖ Certification of employment
- ❖ Other personnel actions
 - Detail/reassignment
 - Designation

LEARNING AND DEVELOPMENT

- ❖ Training needs research/survey
- ❖ Preparation of annual development plan
- ❖ Training design preparation
- ❖ Conduct of in-service training
- ❖ Training reports preparation
- ❖ Orientation of new & promoted employees
- ❖ Information dissemination of career systems and standards (RPSPP, PRAISE, SPMS, Grievance Machinery, CPDP)
- ❖ Scholarships/training grants (local and foreign)
- ❖ PDC member and secretariat
- ❖ Consolidation and analysis of Individual Dev't Plan
- ❖ Updating of Training Profile
- ❖ Coordination with other Learning and Development providers.
- ❖ Learning Service Providers (Insiders, Outsiders)

REWARDS AND RECOGNITION, WELFARE & BENEFITS/ PERFORMANCE MANAGEMENT

- ❖ Benefits/awards/incentives
 - Loyalty awards
 - Step Increment
 - Model employee award
 - PIB
 - Bonus
 - PRAISE member and secretariat
 - Crafting of additional awards
- ❖ Maintenance of computer-based system to maintain Rewards and Recognition documents
- ❖ Preparation and Updating of list of Awardees per Category
- ❖ Process flow chart for Rewards and Recognition
- ❖ List of analysis qualified for NOSA/NOSI
- ❖ Payroll System
- ❖ Assistance on the following:
 - GSIS, Pag-ibig, PHIC membership
 - GSIS, Pag-ibig Loan application
 - Availment of Philhealth benefit
 - Retirement application
- ❖ Leave Administration
 - Processing of leave applications
 - Preparation/updating of leave ledger cards
 - Terminal leave preparation/review/certification
 - Submission, follow-up of terminal leave of devolved employee
- ❖ Retirement/separation benefits
 - Tracking of required documents for retirement/separation
 - Submission/, follow-up of retirement/separation benefits with GSIS, Pag-ibig, DBM
- ❖ Loan GSIS, Pag-ibig, LBO
- ❖ Review of IPCR's
- ❖ Preparation & Submission of performance ratings to the CSC
- ❖ PMT member
- ❖ Maintains record on performance rating
- ❖ Identify top performers as input for the grant of awards
- ❖ Updating of computer-based system of summary of ratings
- ❖ Tracking of performance monitoring and coaching forms
- ❖ Certifications (salaries, financial,leave credits, etc..)
- ❖ Preparation of reports on CS Anniversary Celebration Activities