

Annex “A”

BUDGETING AND ACCOUNTING GUIDELINES

Background Information

As provided for under Section 3.2 of the CSR Operations Management Policy, this annex details the process of budget estimation and subsequent accounting for the actual costs and other expenses incurred on projects, programs, and other CSR activities to be undertaken at the SBU levels, in the communities where they operate, in coordination with and under the guidance of the Foundation’s authorized representatives.

All CSR financial transactions shall be based on budgets. The budgeting and accounting process, which are the responsibilities of the Finance functions of the SBUs and Corporate Office, can be done only after the SBUs and the Foundation have completed the selection of projects and other related activities for implementation together with the necessary operational guidelines.

It is imperative therefore that coordination and cooperation among the respective SBU finance officers, CSR champions, SBU heads, and Corporate Office finance representatives be maintained.

Activities and other transactions subject to budgeting and accounting

For a better understanding of all concerned, the following are the activities where the above Guidelines will be applied:

1. Training and orientation on CSR activities and in meeting Corporate Office’s Annual Sustainability Report requirements;
2. Assistance, coordination, and advisory aspects to be provided by the Foundation’s representatives;
3. Costs and expenses relating to projects, programs, and other CSR activities.

There shall be two (2) operating budget estimates to be prepared by the Foundation, as follows: (i) for the costs and other to be entailed in meeting the Corporate Office’s Sustainability Reportorial requirements; and (ii) for its own operating costs relating to its fiduciary responsibilities. Both budgets shall be subject to approval first by the Foundation Board, and then by the Corporate Office board. Once approved, the accounting for Donations follows.

The Role of the SBUs

- The SBU Head and the CSR Project Champion shall be jointly responsible for the preparation of the Annual CSR budget and specific programs, activities, and projects.
- The SBU through the SBU Head and CSR Project Champions shall allot a CSR budget in their Annual Operating Plans (“AOP”), which shall be based on approved CSR projects and programs implementation and mobilization, including other related activities such as attendance to, sponsorship, and execution of selected community programs.
- The CSR Project Champion shall be primarily responsible for the process of fund liquidation and submission of official receipts and other financial documents (including but not limited to Official Receipts, Acknowledge Certification, Certificate of Donation, etc.) to the SBU Finance

Department for the proper conduct of financial reporting fourteen (14) days after the conduct of the activity.

- The SBU through the SBU Head, CSR Project Champions, and SBU Finance Department shall be primarily responsible for the preparation of monthly, quarterly, semi-annual, and annual CSR project accomplishments including the fund utilization and expenses for a certain period.

The Role of the SBU Finance Department

- The SBU Finance Department shall be responsible for ensuring that all transactions are based on the approved budgets, and that all transactions are fully and properly documented.
- The SBU Finance Department shall guide and/or assist the CSR Project Champion in the processing of fund requests, cash advances, payment orders, including checking the liquidation receipts, certificate of donation as part of the proper conduct of liquidation and financial reporting.
- The SBU Finance Department and the SBU head shall prepare and submit the required regular financial reports (monthly, quarterly, and annually) to the Corporate Office and the Foundation.
- The SBU Finance Department, the SBU Head, and the CSR Project Champion shall work together in preparing quarterly CSR financial and sustainability update reports to the Foundation Board.

The Roles of the Foundation and Corporate Office Finance Department

- The Corporate Office Finance Department handles the Foundation's finance and accounting functions. It shall assign accounting staff who shall assist in ensuring not only the reliability of all budget estimates prepared at the SBU level and that of the Foundation but also the proper and reasonable use of the budgeted amounts.
- The Corporate Office Finance Department's accounting staff/s assigned to the Foundation shall oversee the proper observance of the Donation process and ensure that donations are properly taken up in the Foundation's books.
- They shall review the CSR reports of each SBU, and then compile them for consolidation in the Corporate Office's Annual and Sustainability Report.
- They shall help create an Accounting Manual for the Foundation that will serve as a specific guide in terms of accounting procedure, special instructions, reporting requirements, and budgetary information.
- They shall prepare the following reports on behalf of the Foundation:
 1. Total utilization of budget annually
 2. Recording the donations received by the Foundation in the book of Accounts during the year.
 3. Draft annual CSR sustainability report related to Finance matters.
 4. Draft annual financial statements
 5. Other regulatory reports related to financial matters such as financial reports, NSPO, etc.
- The Foundation's CSR officers shall consolidate all the SBU reports and prepare the annual Post-Monitoring Report for approval of the Foundation's board.

