

BUSINESS PROCESS: RECRUITMENT

2022-06-07 Version

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Step	Who	Description
1-INITIATION (ENDING: APPROVED MRF)		
#1-1 System will alert Department Head of Vacancies	SYSTEM	<p>System should alert Department Head of vacancies (pop-up on login)</p> <ul style="list-style-type: none">Resigned - resignation – pop-up when upon approval of filing; reminder? Others (currently, tagging is manual in KP e-201, must have own dashboard for tagging)EOC- EOC filing- pop-up– pop-up when upon approval of filing; reminder?Terminated - termination filing– pop-up when upon approval of filing; reminder?Retired- retirement filing – pop-up when upon approval of filing; reminder?AWOL - AWOL filing – pop-up when upon approval of filing; reminder? <p>NOTE: Dep’t Head must have an option to:</p> <ul style="list-style-type: none">- File MRF (to proceed on filing of MRF)- Close MRF (will not file MRF due to ff reasons: retired employee will be rehired as consultant via movement in KP, or decided not to fill in the vacancy anymore; reason must be indicated in the remarks)- Hold MRF (will not hire for the meantime)
#1-2 Department Head must accomplish an MRF FORM(S): Form J:	Department Head	<p>Create an MRF (NON-ACAD)</p> <p>NOTE: Hiring for non-acad is based on approved Core Positions and Organization Charts</p> <p>*****</p> <p>Form J - MRF (Manpower Requisition Form For NON-ACAD) includes:</p> <p>General requirements:</p> <p>Position</p>

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(J) MRF
(MANPOWER REQUI

Form K:



(K) MRF
(MANPOWER REQUI

- **Resignation, EOC, Termination, Retirement, AWOL** – get the employee ID of the separated employee THEN get the attributes
- Additional Personnel – Existing Position (e.g. Programmer position is already existing but need additional personnel) - <drop down without an existing Org Chart>
- Additional Personnel – New Position (e.g. Program Analyst position is a newly created position) - <drop down without an existing Org Chart >

Department<< Department of the department Head

Date Needed<<

Employment Type

- Project-Based(specify months)
- Fixed-Term (specify months)
- Probationary

Reason for Request (Additional/New Position + Justification; Replacement+who to replace?)

- **Resignation, EOC, Termination, Retirement, AWOL** – the item being vacated is still an active item and the employee who will be separated should be clearly identified
- Additional Personnel – Existing Position
- Additional Personnel – New Position

Manpower Specifications:

** If the Job Description and Job Specifications are clearly defined THEN this entire thing is no longer needed since they are all pre-defined

** In the absence of the above, this will be manually provided by the requestor

Gender (can be edited by Dep’t Head)

Age Range (can be edited by Dep’t Head)

Educational Attainment

Work Experience Required

Trainings Required

Special Skills Required

Duties and Responsibilities (Brief Summary)

Proof and Others:

- Resignation – approved resignation filed thru KP
- EOC, Termination, Retirement, AWOL – approved EOC, Termination, Retirement, and AWOL filed thru KP
- Additional Personnel (Existing Position) - approval/memo
- Additional Personnel (New Position) - approval/memo

Organization Chart and Job Description and Job Qualifications

** If these are all defined inside the system, other checking can be automated

Create an MRF (ACAD)

NOTE: Hiring for Acad is based on **actual** student population and specializations needed. If these information is available directly out of disciplus then this can be automated. IF NOT, then this can be done manually outside the system and vetted THEN only the actual requirement is to be encoded inside the system using the Non-Acad MRF:

of Heads, Rank and Position, Specialization

[Form K - MRF \(Manpower Requisition Form For ACAD\) includes:](#)

Subject/Course Code

Year:

- First year – Fourth year

Student per Program:

- IT, CS, COE, ECE, BA, Others
- Total Students per Year
- Total Students (all)

Faculty Ratio

Needed Faculty

Total Faculty Needed

Purpose of Request:

- Replacement
 - Name
 - Specialization
 - Reason
- New/Additional

Required Number of Faculty

Number of Existing Faculty

Number of Vacancies

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		<p>Vacancies</p> <p>Position:</p> <ul style="list-style-type: none">● Faculty Member<ul style="list-style-type: none">○ Full-time○ Part-time○ Subject/Specialization● Lead OLC● Academic Coordinator● Others <p>Attachments:</p> <ul style="list-style-type: none">● Faculty Inventory● Separation document of employee to be replaced (Lead OLC, Academic Coordinator)● Justification for additional manpower (actual student population)● Others <p>Qualification: Based on Approved Hiring Criteria</p> <ul style="list-style-type: none">● Educational Attainment● Experience Required● Trainings &Skills Required <p>Certified by:</p> <ul style="list-style-type: none">● Lead OLC, Sales Team Leader, Area Director <p>Verified by:</p> <ul style="list-style-type: none">● HR-Recruitment Head, HR Head, SVP-Audit <p>*****</p> <p>ASSUMPTIONS:</p> <ul style="list-style-type: none">a. For departmental positions, the organization chart is well defined MANUALLY. Soon should be insideb. For AMAES branch positions, the prevailing core positions are well defined. Core positions may be tied up with student populationsc. For academic positions (ES), the academic ratios and student populations should be well defined.d. All positions have clearly defined Job Description
#1-3. MRF goes through an approval Cycle	Recruitment Head	<p>Reviews the submitted MRF:</p> <p>Completeness of the form<< this is pure manual. If score cards are defined then this can be automated</p>


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		<p>Completeness of attachments<< this is pure manual. If score cards are defined then this can be automated</p> <p>ACTION: Approve, Disapprove, Put on Hold</p> <p>ACTION: Indicate Remarks, Notes</p>
	Head of HR (AAL)	<p>Reviews the submitted MRF:</p> <p>If it has been approved by the Recruitment Head</p> <p>ACTION: Approve, Disapprove, Put on Hold</p> <p>ACTION: Indicate Remarks, Notes</p>
	Chairman	<p>Reviews the submitted MRF:</p> <p>As he desires</p> <p>ACTION: Approve, Disapprove, Put on Hold</p> <p>ACTION: Indicate Remarks, Notes</p>
#1-4. System automatically alerts everyone if an MRF condition has changed and should be cancelled	SYSTEM	<p>SYSTEM AUTO CHECKING:</p> <p>System checks the following conditions and documentary proof should be observed to determine the status of an MRF</p> <p>** system will alert all if there are changes in the condition and an MRF needs to be stopped or put on hold.</p> <p>a. Validity Conditions: An MRF will only be valid if the below conditions are met:</p> <ul style="list-style-type: none">For the first three, the item being vacated is still an active item and the employee who will be separated should be clearly identified.For the new position, the new position should have been approved, the org chart or core position has been modified, job description has been defined.Required supporting documents for both should be provided <p>b. Any changes to the Validity Conditions will affect the status of the MRF</p> <ul style="list-style-type: none">retracted resignation (must have approved filed retraction of resignation)
2 SOURCING (ENDING: APPLICANTS ARE ATTACHED TO AN MRF)		
#2-1 HR will source from the existing	HR Recruitment	HR Recruitment can do the following types of sourcing:

