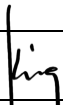

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Prepared by:	Reviewed & Approved by:			
				
Maria Krisma D. Adan	Kathleen D. Reyes, RMT, MHM, DBA			

## 1. PURPOSE

The Company believes that all employees should have direction, challenge and feedback. We want to enable employees to acquire the skills, knowledge and related qualifications that will equip them to perform their duties more efficiently and more effectively. The Company shall come up with training & development initiatives that will serve as foundation in building employees' competence and commitment to ensure that the Company's strategic direction will be realized.

## 2. SCOPE




All employees of Biosite Medical Instruments, Inc.

## 3. ACCOUNTABILITY

- 3.1. The Immediate Superior shall be responsible in the proper training of their subordinates and in identifying the benefits of training. While the HRD shall ensure that training needs are properly identified, approval of the President shall be sought.
- 3.2. For Officers who may wish to attend training courses for continuous growth and development, the approval of the President shall be required.
- 3.3. The Immediate Superior together with a representative from HRD shall make employees aware of the training opportunities open to them. There are certain trainings or education that may require a training agreement. HRD shall ensure that this is properly implemented.
- 3.4. Employees who are trained shall be responsible in sharing their learning with others wherever possible and appropriate. They shall also evaluate the effectiveness of training together with Immediate Superior.

## 4. PROCEDURE

- 4.1. This training procedure will serve as guide to Supervisors, Managers and Officers in identifying training requirements and delivering training programs for the BMI workforce to ensure that training is consistent and implemented based on the requirement of the Company.
  - 4.1.1. Identification of Training Needs
    - 4.1.1.1 The Company's Performance Appraisal Program shall be an important tool in the training need assessment of employees. All employees with people management responsibilities shall be responsible in the proper training of their subordinates and in identifying the benefits of training.
    - 4.1.1.2 Every First Quarter, HR shall review all performance assessment forms that will be submitted by the Department Heads. Based on the feedback and recommendations of the Immediate Superiors, HR will conduct an inventory of training requirements.
    - 4.1.1.3 This will be validated by a competency gap analysis that will be prepared by HRD, in coordination with respective Supervisors and Department Heads.
    - 4.1.1.4 The objective of the competency gap and training needs analysis (TNA) is to come up with a plan on the outsourcing and developing of training programs that will enhance the technical skills and professional capabilities of staff.

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#### 4.1.2. Training Plan

4.1.2.1. The result of the competency gap and training need analysis will be used by HR in the preparation of the “Annual Training Plan”, which will be submitted to the President for approval.

#### 4.1.2.2. In-house Training

4.1.2.2.1 Employees and Managers with potential for training function (keeping in mind their level of competency) in the field of training shall be assigned on a case-to-case basis to deliver training programs that will share his/her expertise on certain specialized field that will benefit the employees and the Company.

4.1.2.2.2 HR shall ensure that required assistance shall be extended to the Trainor/Facilitator particularly with all necessary arrangements for in-house training.

4.1.2.2.3 All in-house training shall be required to submit and endorse the following:

4.1.2.2.4 Attendance Sheet

4.1.2.2.5 Accomplished Feedback Form

4.1.2.2.6 Photocopy of the issued Training certificate

#### 4.1.2.3. External Training

4.1.2.3.1. In cases where external training is required, especially for specialized skills, training centers or schools may be contracted taking into consideration the market reputation and cost of training. Since the Company will be investing resources in training and developing employees the following conditions shall be observed:

4.1.2.3.2. The employee sent for training shall be required to maintain employment with the Company according to the following:




4.1.2.3.2.1.1. For a training investment of P0-10,000.00 - 12 months tie up

4.1.2.3.2.1.2. For a training investment of P20,000.00-P100,000.00 - 24 months tie up

4.1.2.3.2.1.3. For a training investment of P100,000.00 and above - 36 months tie up

4.1.2.3.3. The certificate of attendance and/or accreditation certificate/ID for training or seminars attended will be kept in the 201 file and will only be issued to the employee upon completion of the tie-up.

4.1.2.3.4. The employee is required to endorse all training materials, manuals and tools issued during the training to his/her Department Head and HRD.

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4.1.2.3.5. In case of resignation and the employee is unable to complete the agreed "tie-up" period, he shall reimburse the Company with the cost of training based on the following pro-rated scheme:

$$\frac{\text{Training Investment}}{\text{Tie up period}} \times \text{no. of months unserved}$$

4.1.2.3.6. These conditions shall be stipulated in a training agreement that will be issued for each training program that will be attended by the employee.

4.1.2.3.7. All training proposals shall need the approval of the President.

#### 4.1.3. Training Records

4.1.3.1. HR shall keep track of the training programs attended by all employees and shall be responsible for updating the training records of employees.

4.1.3.2. For employees who will have a tie-up with the Company as condition for training the Certificate of Attendance/Accreditation or ID shall be kept in the 201 file of the concerned employee and shall be issued only after the completion of required "tie-up."

#### 4.1.4. Effectiveness of Training

4.1.4.1 The Department Heads shall be responsible in evaluating the effectiveness of training by thoroughly monitoring the performance of employees. HR shall be continuously informed on any weakness remained on the employee so that this shall be addressed until such time that significant improvement is made.

### 5. REFERENCE DOCUMENTS

None

### 6. FORMS

None

### 7. AMENDMENT CLAUSE

7.1. Management reserves right to change, amend, or further improve this policy, in accordance to the provisions of the law, from time to time as it may deem necessary.