ANNEX “B”
RASCI RESPONSIBLE, ACCOUNTABLE, SUPPORTING, CONSULTED, AND INFORMED
(“RASCI”) MATRIX

CSR OPERATIONS MANAGEMENT						
RASCI MATRIX						
#	Process	R	A	S	C	I
1. COMMUNITY MAPPING						
1.1	Prepare Community Mapping and Profiling	SBU CSR Project Champion	SBU Head	Foundation Team	Foundation Team / Corporate Office Corporate Affairs Department	Foundation Board
1.2	Conduct proper courtesy call to barangay units	SBU CSR Project Champion	SBU Head	Foundation Team	Corporate Office Corporate Affairs Department	Foundation Team / Corporate Office Corporate Affairs Department
1.3	Perform needs assessment to identify the top relevant needs of host community	SBU CSR Project Champion	SBU Head	Foundation Team	Corporate Office Corporate Affairs Department	Foundation Board
1.4	Conduct final consultation with community map and profile	SBU CSR Project Champion	SBU Head	Foundation Team	Corporate Office Corporate Affairs Office	Foundation Board
1.5	Prepare and disseminate the standard community mapping template	Foundation Team	Executive Director	SBU Head	Corporate Office Corporate Affairs Department	Foundation Board
1.6	Conduct the CSR Workshops	Foundation Team	Executive Director	SBU Head	Corporate Office Corporate Affairs Department	Foundation Board
2. SELECTION OF THE PROJECTS						
2.1	Ensure that the primary focus in selecting Projects are the identified needs of host communities	SBU CSR Project Champion	SBU Head	Foundation Team	Corporate Office Corporate Affairs Department	Foundation Board of Trustees
2.2	Ensure that the Projects are aligned with and	SBU CSR Project Champion	SBU Head	Foundation Team	Corporate Office Corporate Affairs Department	Foundation Board

	designed to contribute towards SDGs and CSR efforts of the Megawide Group					
2.3	Prepare the Project Proposal	SBU CSR Project Champion	SBU Head	Foundation Team	Corporate Office Corporate Affairs Office	Foundation Board
2.4	Conduct focus group discussions and consultation on needs assessment and community research	Foundation Team	Executive Director	SBU Head	Corporate Office Corporate Affairs Office	Foundation Board
3. IMPLEMENTATION OF THE PROJECTS						
3.1	Prepare and allot a portion of the Budget in the AOP which will fund the Projects	SBU CSR Project Champion	SBU Head	SBU Finance Department	Foundation Team	Foundation Board
3.2	Prepare the Foundation's annual operating budget for the ASR and its fiduciary responsibilities	Foundation Team	Foundation Board	Megawide Chairman	Corporate Office Finance Department	Megawide Board of Directors
3.3	Implement the Project in accordance with the Project Proposal	SBU CSR Project Champion	SBU Head	Foundation Team	Corporate Office Corporate Affairs Department	Foundation Board
3.4	Create and disseminate the Handbook that shall serve as guide in the implementation of the Projects	Foundation Team	Executive Director	SBU Head	Corporate Office Legal Department/ Corporate Office Corporate Affairs Department	Foundation Board
3.5	Endorse contracts related to the Projects	SBU CSR Project Champion	SBU Head	Foundation Team	Corporate Office Legal Department / Corporate Office Corporate Affairs Department	Foundation Board

3.6	Document the implementation of the Projects	SBU CSR Project Champion	SBU Head	Foundation Team	/ Corporate Office Corporate Affairs Department	Foundation Board
3.7	Ensure the required number of manpower and volunteers	SBU CSR Project Champion	SBU Head	SBU Human Resources ("HR") Department	Corporate Office HR Department / Foundation Team	Megawide Chairman and Foundation Board
3.8	Conduct proper liquidation and financial reporting	SBU CSR Project Champion	SBU Head	SBU Finance Department	Foundation Team / Corporate Office Finance Department	Foundation Board
3.9	Evaluate and assess the conduct of the Projects	SBU CSR Project Champion	SBU Head	Foundation Team	Corporate Office Corporate Affairs Department	Foundation Board
4. BUDGETING AND ACCOUNTING						
4.1	Ensure that all transactions are based on the approved budgets, that all the transactions are fully and properly documented	SBU Finance Department	SBU Head	SBU CSR Project Champion	Foundation Team	Foundation Board / Corporate Office Finance Department
4.2	Prepare fund requests, cash advances, payment order or any financial needs related to any CSR project that is reflected to approved AOP and submission of CA liquidation	CSR Project Champion	SBU Head	SBU Finance Department	Foundation Team	
4.2	Assist the CSR Project Champion in the processing of fund requests, cash advances, payment orders, including the checking of liquidation receipts, and	SBU Finance Department	SBU Head	SBU CSR Project Champion	Foundation Team	Foundation Board / Corporate Office Finance Department