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pool, from existing employees and from partners or subscriptions		<div><div>A. Internal sourcing from active employees who can be considered for the job (lateral transfers and promotions). If there are qualified personnel, HR Recruitment can advise the Department Head of the employee to submit a letter of recommendation and ask the employee to submit a formal application for the position.</div><div>B. HR Recruitment can do sourcing from the existing pool kept at HR-HO. All those who can be considered from the resume bank / pool will be reactivated</div><div>C. HR Recruitment can do sourcing from the paid partners (like Jobstreet,Indeed, etc).</div><div>D. HR Recruitment may RECYCLE candidates under the following conditions:<ul style="list-style-type: none">● Not qualified due to qualification of position applied to, but can be hired for future vacancies- must be directed to resume bank / pool.● Qualified but not chosen for the position- must be directed to resume bank</div><div>RULES:<ol style="list-style-type: none">1. Resume of accepted applicants will be stored in the system until one (1) year after application.2. Resume of hired applicants will be stored in the system until ten (10) years after employment separation as part of the 201 File3. After one (1) year for accepted applicants and ten (10) years for hired applicants, all resumes stored in the system will be deleted.4. All applicants must submit their resumes through Jobstreet, Indeed, or through email and Viber (if referral).5. All application files are kept at HO-HR only6. If the branch performs sourcing on their own, all the applications they gathered should be properly tagged and submitted to HO-HR for pooling and consideration</div></div>
<div>#2-2 HR to compel applicants to register in our system</div> <div>FORM(S):</div> <div>Form A:</div> <div><div></div><div>(A) APPLICATION DATA FORM.pdf</div></div>	HR recruitment	<div>HR RECRUITMENT</div> <div>HR to give KP Applicant’s Portal link to Applicants sourced outside the website</div> <div>For those who are initiated to apply directly to the website, they can already create an account.</div>
#2-3 APPLICANT TO CREATE AN ACCOUNT IN KP	Applicant	<div>The applicant must create an account in the KP Applicant’s Portal</div> <div><div>- Last Name, First Name, Middle Name</div><div>- Email Address</div><div>- Password</div></div>

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		<div>- To log-in using credentials (email and password)</div>
#2-4 APPLICANT MUST AGREE TO THE DATA PRIVACY POLICY	Applicant	<div>Data Privacy Policy will pop-up and the applicant must agree first to the terms and conditions before he/she can proceed to the application form.</div> <div>A.) Applicant agrees - to fill out the Application Form</div> <div>B.) Applicant disagrees - message will pop-up that he/she cannot proceed with the application</div>
#2-5 APPLICANT TO FILL-OUT THE APPLICATION FORM	Applicant	<div><u>Form A- Application Data Form (Application Information) includes: (NON-ACAD?)</u></div> <div>Position Applied</div> <div><div>• must be blank first on this stage, it will only be filled depending on the job post where he/she will drop his/her application</div></div> <div>Date Applied</div> <div>Source:</div> <div><div>• Jobstreet</div><div>• Job Fair</div><div>• Social Media</div><div>• Walk In</div><div>• Referral: _____ <<who?</div><div>• Others: _____ <<to be specified</div></div> <div>Employment Type:</div> <div><div>• Full-time / Probationary</div><div>• Part-time</div><div>• Project-Based</div><div>• Fixed-Term</div><div>• must be blank first on this stage, it will only be filled depending on the job post where he/she will drop his/her application</div></div> <div>Date available</div> <div>Latin Awards/Honors</div> <div>TESDA certifications</div> <div>Others</div> <div>*****</div> <div><u>Form A- Application Data Form includes:</u></div> <div>Personal Details:</div> <div><div>- Name</div><div>- Nickname</div><div>- Present Address</div><div>- Contact Number</div><div>- Provincial Address</div><div>- Date of Birth</div></div>

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- Email Address
- Place of Birth
- SSS No.
- Civil Status
- TIN
- Citizenship
- Philhealth No.
- Religion
- PagIBIG No.
- Driver’s License (Pro, NonPro, Restriction)
- Gender
- Other Licenses

Educational Background:<<in tabular form

Educational Level

- Graduate School – Name of Institution, Address, Degree Earned, Date Attended
- Tertiary – Name of Institution, Address, Degree Earned, Date Attended
- Secondary – Name of Institution, Address, Degree Earned, Date Attended

Are you a licensed professional? – No/Yes, please indicate type and license no.

Application Reference:

Currently Employed? – No/Yes

Previously Employed Here? – No/Yes

Related by 6th degree of consanguinity or affinity up to any employee of AMA? - No/Yes _____.

Have you ever been dismissed by your former employers for any administrative or just cause? If yes, please give details.

Have you ever been involved in any administrative, civil or criminal case? If yes, please give details.

Employment History <<list most recent employment first

- Employer- Supervisor/Contact Number/Company Phone
- Job Title- Starting Pay Rate
- Address
- Ending Pay Rate
- Date Employed
- Reason for Separation

Training/Seminar Attended:

- Title
- Date Attended
- Resource Speaker

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		<p>Family Information:</p> <ul style="list-style-type: none">- Relationship<ul style="list-style-type: none">• Father, Mother, Spouse, Children (Maximum of 3 input fields), Siblings (Maximum of 3 input fields)• Name, Birthday, Occupation, Address, Contact Number of the list above <p>Sketch Map of Residence</p> <p>For Teaching Position only:</p> <ul style="list-style-type: none">- Subject Taught, School, Inclusive Dates, Salary <p>- to attach 1x1 photo</p> <p>- to attach updated CV/resume (PDF)</p>
#2-6 APPLICANT CHOOSES WHERE TO APPLY	Applicant	<p>Can search job posts</p> <p>Can apply to multiple job posts</p> <p>Applicant can now choose to where he/she will drop his/her application</p> <p>ACTION : Submit Application</p> <p>Application Form will be pre-filled, position applied for and employee type will be filled on this stage only depending on the job post</p>
#2-7 APPLICANT MUST COMPLY WITH THE CONSENT FORM	Applicant	<p>Once the applicant chooses to submit application to a specific job post, he/she will be redirected to the consent form (either faculty/non-faculty depending on the position applied for)</p> <p>Consent Form and Application Form must be downloaded, signed and uploaded subject to checking of HR</p> <p>Form A- Application Data Form</p> <p>Form P - Consent Form - Faculty Applicant includes:</p> <p>(FOR FACULTY APPLICANT/EMPLOYEE)</p> <p>I, _____, of legal age, Filipino, being a faculty applicant of _____, affirm that:</p>

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- | | | |
|--|--|--|
| | | <p>1. _____ may process information about me which includes my name, address, date of birth, citizenship, gender, contract information (mobile number and email), educational background, information on previous employment, medical and health related documents and declarations, government issued identifications such as BIR, PAG IBIG, SSS, Philhealth, NBI clearance, medical and health related tests, performance evaluations, benefit claims, potential administrative or legal cases and other information which may be considered personal and sensitive personal information (collectively, Personal Information) under the Data Privacy Act of 2012. Processing is any operation performed in the Personal Information, such as but not limited to, collection, retention, disclosure, publication and destruction (“Processing”).</p> <p>2. The processing of my personal information is for the purposes of:</p> <ul style="list-style-type: none">a. Validation and identification of the applicant/employeeb. Employment assessment and evaluationc. Verification such as background checks and educational attainment verificationd. Lawful non-commercial information by the _____ with respect to its legitimate interestse. Protection of the health and vital interest of the applicant/employee thru medical or health evaluation and activitiesf. Payroll processes, benefits processing, performance evaluations, disciplinary actions and other administrative tasksg. Setting up or processing needed in human resources information systems.h. Use in religious practicesi. Processing of grants of documents needed in partnerships that _____ will undertakej. Use in emergency situations to protect the vital and medical interest of the applicant/employee. <p>3. _____ may share or disclose my Personal Information to:</p> <ul style="list-style-type: none">a. Colleges, Departments and Units relevant to the position currently held by the employee or is being applied for by the applicant;b. Government agencies where mandatory reporting is required such as BIR, SSS, PAGIBIG, PhilHealth and DOLE and other appropriate government agencies or offices;c. For medical or health related requirements;d. School Libraries for monitoring of library usage;e. School Security and Discipline Office for maintaining security to the school;f. Accrediting agencies or organizations that _____ seeks to be accredited to or participate in;g. Public Information dissemination in cases where the faculty is being recognized by _____ or other organizations in cases where personal data of the faculty is directly a participant of and is needed for publication of academic and research works.h. Employment information requests by prospective organizations that the employee is transferring to or applying for;i. Personal Data shall not be shared with parties not currently stated without prior additional consent from the data subject. |
|--|--|--|

