

# **EMPLOYMENT DOCUMENTS**

# LEARNING OUTCOMES

Expanded knowledge of Employment Documents

Awareness of basic information on employee-related documents as a fresh graduate

# JOB DESCRIPTION

Job Title

Verification of Company

Job Description

Qualification

# RECRUITMENT DOCUMENTS

Birth Certificate

Government IDs or Numbers

Health ID

Occupational Permit

NBI/BRGY Clearance

# RECRUITMENT DOCUMENTS

License or Certifications

Profile Sheet/HRIS

Resume/CV

Portfolio

Medical Results

# EMPLOYMENT CONTRACT

## IMPORTANT PARTS

### TERMS OF EMPLOYMENT

- Full-time
- Part-time
- Working days and hours

### EMPLOYEE RESPONSIBILITIES

- Job Description

# EMPLOYMENT CONTRACT

## PERFORMANCE EXPECTATIONS AND REQUIREMENTS (TERMS AND CONDITIONS)

- Do you need to pursue further studies?
- Certifications?

## EMPLOYMENT BENEFITS

- HMO
- Paid Leaves (Sick Leave or Vacation Leave)

# EMPLOYMENT CONTRACT

## RIGHT TO FILE FOR LEAVE, ABSENCES

- When do you need to file for SL or VLs?
- Is it convertible to cash when not used?

## DISPUTE RESOLUTION/DISCIPLINARY MEASURES

- Memo
- Suspension
- Disciplinary Committee
- Termination/Dismissal



# EMPLOYMENT CONTRACT

NON-DISCLOSURE AGREEMENT

NON-COMPETE CLAUSE

TRAINING BONDS/CLAUSE

- Is it based on your tenure?
- Will it be paid once you resign?

OWNERSHIP AGREEMENT/INTELLECTUAL PROPERTY CLAUSE

- Outputs

# EMPLOYMENT CONTRACT

## TERMINATION CLAUSE/PROMOTION CLAUSE

- Grounds for Termination/Promotion

## TRANSFER CLAUSE

- Vertical Transfer
- Lateral Transfer

## RESIGNATION TERMS

- How many days to render
- Turnover Period

# **EMPLOYEE HANDBOOK !POLICIES!**

**Always read.  
Before signing a conforme, always read!**

# PERFORMANCE APPRAISAL

Tenure (at least 2 year tenure)

Status (Regular Employee)

Self-Evaluation

Peer Evaluation

Supervisor Evaluation

Manager Evaluation

360 Feedback Evaluation

Interviews

Examinations

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# EMPLOYEE PERFORMANCE

## IMPROVEMENT PLAN

### PERFORMANCE EVALUATION

- Quarterly or Monthly
- Semi-annually or Annually

### IF YOU DID NOT PASS:

- Supervisors can Coach or Mentor you
- Create a plan for your improvement

### RE-EVALUATE AFTER THE DURATION OF THE PIP

- Check the terms if P or F
  - What will happen?
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# TRANSFER PAPERS - PURPOSE

## ORGANIZATION REQUIREMENTS

production, technology, or schedule

## EMPLOYEE NEEDS

problems, skills or dispute

## ADJUSTING THE WORKFORCE

excess in employee in a team/department

# TRANSFER PAPERS - PURPOSE

INCREASING VERSATILITY (JOB ROTATION)

avoid routinary feels, exposure to other related job positions

EFFECTIVE USE OF EMPLOYEES

can do other things for the company benefit

CAUSE OF DISCIPLINARY MEASURE

LIGHTEN THE WORKLOAD

# TRANSFER PAPERS - PURPOSE

## EMPLOYEE IMPROVEMENT

address the areas for improvement

## REMEDIAL TRANSFER

Cannot work within the team due to a dispute

## REPLACEMENT TRANSFER

Avoiding lay-offs or retrenchments



# TRANSFER PAPERS - PURPOSE

## PRE-CAUTIONARY TRANSFER

Misuse of funds

## VERSATILITY TRANSFER

Increasing employee's capabilities

## PRODUCTION TRANSFER

The ratio of workload to number of employees

## SHIFT TRANSFER

Shift schedule but same work

# PAYSLIP

NET PAY

GROSS PAY

DEDUCTIONS – Lates, Absences

LOANS

ALLOWANCES – Reimbursements

BENEFITS

TAX DEDUCTION (Salary Bracket)

MANDATORY GOVERNMENT  
DEDUCTIONS

- SSS
  - HDMF/PAG-IBIG
  - PHILHEALTH
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# TRAINING BONDS

CONTRACT DETAILS

DURATION OF THE BOND

How many years?

How much do you have to pay if you resign within the years stated?

# ONBOARDING SESSION

Usually done in the First day or during the First Week

Office Tour

Department Introduction

Policy Orientation

Working Environment

Company Overview

**CONCLUSION: Maximize  
the right to be INFORMED.**

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# REFERENCES

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Emotional Intelligence Confidence by Harvard Business Review

What Color Is Your Parachute? Job-Hunter's Workbook, Sixth Edition: A Companion to the World's Most Popular and Bestselling Career Handbook by Richard Bolles and Katherine Brooks

The Job Search Manifesto: Turning Job Search Frustration into a Career Long Skill by Steve Hernandez and Mike Manoske