	certificate of donation					
4.3	Prepare and submit financial reports (monthly, quarterly, and annually) to the Corporate Office and Foundation	SBU Finance Department	SBU Head	SBU CSR Project Champion	Foundation Team/Corporate Office Finance Department	Foundation Board
4.4	Prepare and submit CSR Financial and Sustainability Report to the Foundation Board	CSR Project Champion/SBU Finance Department	SBU Head		Foundation Team/Corporate Office Finance Department	Foundation Board
4.5	Prepare the Foundation Accounting Manual that includes basic accounting procedure, special instructions, reporting requirements, and budgetary information	Corporate Office Finance Department	Group Chief Financial Officer	SBU Finance Department		Foundation Board
4.6	Prepare reports on behalf of the Foundation related to financial matters such as total utilization of budget annually, etc.	Corporate Office Finance Department	Group Chief Financial Officer	Foundation Team		Foundation Board
5. MONITORING AND REPORTING OF THE PROJECTS						
5.1	Prepare the semi-annual report, monthly accomplishment report, and the Post-Monitoring Requirements	SBU CSR Project Champion	SBU Head	Foundation Team	SBU Finance Department/Corporate Office Corporate Affairs Department	Foundation Board

5.2	Conduct the Monitoring and Reporting Activities	Foundation Team	Executive Director	SBU Head	Corporate Office Corporate Affairs Department / Corporate Office HR Department	Foundation Board
5.3	Process and claim with BIR the allowable tax deductions in relation to the operating expenses incurred in the implementation of the Projects	SBU Finance Department	SBU Head	SBU CSR Project Champion	Foundation Team / Corporate Office Finance Department	Foundation Board
4.4	Consolidate the Post-Monitoring Requirements for sustainability reporting and compliance	Foundation Team	Executive Director	SBU Head/ SBU CSR Project Champion	Corporate Office Finance Department	Foundation Board
5.5	Report to the Foundation's Board the status of the Projects and status of tax claim with BIR	SBU CSR Project Champion	SBU Head	Foundation Team	Corporate Office Finance Department	Foundation Board
5.5	Prepare and file the ASR with relevant regulatory agencies	Corporate Office Investment Relations Office	Megawide Board	Foundation Team/ SBU Head		Foundation Board
6.6	Prepare and file the reports to relevant regulatory authorities governing the Foundation	Foundation Team	Executive Director	Corporate Office Finance Department / Corporate Office HR Department	Corporate Office Legal Department	Foundation Board

ANNEX "C"
Megawide Engineering Excellence Scholarship
RASCI RESPONSIBLE, ACCOUNTABLE, SUPPORTING, CONSULTED, AND INFORMED
("RASCI") MATRIX

RASCI MATRIX						
#	Process	<u>R</u>	<u>A</u>	<u>S</u>	<u>C</u>	<u>I</u>
1. PROCESSING AND EVALUATION						
1.1	Recommend specific courses and schools based on the need and nature of the business	SBU HR Department	SBU Head	Corporate Office HR Department	Foundation Team	Foundation Board
1.2	Set the academic and economic criteria, including standards	Foundation Team	Executive Director	SBU HR Department	Corporate Office HR Department	Foundation Board
1.3	Set additional criteria and requirements based on the nature of the business and future job opportunities	SBU HR Head	SBU Head	Foundation Team	Corporate Office HR Department	Foundation Team
1.4	Validate the documents submitted by the scholarship applicants	Foundation Team	Executive Director	Corporate Office and SBU HR Department		Foundation Board
1.5	Check the completeness and accuracy of the documents submitted by the scholarship applicants	Foundation Team	Executive Director	Corporate Office and SBU HR Department		Foundation Board
1.6	Prepare the list of shortlisted applicants who passed the initial screening	Foundation Lead Program Officer	Executive Director		Corporate Office HR Department	Foundation Board
2. MEES QUALIFYING EXAMINATION						
2.1	Create and draft the set of questionnaires for the qualifying examination of the MEES	SBU HR Head	SBU Head	Corporate Office HR Department	Foundation Team	Foundation Board
2.2	Conduct the qualifying examination for the shortlisted scholarship applicant/s	Foundation Team	Executive Director	SBU HR Department	SBU Head	Foundation Board
2.3	Inform the shortlisted applicants through the scholarship coordinator of the	Foundation Team	Executive Director	SBU HR Department	SBU Head	Foundation Board