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4. All applicants/employees data are maintained by the Human Resources Department upon acceptance. Such data is stored by HR Department in perpetuity as to provide a service to support requirements of the data subject to their right to access, right to correct, right to data portability as in the case of benefits claims document requirements. There is a clause under the Data Privacy Act on not allowing perpetual storage of personal data. However, for undeclared and unforeseen purposes, HR Department is acquiring the consent of the applicant/employee as the purpose is clearly declared and foreseen as previously stated. In case of separated employees, the period of retention is ten (10) years.

5. All applicants that were not accepted, the personal data collected of the applicant shall be kept for a period of one (1) year from application period. Upon the lapse of the one (1) year period, paper documents shall be shredded for secure disposal. Electronic records shall be deleted securely as well. In case of separated employees, the personal data collected shall be kept for a period of ten (10) years. Upon the lapse of the ten (10) year period, paper documents shall be shredded for secure disposal. Electronic records shall be deleted securely as well.

Under RA 10173 also known as the Data Privacy Act of 2012, the following are the rights of the Data Subject:

1. The right to be informed means that the data subject has the right to know when his or her personal data shall be, are being, or have been processed.
2. The right to access involves being able to compel any entity possessing any personal data to provide the data subject with a description of such data in its possession, as well as the purposes for which they are to be or are being processed.
3. The right to object requires that the consent of the data subject be secured in the collecting and processing of his or her data.
4. The right to erasure or blocking allows the data subject to suspend, withdraw or order the blocking, removal, destruction of his or her personal information from the personal information controller’s filing system upon discovery and substantial proof that the personal information are incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected.
5. The right to rectify allows the data subject to dispute any inaccuracy or error in the personal information processed, and to have the personal information controller correct it immediately.
6. The right to data portability enables the data subject to obtain and electronically move, copy, or transfer personal data for further use.
7. The right to file a complaint with the National Privacy Commission.
8. The right to damages entitles the aggrieved data subject to be indemnified for any damages sustained due to inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of his or her personal information.

Signature over Printed Name

Date Signed

Form Q - Consent Form – Non- Faculty Applicant includes:
(FOR NON FACULTY APPLICANT/EMPLOYEE)

I, _____, of legal age, being an applicant/employee of _____ affirm that:

1. _____ may process information about me which includes my name, address, date of birth, citizenship, gender, contract information (mobile number and email), birth certificate, marriage certificate (if any), dependent certificate (if any), government issued identifications (TIN, PAG IBIG, SSS, Philhealth), NBI clearance, educational background (transcript of records and diploma), certificates of awards and recognition, certificates from trainings, certificate of employment, background investigation necessary to get information on previous employment, medical and health related documents and declarations, and other information which may be considered personal and sensitive personal information (collectively, Personal Information) under the Data Privacy Act of 2012. Processing is any operation performed in the Personal Information, such as but not limited to, collection, retention, disclosure, publication and destruction (“Processing”).

2. The processing of my personal information is for the purposes of:

- a. Validation and identification of the applicant/employee
- b. Employment assessment and evaluation
- c. Verification such as background checks and educational attainment verification
- d. Lawful non-commercial information with respect to its legitimate interests
- e. Protection of the health and vital interest of the applicant/employee thru medical or health evaluation and activities
- f. Payroll processes, benefits processing, disciplinary actions and other administrative tasks
- g. Setting up or processing needed in human resources information systems.
- h. Processing of grants of documents needed in partnerships that _____ will undertake
- i. Use in emergency situations to protect the vital and medical interest of the applicant/employee.

3. _____ may share or disclose my Personal Information to:

- a. Colleges, Departments and Units relevant to the position currently held by the employee or is being applied for by the applicant
- b. Government agencies where mandatory reporting is required such as BIR, SSS, PAG IBIG, PhilHealth and DOLE and other appropriate government agencies or offices
- c. For medical or health related requirements
- d. Employment information requests by prospective organizations that the employee is transferring to or applying for.
- e. Personal Data SHALL NOT be shared with parties not currently stated without prior additional consent from the data subject.

4. All applicant/employee are maintained by the Human Resources Department upon acceptance. Such data is stored by HR Department in perpetuity as to provide a service to support requirements of the data subject for their right to access, right to correct, right to data portability as in the case of benefits claims document requirements. There is a clause under the Data Privacy Act on not allowing perpetual storage of personal data. However, for undeclared and unforeseen purposes, HR Department is acquiring the consent of the applicant/employee as the purpose is clearly declared and foreseen as previously stated. In case of separated employees, the period of retention is ten (10) years.



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		<p>5. All applicants that were not accepted, the personal data collected of the applicant shall be kept for a period of one (1) year from application period. Upon the lapse of the one (1) year period, paper documents shall be shredded for secure disposal. Electronic records shall be deleted securely as well. In case of separated employees, the personal data collected shall be kept for a period of ten (10) years. Upon the lapse of the ten (10) year period, paper documents shall be shredded for secure disposal. Electronic records shall be deleted securely as well.</p> <p>Under RA 10173 also known as the Data Privacy Act of 2012, the following are the rights of the Data Subject:</p> <ol style="list-style-type: none">1. The right to be informed means that the data subject has the right to know when his or her personal data shall be, are being, or have been processed.2. The right to access involves being able to compel any entity possessing any personal data to provide the data subject with a description of such data in its possession, as well as the purposes for which they are to be or are being processed.3. The right to object requires that the consent of the data subject be secured in the collecting and processing of his or her data.4. The right to erasure or blocking allows the data subject to suspend, withdraw or order the blocking, removal, destruction of his or her personal information from the personal information controller’s filing system upon discovery and substantial proof that the personal information are incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected.5. The right to rectify allows the data subject to dispute any inaccuracy or error in the personal information processed, and to have the personal information controller correct it immediately.6. The right to data portability enables the data subject to obtain and electronically move, copy, or transfer personal data for further use.7. The right to file a complaint with the National Privacy Commission.8. The right to damages entitles the aggrieved data subject to be indemnified for any damages sustained due to inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of his or her personal information. <div>Signature over Printed Name</div> <div>Date Signed</div>
#2-8 APPLICANT CAN CHECK THE STATUS OF APPLICATION	Applicant	➤ After submission of application/s, the applicant can check the status of application/s
#2-9 HR TO RECEIVE AND UPDATE THE	HR Recruitment	HR Recruitment must check the submitted applications: <ul style="list-style-type: none">● Not qualified due to qualification of position applied to, but can be hired for future vacancies - must be directed to resume bank / pool.

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STATUS OF SUBMITTED APPLICATIONS		<p>WHO ARE NOT QUALIFIED? HOW TO DETERMINE AND WHERE TO?</p> <ul style="list-style-type: none">• Qualified but not chosen for the position- must be directed to resume bank• Blocked applicants due to some reasons (terminated, with derogatory record in AMA and some other internal policy/restrictions)
#2-10 HR WILL PLACE JOB VACANCIES ON VARIOUS MEDIA	HR Recruitment	<p>IF no applicants can be found in the existing pool, HR-Recruitment will place ads:</p> <ol style="list-style-type: none">a. Job Ads should be based on the approved MRF only.b. For Partners (Jobstreet and Indeed), job posting can be done at any timec. For our own website, job posting can be done at any timed. We will not perform paid advertising: Paper, TV, radio
3 PRE-SCREENING (ENDING: CANDIDATES ARE ENDORSED BY HR TO REQUISITIONER)		
<p>#3-1 HR Recruitment will perform paper screening</p> <p>FORM(S):</p> <p>Form A:</p> <div></div> <p>(A) APPLICATION DATA FORM.pdf</p> <p>Form P:</p> <div></div> <p>(P) CONSENT FORM - FACULTY APPLICAN</p>	HR Recruitment	<p>HR Recruitment will check the CVs and other submitted documents vs. the MRF specifications</p> <ul style="list-style-type: none">• Checking of completeness of documents: Some of these forms are to be completed as the cycle goes• Must have attached signed Application Form (both ACAD/NON-ACAD) <i>Application Data Form (Form A)</i>• Must have attached signed consent form (to meet requirements of National Privacy Commission)• Must have attached CV/Resume


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Form Q:



(Q) CO NSENT FO RM
- NO N FACULTY APP

<div>#3-2 HR will perform FIRST INTERVIEW SCREENING</div> <div>FORM(S):</div> <div>Form H:</div> <div></div> <div>(H) INTERVIEW EVALUATION FORM</div>	HR Recruitment/ Interviewer	<div>HR Recruitment will do initial interviews. Currently over phone/zoom.</div> <div>Once F2F has been implemented again, initial interviews will be at the Head Office for NCR applicants, and via phone for non NCR applicants.</div> <div><div>a. The standard questions for the first interview screening are included and recorded in the INTERVIEW EVALUATION FORM.</div><div>b. A point system is included in theINTERVIEW EVALUATION FORM. (<i>Evaluation Form data (Form H)</i>)</div></div> <div><div><div>• HR Recruitment should record their comments in the INTERVIEW EVALUATION FORM. (as applicable since this is paper review and not interview, not all items in the interview form are applicable)</div></div></div> <div>*****</div> <div><i>Form H - Interview Evaluation Form includes:</i></div> <div><div>Candidate</div><div>Interviewer</div><div>Dimensions</div><div>Date Interviewed</div><div>Position of Interviewer</div><div>Evaluation: High 10, 9, 8, 7, 6, 5, 4, 3, 2, 1 Low</div><div>Comments</div></div> <div><<this should be in line with all categories (not per question)</div> <div><div>Personality</div><div><div>• Is the candidate pleasant? Is he friendly?</div><div>• Does the candidate dress appropriately?</div><div>• Grooming, dress, personal habit should be evaluated from a client’s point of view.</div></div></div> <div><div>Communication Skills</div><div><div>• Does the candidate listen when you talk?</div><div>• Does the candidate respond openly and warmly?</div><div>• Does the candidate use appropriate grammar and vocabulary?</div><div>• Does the candidate speak with a confident tone of voice?</div><div>• Is the candidate’s voice well-modulated?</div><div>• Does the candidate maintain an attentive posture?</div></div></div> <div><div>Analytical Skills/Problem Assessment</div><div><div>• Does the candidate show insight when expressing ideas?</div></div></div>





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		<ul style="list-style-type: none">Do past decisions make sense relative to maturity and knowledge? <p>Achievement Orientation</p> <ul style="list-style-type: none">Is the candidate result-oriented?Does the candidate show creativity and innovation? <p>Leadership/Management</p> <ul style="list-style-type: none">Is the candidate good in planning and organizing?Is he good in-group leadership and in developing people? <p>Relationship Management</p> <ul style="list-style-type: none">Does the candidate seek contacts or networks and pursue friendly relationships with people?Does the candidate build rapport through formal or informal/casual contacts with people who may be valuable to the organization? <p>Job Fit</p> <ul style="list-style-type: none">Is the candidate flexible and adaptable to changes?Does the candidate show commitment/seem to stay long? <p>Total Points<<if possible, automate the sum of the selected evaluation scores</p> <p>Overall Evaluation</p> <ul style="list-style-type: none">What do you think are the candidate’s strengths?What do you think are the candidate’s weaknesses?If you had to make hiring decision based on this interview, what would it be? Yes/NoWhat course of action would you recommend for this candidate? <p>HR Recruitment will decide:</p> <ul style="list-style-type: none">Candidate Okay for next roundCandidate Not Okay. Unselected applicants will be marked and returned to the general pool / resume bank.
#3-3 Applicant should take Exams	Applicant and HR Recruitment	<p>The following standard tests will be conducted: ACAD/NON-ACAD Exam (Essay Exams- Manager and Up, ACAD, Rank & File, Sup)</p> <p>HR Recruitment will decide:</p> <ol style="list-style-type: none">Candidate Okay for next roundCandidate Not Okay. Unselected applicants will be marked and returned to the general pool / resume bank.
#3-4 Applicant should submit an	Applicant and HR Recruitment	<p>Applicant should submit essay as appropriate</p> <p>EXAM CATEGORY IS DEPEND ON LEVEL AND POSITION?</p>

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<div>Essay</div> <div>FORM(S):</div> <div>Form D:</div> <div><div>(D) ESSAY - MANAGERS & UP.pc</div></div> <div>Form E:</div> <div><div>(E) ESSAY EXAM - ACAD.pdf</div></div> <div>Form F:</div> <div><div>(F) ESSAY EXAM - RANK & FILE.pdf</div></div> <div>Form G:</div> <div><div>(G) ESSAY - SUPERVISOR.pdf</div></div>	<div>*****</div> <div>Form D - Essay - Managers & Up includes:</div> <div>ESSAY: In not less than 200 words per item number, please answer the following questions.</div> <div><div>1. Amongst tens and hundreds of candidates what gives you the edge that will convince AMA to hire you? What are your most valuable traits? Site an example on when you have shown that trait which made you stand out.</div><div>2. As a leader we are faced with numerous targets and deadlines. How will you manage and meet each deadline and target? Expound your ideas and solutions.</div><div>3. Tell me about the most difficult team/department you’ve ever lead. Why were they difficult, and how did you handle the team/department</div></div> <div>Form G - Essay – Supervisor includes:</div> <div>ESSAY: In not less than 200 words per item number, please answer the following questions.</div> <div><div>1. Knowing all your strengths and weaknesses, state one of each that you think has the most effect to your professional career, briefly explain why.</div><div>2. When handling tasks, we always make an orderly and organized way of finishing on or before the deadline. Give us a time where you can say that you have efficiently accomplished a task on or before the given deadline.</div><div>3. What is the most challenging part of your daily routine, and how do you coup with the struggles that you face with it.</div></div> <div>Form F - Essay Exam –Rank & File includes:</div> <div>ESSAY: In not less than 200 words per item number, please answer the following questions.</div> <div><div>1. What are your strengths and weaknesses? How would you capitalize and improve these characteristics?</div><div>2. Where do you see yourself in 5 years’ time?</div><div>3. Why should AMA hire you? What distinguishes you from the others?</div></div> <div>Form E - Essay Exam –ACAD includes:</div> <div>ESSAY: In not less than 200 words per item number, please answer the following questions.<<once reached yung maximum words, hindi na allowed mag type</div> <div><div>1. Why did you choose teaching as a profession?</div><div>2. What type of teacher will you consider yourself?</div><div>3. How do you plan to handle “difficult” students?</div><div>4. As a teacher, what can you contribute to the AMA Education System and to the teaching profession as whole?</div></div> <div>*****</div> <div>HR Recruitment will decide:</div> <div><div>a. Candidate Okay for next round</div></div>
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		b. Candidate Not Okay. Unselected applicants will be marked and returned to the general pool / resume bank.
#3-5 HR uses the criteria evaluation sheet to verify if the applicant who passed the exam will meet the overall criteria for hiring	HR-Recruitment	<p><u><i>Form O –Updated Non-ACAD Criteria For Hiring includes:</i></u></p> <p>Name Position Date Branch</p> <p>Guidelines/Policy:</p> <ol style="list-style-type: none">1. This new Criteria for Hiring of new employees focuses more on Intelligence (Exam Result), Skills (WorkingExperience) and Wit (Interview Result) of the applicants.2. Passing grade is 80% for all positions.3. Applicants must show original certificate of seminar,professional ID, membership ID in order for him/her to earn the additional points.4. Working experience must be related to the position applied. <p>Behavioral Interview Assessment:</p> <p><i>1 = Poor</i> <i>2 = Below Average</i> <i>3 = Average</i> <i>4 = Above Average</i> <i>5 = Excellent</i></p> <p>Appearance</p> <ul style="list-style-type: none">Communication SkillsInterpersonal SkillsCulture FitInterest in the JobTotal <p>Criteria for Hiring (NON-ACAD):</p> <p><<Format: <i>Factors – Director Up – Manager – Supervisor – Rank & File</i></p> <p>I. Education</p>

		<div>I.A. School – Director Up (15%), Manager (15%), Supervisor (15%), Rank & File (10%)</div> <div>I.B. Degree– Director Up (15%), Manager (15%), Supervisor (15%), Rank & File (10%)</div> <div><ul style="list-style-type: none">CollegeVocationalHigh School Level</div> <div>II. Working Experience</div> <div><ul style="list-style-type: none">6 years up – Director Up (40%), Manager (40%), Supervisor (25%), Rank & File (25%)5 to 6 years – Director Up (35%), Manager (35%), Supervisor (25%), Rank & File (25%)4 to 5 years – Director Up (30%), Manager (30%), Supervisor (25%), Rank & File (25%)3 to 4 years– Director Up (25%), Manager (25%), Supervisor (20%), Rank & File (20%)2 to 3 years – Director Up (20%), Manager (20%), Supervisor (15%), Rank & File (20%)1 to 2 years– Director Up (15%), Manager (15%), Supervisor (10%), Rank & File (18%)Fresh grad/Below 1– Director Up (0%), Manager (0%), Supervisor (0%), Rank & File (15%)</div> <div>III. Exam Result</div> <div>Supervisor Exam</div> <div><ul style="list-style-type: none">60-70 – Director Up (-), Manager (-), Supervisor (25%), Rank & File (-)45-59 – Director Up (-), Manager (-), Supervisor (20%), Rank & File (-)37-44 – Director Up (-), Manager (-), Supervisor (15%), Rank & File (-)30-36 – Director Up (-), Manager (-), Supervisor (10%), Rank & File (-)29 and below – Director Up (-), Manager (-), Supervisor (0%), Rank & File (-)</div> <div>Rank & File; Specialist</div> <div><ul style="list-style-type: none">60-70 – Director Up (-), Manager (-), Supervisor (-), Rank & File (20%)45-59 – Director Up (-), Manager (-), Supervisor (-), Rank & File (15%)37-44 – Director Up (-), Manager (-), Supervisor (-), Rank & File (10%)30-36 – Director Up (-), Manager (-), Supervisor (-), Rank & File (5%)29 and below – Director Up (-), Manager (-), Supervisor (-), Rank & File (0)</div> <div>Higher Education</div> <div><ul style="list-style-type: none">Doctorate – Director Up (5%), Manager (5%), Supervisor (5%), Rank & File (0%)Masteral – Director Up (3%), Manager (3%), Supervisor (3%), Rank & File (3%)</div> <div>IV.Interview Result</div> <div><ul style="list-style-type: none">21-25 – Director Up (40%), Manager (40%), Supervisor (35%), Rank & File (35%)16-20 – Director Up (35%), Manager (35%), Supervisor (30%), Rank & File (25%)15 – Director Up (25%), Manager (25%), Supervisor (25%), Rank & File (15%)14-0 – Director Up (0%), Manager (0%), Supervisor (0%), Rank & File (0%)</div>
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	<div>V. Outstanding Achievements/Awards/Professional Recognition<ul style="list-style-type: none">Professional LicenseIndustry Certifications Relevant to Position (Local/International)Honors/ScholarshipDean's ListerTraining Relevant to Field of Specialization/Position (Local)Training Relevant to Field of Specialization/Position (International)Seminars - Leadership and Skills Seminar Relevant to PositionMembership/Accreditation In any Professional Organization / Non-Government Organization Relevant to PositionTotal – 100%, Passing – 80%</div> <div>Total Score: School + Course + Working Experience + Exam Result + Interview Result + Others = Total</div> <div>Technical Assessment: Conducted by Recommendation</div> <div><ul style="list-style-type: none">Applicants will be asked to submit the ff. for criteria evaluation:<ol style="list-style-type: none">TOR & DiplomaCertificate of EmploymentsOther Certifications (trainings/seminars)<ul style="list-style-type: none">Outstanding Achievements/Awards/Professional RecognitionProfessional LicenseIndustry Certifications Relevant to Position (Local/International)Honors/ScholarshipDean's ListerTraining Relevant to Field of Specialization/Position (Local)Training Relevant to Field of Specialization/Position (International)Seminars - Leadership and Skills Seminar Relevant to PositionMembership/Accreditation In any Professional Organization / Non-Government Organization Relevant to PositionThose who will passe the criteria evaluation will proceed to the second round of interview.</div>
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#3-6 HR should monitor the status of requests and applicants	HR Recruitment	<p>MONITORING:</p> <p>Currently, the HR Recruitment records the following in a separate Google Sheet:</p> <ul style="list-style-type: none">• Name of Applicant• Position• Branch• Contact Number• Remarks
#3-7 HR to do FIRST ENDORSEMENT to the requesting department	HR Recruitment	<p>HR Recruitment will select a candidate for endorsement to the requestor</p> <p>HR will select the candidate for endorsement to Department Head based on the MRF qualifications.</p>
4 SCREENING (ENDING: REQUISITOR HAS ENDORSED CANDIDATE FOR HIRING)		
<p>#4-1 Department Head and/or immediate superior to perform SECOND INTERVIEW SCREENING</p> <p>FORM(S):</p> <p>Form H:</p> <div></div> <p>(H) INTERVIEW EVALUATION FORM</p> <p>Form N:</p>	Department Head and/or Immediate Superior	<p>The Department Head and/or Immediate Superior will do second/third interviews. Currently over phone/Zoom. Once F2F has been implemented again, initial interviews will be at the Head Office for NCR applicants, and via phone for non NCR applicants. Interview Results are recorded</p> <ul style="list-style-type: none">a. The standard questions for the first interview screening are included and recorded in the INTERVIEW EVALUATION FORM.b. A point system is included in theINTERVIEW EVALUATION FORM. (<i>Interview Evaluation Form data (Form H)</i>)c. For ACAD - second interview and teaching demo. <p>Department Head will decide:</p> <ul style="list-style-type: none">c. Candidate Okay to Hired. Candidate Not Okay to Hire. Unselected applicants will be marked and returned to the general pool / resume bank. <p>NOTE: Sometimes, the immediate superior or unit head is also asked to interview before the department head. The same process applies</p>

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(N) TEACHING
DEMO.doc

5 DECISION (ENDING: The applicant is hired or not)

#5-1 HR Recruitment performs Final Endorsement for Hiring	HR Recruitment AAL Chairman	<p>HR recruitment prepares the Job Offer details:</p> <ul style="list-style-type: none">• Job details• Position• Compensation Package etc• Working Hours <p>Head of HR endorses to the Chair for hiring This is an endorsement for hiring of selected candidates with job offer details already (currently sent thru AAL via Viber for Chairman’s approval).</p> <p>Example: Dear Sir ARA, this is to request approval of the following: MRF: 1.Project Manager (Picar A) - replacement of Jessica Nucom (dropdown of approved MRFs)</p> <p>Manual Appointment and NDB:</p> <p>1. Request to hire Engr. Ivan Cliff Santiago as Project Engineer (probationary status) with the rate of Php 30,100.00 (Mgr. 4, Normal Plantilla).</p> <p>Remarks: The candidate has a very good exposure on project management gained from real estate industries.</p> <p>Working Schedule: WFO, maximum of 8 hours (dropdown of available working schedules/TK code</p> <p>Thank you.</p> <p>Chairman approves or disapproves. If disapproved, start the recruitment cycle again</p>
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<div>#5-2 HR Recruitment prepares the Job Offer and makes the offer</div> <div>FORM(S): Form M:</div> <div> (M) PRE-EMPLOYMENT R</div>	HR Recruitment	<div>There are no forms for the job offer. This is done verbally via phone call or in person by HRD.</div> <div>The job offer includes:</div> <ul style="list-style-type: none">• Salary• Benefits package• Instructions for pre-employment requirements
<div>#5-3 Applicant Accepts OR Rejects the Offer</div>	Applicant	<div>Applicant may agree</div> <div>Applicants may decline. In which case, repeat the entire process</div>
<div>6 REQUIREMENTS PHASE (ENDING: Potential Employee is ready)</div>		
<div>#6-1 HR asks applicant to complete all pre-employment requirements</div>	HR recruitment	<div>IF applicant accepts the offer, HR Recruitment asks applicant to do pre-employment procedures</div> <div>This has a deadline</div> <div>Form M - Pre-Employment Requirements includes:</div> <div><div>Name</div><div>Position</div><div>Date</div><div>Description</div></div> <div>Essential Requirements:</div> <div>Government Mandated Identification Number</div> <ul style="list-style-type: none">• SSS Identification Number (E1, E4 or ID) – Qty: 1, Validated by, Remarks/Date Received• Tax Identification Number (1902, 2305 or ID) – Qty: 1, Validated by, Remarks/Date Received• Philhealth Identification Number (PMRF or ID) – Qty: 1, Validated by, Remarks/Date Received• HDMF/PAGIBIG Identification Number (MRF or ID) – Qty: 1, Validated by, Remarks/Date Received

	<div>Educational and Occupational History<ul style="list-style-type: none">• Transcript of Records – Qty: 1, Validated by, Remarks/Date Received• Diploma – Qty: 1, Validated by, Remarks/Date Received• Certificate of Employments – Qty: 1, Validated by, Remarks/Date Received• Professional License, if required – Qty: 1, Validated by, Remarks/Date ReceivedIdentity and Dependents’ Validation<ul style="list-style-type: none">• NBI Clearance – Qty: 1, Validated by, Remarks/Date Received• Birth Certificate – Qty: 1, Validated by, Remarks/Date Received• Marriage Certificate, if any – Qty: 1, Validated by, Remarks/Date Received• Dependent’s Birth Certificate, if any – Qty: 1, Validated by, Remarks/Date Received• 1x1 Picture, White Background** – Qty: 2, Validated by, Remarks/Date Received• 3R-Half Body, White Background (Corporate Attire)** – Qty: 2, Validated by, Remarks/Date ReceivedMedical and Health Validation<ul style="list-style-type: none">• Medical Certificate (from accredited Health Provider, – Qty: 2, Validated by, Remarks/Date ReceivedOthers<ul style="list-style-type: none">• Background Check Form<ul style="list-style-type: none">o From 2 different previous employer – Qty: 2, Validated by, Remarks/Date Receivedo For no work experience yetOJT immediate Supervisor or HR – Qty: 1, Validated by, Remarks/Date Received University/School/Colleges/Institution you finished your Bachelor’s Degree. (Previous Professor, Dean, Organization Adviser) – Qty: 1, Validated by, Remarks/Date Received</div> <div>Secondary Requirements<ul style="list-style-type: none">- Certificates of Awards and Recognition – Qty: 1, Validated by, Remarks/Date Received- Certificates from Trainings – Qty: 1, Validated by, Remarks/Date Received- Other Credentials – Qty: 1, Validated by, Remarks/Date Received<div><i>*Please bring original documents Pre-Employment</i></div><div>Other Essential Reminders<ol style="list-style-type: none">1. Strictly maximum of 5 working days is given to process your Pre-Employment Requirements. Kindly submit your complete requirements on or before_____. Delay of completion of requirements may affect your application status. (This instruction depends on the urgency of the position.)2. Should you have any queries kindly contact us in Tel No. 737-5531/5533 Mobile No. 0926-6646-095 or you may email us at hr-recruitment@amaes.edu.ph.</div><div>Character Reference</div></div>
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		<p>NOTE: At least 2; we prefer former immediate supervisor or former professor, if fresh graduate</p> <ul style="list-style-type: none">• Name• Position• Company• Contact Number <p>*****</p> <p>ACTIONS (per item of requirement):</p> <ul style="list-style-type: none">- APPROVE- REJECT (must put remarks for reason of rejection and instructions on what to do in order to be approved)
#6-2 Applicant submits pre-employment requirements	Applicant	<p>Must submit all the above requirements within the allowed time:</p> <ul style="list-style-type: none">• Pre-Employment Requirements Form/Checklist (both ACAD/NON ACAD)• Background Check Checklist (both ACAD/NON ACAD)• Nepotism Policy Undertaking Form ((both ACAD/NON ACAD)• Medical Endorsement (for NCR applicants only)
<p>#6-3 HR performs background check from prior employers</p> <p>FORM(S):</p> <p>Form M:</p> <div><p>(M)</p><p>PRE-EMPLOYMENT F</p></div> <p>Form B:</p> <div><p>(B) BACKGRO UND CHECK FORM.pdf</p></div>	Past employer of the applicant	<p>*****</p> <p><u>Form B –Background Check Form includes:</u></p> <p>Consent: Dear Sir / Madam: Our company is presently verifying the personal and work-related background of _____ who is one of our new employees. This background check is a standard operating procedure of our company in order to properly evaluate the qualification and character of all new hires. As former Supervisor / Colleague of the subject person, may we request you to fill up the form below. Rest assured that your responses shall be treated with utmost confidentiality. Name of HR, Department, Date</p> <p>Employment History: Name of Company / College / Department Last position held Salary: Monthly basic Date hired No. of staff directly supervised</p>

<div>Form L:</div> <div></div> <div>(L) NEPOTISM POLICY UNDERTAKIN</div> <div>Form I:</div> <div></div> <div>(I) MEDICAL ENDORSEMENT.pdf</div> <div>Form O:</div> <div></div> <div>(O) UPDATED NON ACAD CRITERIA FOR</div>	<div>Reason for leaving</div> <div>Date of Resignation</div> <div>1. Based on your company records and 201 file, has the subject employee been charged / found guilty of any offense / violation? - No/Yes, specify</div> <div>2. Has the subject been given an award, citation, commendation, or promotion based on actual performance on the job? - No/Yes, specify</div> <div>3. Is the subject eligible for rehire? - No, specify/Yes</div> <div>Interpersonal Relations:</div> <div>Very Poor (1), Poor (2), Fair (3), Good (4), Excellent (5)</div> <div>1. Relationship of the subject w/ immediate superior</div> <div>2. Relation of the subject w/ colleagues</div> <div>3. Relation of the subject with subordinates</div> <div>4. Relation of the subject w/ clients</div> <div>Work Attitude And Capabilities:</div> <div>Very Poor (1), Poor (2), Fair (3), Good (4), Excellent (5)</div> <div>1. How would you rate the work efficiency level of the subject?</div> <div>2. How would you rate the work effectiveness of the subject?</div> <div>3. Please rate his/her potential to handle the position</div> <div>General Information:</div> <div>1. What type of work does the subject like to do?</div> <div>2. Any information on the strengths / weaknesses of the subject?</div> <div>3. Please give an attendance evaluation of the subject.</div> <div>4. Please give an overall assessment of the subject as a whole in terms of his/her performance on the job.</div> <div>Informant:</div> <div>Name & Signature</div> <div>Relation With Subject – Official, Designation</div> <div>Telephone Number</div> <div>E-Mail</div> <div>Signature</div>
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#6-4 HR Recruitment to ensure that applicant undergoes medical checkup	HR Recruitment	<p><i>Form I –Medical Endorsement includes:</i></p> <p>ENDORSEMENT FOR PRE-EMPLOYMENT MEDICAL ASSESSMENT</p> <p>The Human Resource Department of AMA Education System represented by _____ of _____ endorses _____, applicant for the position of Accounting Assistant under _____ to undergo PRE-EMPLOYMENT REQUIREMENT which is composed of Hematology, X-Ray, Fecalysis, Urinalysis and Physical Examination.</p> <p>Also, Waiver of Disclosure of Medical Result was signed by the “applicant” (please see paper below) stating that the medical information from this purpose will be issued to the AMA Education System, as the contracting party.</p> <div><div>_____ Signature of HR Representative over Printed Name</div><div>_____ Date Signed</div></div> <p>-----</p> <p>WAIVER OF DISCLOSURE OF MEDICAL RESULT</p> <p>I, _____ , applicant of AMA Education System for the position of _____ at _____ hereby authorize HMI Medical Clinic and Its other accredited Medical Clinic to release to the AMA Education System, my medical information from my personal medical records.</p> <p>I give my permission for this medical information to be used for PRE-EMPLOYMENT PURPOSES ONLY.</p> <p>Signature over Printed Name Date Signed</p> <p>Logo of HMI Address (HMI) Hotline (HMI)</p>
#6-5 Applicant must accomplish the Nepotism Undertaking	Applicant	<p><i>Form L –Nepotism Policy includes:</i></p> <p>REPUBLIC OF THE PHILIPPINES) Quezon City S.S.)</p> <p>Nepotism Policy Undertaking</p> <p>I, _____, of legal age, Filipino and with office address at _____, hereby state that:</p>

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1. I am aware and oriented of the nepotism policy of AMA Group of Companies as stated on their HOCOR172017-051 which prohibits the employment of a person who is a relative by affinity or consanguinity up to 6th Degree of current employees.

2. I have checked the names listed on the National Database (NDB) which may be familiar to me including the surname and of my spouse and of my sibling’s spouse which list generated by the NDB is hereby attached with my signature.

3. I do not have any relative whether by blood or any of those relationships arising as a result of marriage within any of the AMA Education System member schools and its Group of Companies.

4. I am aware that once I marry another employee, our employment will temporarily be allowed to continue employment with the company for a period not exceeding 30 days after the date of marriage; hence either of us must resign immediately and do proper turnover.

5. I am aware that once it came to my knowledge that I have any relatives working within the company, one of us must resign immediately which resignation must have been approved by the Human Resources Department, and turnover will be upon management prerogative.

6. If upon investigation it was found out that I made any connivance to conceal my familial relationship, both of us will be sanctioned for “Dishonesty due to Concealment of Nepotism” which is a grave offense and is a ground for dismissal as stated on our employees’ handbook.

7. I, thus, hereby undertake that the following statement is true and correct and aware of the consequence for any misrepresentation to this effect. I am executing this voluntarily, knowingly and intelligently.
- IN WITNESS WHEREOF, I have hereunto set my hands this _____day of _____20 at _____.
- Certified by:
- Signature over Printed Name

Employee No. Date Hired:
- Noted by:
- Human Resource Department

Brand/Branch: AMA EDUCATION SYSTEM-HEAD OFFICE
- SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF ____ 2022 AT AMA EDUCATION SYSTEM
- Doc. No.

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		Book No. Series of 20
#6-6 HR should vet the documents submitted by Applicant	HR Recruitment	HR to validate and vet the documents submitted
7- ON BOARDING		
#7-1 HR must encode employee details into KP	HR Recruitment	<p>Encoding to KP E-201</p> <ul style="list-style-type: none">Once submitted requirements were approved by the HR Head, those will directly be uploaded in E201.Details of the approved MRF will automatically be directed in E201. <p>HR will encode employee details in KP such as:</p> <ul style="list-style-type: none">Company-Branch-Dept (pre-filled from approved appointment)TK Code (pre-filled from approved appointment)Working Schedule (pre-filled from approved appointment)Hiring dateEmployee Status (probee, proj-based, consultant)Basic Pay Scheme TypeRank (pre-filled from approved appointment)Rank Level (pre-filled from approved appointment)Matrix GroupSub GroupBasic Rate Value (pre-filled from approved appointment)Basic Rate LabelPay CurrencyPayout ModeComputation TypeCompBen Group

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		<ul style="list-style-type: none">• Addt'l benefits (allowances, honorarium, etc) (pre-filled from approved appointment)• Personal information (pre-filled from application form)• Educational Attainment (pre-filled from application form)• Character Reference (pre-filled from application form)• Person to Contact in case of Emergency (pre-filled from application form)• Employment History/Background (pre-filled from application form)• Trainings/Seminars Attended• Govt. number (pre-filled from application form)• Employee Approvers
<p>#7-2 HR to ensure that the employee signs the correct employment contract</p> <p>FORM(S): <i>To follow- Employment Contract</i></p>	HR Recruitment Applicant	<p>New process (as suggested by HR): Before onboarding, the contract must be signed by the applicant already.</p> <p>Employment Contract (contract to be generated from the employee E201 once candidate is encoded to system)</p> <p>Once requirements were submitted:</p> <ol style="list-style-type: none">1. Emp ID, etc.2. Encode in KP with HIRING DATE (required). <p>Before the candidate's first day, a signed contract is a must.</p>
<p>#7-3 HR to requests for employee requirements (WFH, Email, PC)</p>	HR Recruitment	<p>Request for the ff: Email - with existing facility WFH Access - with existing facility PC - must be requested by HR to Property (viber approval from Chairman must be attached)</p> <p>(Once encoded, request should be directed to the respective departments/processors)</p> <p><u>Request For Identification Card Form includes:</u></p> <p>Email Company-Branch<< <i>include all company-branches/drop down</i></p>

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		<div><div>Department</div><div>Position</div><div>Employee ID Number</div><div>First Name</div><div>Middle Initial (optional)</div><div>Last Name</div><div>Nickname</div><div>Suffix (optional)</div><div>SSS Number</div><div>PhilHealth Number</div><div>Pag-IBIG Number</div><div>TIN Number</div><div> </div><div>Contact person in case of emergency<ul style="list-style-type: none">NameAddressContact Number</div><div>Half-body picture white background 3R (5inches x 3 & 1/2" inches)</div><div>Upload a photo of your signature</div><div> </div><div>I hereby certify that the information in this form are all true and correct. I attest to its truthfulness and veracity based on my own personal knowledge and belief. - Yes, I agree./No</div></div>
<div>#7-4 HR to send onboarding message and to trigger requests for employee requirements (2) GCash, ID)</div> <div>FORM(S):</div>	HR Recruitment	<div>Once requirements were submitted and validated, welcome message will be sent to the candidate including the ff:<ul style="list-style-type: none">KP account and guide on how to useStart DateInstructions on Gcash and ID request form> ID - temporary ID can be generated by HR to be given to the applicant, but the request must also be submitted to Jincos for release of Barcoded ID</div> <div>> Gcash - must be visible to all HRs subject to enrollment of Ms. Jean to Gcash Portal</div> <div>Other specific instructions such as contact person, branch address, uniform, for onsite employees</div>

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<p>GCash (currently via Google Form): <i>https://docs.google.com/forms/d/1zER4Sz4QY3wUOFocE1YUsUifpE-sEGhc1XMbP-Dlrnc/viewform?edit_requested=true</i></p> <p>ID Request (currently via Google Form): <i>https://docs.google.com/forms/d/1NpqeMwfuWU8wLgiMPoNB1n4iZKGo4k83BzyFgBzWXbM/edit</i></p>	Applicant	<p>*****</p> <p><u>GCash Enrollment Form includes:</u></p> <p>Salary is every 10th and 25th of the month. However, GCash ATM is not available yet, so you are required to download the GCash app to receive updates on your salary.</p> <p>* ANSWER IN ALL CAPITAL LETTERS.</p> <p>* Use your OWN and ACTIVE GCASH number. Make sure to complete the details in the form and attach your valid ID, signature, and photo.</p> <p>* Also please make sure that your registered GCash number is VERIFIED.</p> <p>Employee ID Number</p> <p>Company-Branch<< <i>include all company-branches/drop down</i></p> <p>Active Cell Phone Number</p> <ul style="list-style-type: none">● Example: 09123456789● Avoid using +63 in typing your active mobile number● Make sure that you use your active and verified GCash number <p>First Name</p> <p>Middle Name (optional)</p> <p>Last Name</p> <p>Suffix (optional)</p> <p>Email Address (Must be the SAME email address that you put upon registration in GCash.)</p> <p>Nationality</p> <p>Birth Date</p> <p>Birth Place</p> <p>Valid ID Type</p> <ul style="list-style-type: none">● Driver's License● GSIS E-Card● Integrated Bar Of The Philippines (IBP) ID● NBI Clearance (Unexpired)● OFW ID
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- Overseas Workers Welfare Administration (OWWA) ID
- Police Clearance
- Passport
- Postal ID
- PRC ID
- Seaman's Book
- SSS ID
- TIN ID
- UMID
- Voter's ID
- PhilHealth
- HDMF (Pag-IBIG)

Valid ID Number

Upload a photo of your valid ID*<<maximum of 1 photo only, must be colored, clear, uncut, and readable.*

Upload your 1x1 or 2x2 photo*<<maximum of 1 photo only, graduation photo is NOT allowed. Must be recent photo of the applicant.*

Upload a photo of your valid id with 3 specimen signature on the side*<<no need for back portion of id*

Upload a screenshot of your personal info in GCash app


Complete Residence Address

- House No. / Lot No. / Block No.
- Street Name
- Barangay or Sitio
- Town or Municipality
- Province or City
- Country
- Zip Code

I hereby certify that the information in this form is all true and correct. I attest to its truthfulness and veracity based on my own personal knowledge and belief. - Yes, I agree./No

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<div>#7-5 Employee should undergo the corporate orientation program</div> <div>FORM(S):</div> <div>Form C:</div> <div></div> <div>(C) CORPORATE ORIENTATION CHEC</div>	HR Recruitment Applicant	<div>Presently conducted via AMAES Employee Academy portal using dummy account of HR</div> <div>Modules are already uploaded here for all positions</div> <div>Orientation (if employee academy orientation can be transferred in KP, instructions should pop up on the first day)</div> <div>*****</div> <div>Form C –Corporate Orientation Checklist Includes:</div> <div><div>AMA Education System Holdings, Inc.</div><div>Form Ref. No.: HRD-TRN-001</div><div>Effectivity Date:</div><div><div>Name</div><div>ESSA No.</div><div>Position</div><div>Branch</div></div><div><div>Company Profile</div><div>AMA Education System</div><div>Company History</div><div>Vision, Mission, Values<ul style="list-style-type: none">VisionMissionValues</div></div><div><div>Corporate Officers</div><div>The Founding Chairman</div><div>Vice Chairman</div><div>Key Corporate Officers</div></div></div>
	HR Recruitment Applicant	

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Employee Classification

The Academic Personnel

The Non-academic Personnel

Employment Status

- Fixed Term Employee
- Project-Based Employee
- Probationary Employee
- Regular or Permanent Employee

Essential Employment Policies

Uniform Policy

Work Hours

- Schedule
- Flag Ceremony and Flag Retreat Break time and Meal Periods
- Attendance, Tardiness and Absences
- Penalties to Violators

Other Work Hours Policies

- Holidays
- Suspension of Works

Official Business and Travel Orders

- Policies on Official Business
- Policies on Travel Orders
- OB and TO Accomplishments

Timekeeping and Payroll

- Time Record
- Sanctions on Time Record Violations Payout Schedule
- Payroll Complaint Process

Statutory Benefits

Social Security System

Philhealth

Pagibig Fund

		<div>Paternity Leave</div> <div>Solo Parent Leave</div> <div>13th Month Pay</div> <div>Institutional Benefits</div> <div>Leaves</div> <div>Educational Benefits</div> <div>Financial Assistance</div> <div>Child Allowance</div> <div>Clothing and Uniform Allowance</div> <div>Health Benefits</div> <div>Group Accident Insurance</div> <div>Per Diem and Housing Allowance</div> <div>Penalties And Violations</div> <div>Guidelines, Restrictions, Conduct and Discipline</div> <div>List of Company Violations<ul style="list-style-type: none">● Tardiness● Absenteeism● Dishonesty● Negligence/Inefficiency● Offense against Property● Insubordination and Other Act of Disobedience Disrespect● Offense against Person● Unauthorized Selling Activities</div> <div>Code of Conducts</div> <div>Employee Process And Other Policies</div> <div>Employee Processes<ul style="list-style-type: none">● Regularization and Permanency● Promotion● Salary Adjustment</div>
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- Termination
 - Resignation
- Other Policies
- Exclusive and Full Time Employment Relationships with Superiors and Co-employees Use of Company Property Observance of Safety Measures
 - Observance of Security Measures
 - No Smoking Policy
 - No Loitering Policy
 - Sanitation and Cleanliness - 5S
 - Use of Company Telephone

Navigating MyHRonline Account

Navigating myHRonline Account

New Employee

I hereby acknowledge that all topics stated in this checklist as part of the CORPORATE ORIENTATION were properly covered and facilitated.

Signature over Printed Name _____ Date Signed _____

Facilitated by

Signature over Printed Name _____ Date _____

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#7-6 HR Recruitment tags KP of the hiring date on first day reporting of employee	Recruitment	HR tags the hiring date of employee on actual first day of reporting HR Initially entertains employee HR endorses employee to the head
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