	Partner Academic Institution					
2.4	Process and check the examination and rank accordingly	Foundation Team	Executive Director	SBU HR Department	SBU Head	Foundation Board
2.5	Inform the shortlisted applicants regarding the results of the examination	Foundation Team	Executive Director	SBU HR Department	SBU Head	Foundation Board
3. PANEL INTERVIEW WITH THE APPLICANT AND PARENTS						
3.1	Prepare and schedule the dates for Panel Interview with the scholarship applicants	Foundation Team	Executive Director	SBU HR Department	SBU Head	Foundation Board
3.3	Create a Panel of Interviewers composed of representatives from the Foundation team, SBUs, and Corporate Office HR Department	Foundation Team	Executive Director	SBU HR Department	SBU Head	Foundation Board
3.4	Prepare a standard set of questionnaires based on the guidelines of DSWD	Foundation Team	Executive Director	SBU HR Department	SBU Head	Foundation Board
3.5	Prepare a set of questionnaires based on the HR standard procedure to identify suitability for the program	SBU HR Department	Corporate Office Chief HR Officer	Foundation Team	SBU Head	Foundation Board
4. HOME AND SCHOOL VISITATION, SHORTLISTING, AND RANKING						
4.1	Prepare the date of home/school visitation and inform the applicant one week after the result of the qualification examination	Foundation Team	Executive Director	SBU HR Department	SBU Head/ Corporate Office HR Department	Foundation Team
4.2	Create a home and school visitation team composed of representatives from the Foundation team and respective SBUs	Foundation Team	Executive Director	SBU HR Department	SBU Head	Foundation Board
4.3	Create standard visitation forms based on the standards set by DSWD	Foundation Team	Executive Director	SBU HR Department	SBU Head	Foundation Board

4.4	Gather the results of the screening component and compute the scores for ranking purposes	Foundation Team	Executive Director	SBU HR Department	SBU Head	Foundation Board
4.5	Document the process of home and school visitations, shortlisting, and ranking of overall criteria component	Foundation Team	Executive Director	SBU HR Department	SBU Head	Foundation Board
4.6	Prepare the list of MEES-qualified applicants for approval by the SBU Head	Foundation Team	Executive Director	Corporate Office and SBU HR Department	SBU Head	Foundation Board
5. RESULTS						
5.1	Prepare and release the approved qualifiers for the MEES program	Foundation Team	Executive Director	SBU HR Department	SBU Head and Corporate Office HR Department	Foundation Board
5.2	Approve and accept the proposed qualified shortlisted applicants equivalent to the package sponsored by the SBU	SBU HR Department	SBU Head	Foundation Team	Corporate Office HR Department	Foundation Board
6. BUDGET						
6.1	Finance the funding of MEES implementation and include the budget in the Annual Operating Plan	SBU Finance Department	SBU Head		Foundation Team	Foundation Board
6.2	Prepare the Scholarship Package, including the breakdown of support and social events	Foundation Team	Executive Director		SBU Head	Foundation Board
6.3	Prepare fund requests, cash advances ("CA"), payment orders or any financial needs related to MEES that are reflected in the approved AOP, and submit CA liquidation	Foundation Team	Executive Director	SBU Finance Department	SBU Head	Foundation Board
6.4	Assist the Foundation Champion in the processing of the fund	Corporate Office Finance Department	Foundation Treasurer	Foundation Team		Foundation Board / Group Chief

	requests, cash advances, and payment orders, including the checking of liquidation receipts, and certificates of donation					Financial Officer
6.5	Prepare and submit financial reports (monthly, quarterly, and annually) to the Corporate Office and SBU for the scholarship package	Corporate Office Finance Department	Foundation Team	Foundation Treasurer	SBU Head	Foundation Board
6.6	Prepare reports on behalf of the Foundation related to financial matters such as total utilization of budget annually, etc.	Corporate Office Finance Department	Group Chief Financial Officer	Foundation Team		Foundation Board

7. SCHOLARSHIP IMPLEMENTATION

7.1	Prepare case management procedures set by DSWD, such as the preparation of Social Case Study Reports, Progress Reports (home and school visitation), and design the psycho-social programs, regular monitoring, counseling, and social events	Foundation Team	Executive Director	SBU Head	Corporate Office/SBU HR Department	Foundation Board
7.2	Prepare and design technical skills workshops and learning tours for the scholars every summer and semestral breaks, including Mega Mentoring and Assigning of Mentors to the Scholars	SBU HR Department	SBU Head	Foundation Team	Corporate Office HR Department	Foundation Board
7.3	Facilitate on-the-job training opportunities and career talks for the scholars	SBU HR Department	SBU Head	Foundation Team	Corporate Office HR Department	Foundation Board

8. GRADUATION (JOB OPPORTUNITY)						
8.1	Track the graduation of scholars for possible job opportunities with the SBU	SBU HR Department	SBU Head	Foundation Team		Foundation Board
8.2	Process and facilitate the job applications of Megawide Scholar-Graduates	SBU HR Department	SBU Head	Corporate Office HR	Foundation Team	Foundation Board
8.3	Prepare and design the cadetship program for Megawide Scholar-Graduates	SBU HR Department	SBU Head	Corporate Office HR	Foundation Team	Foundation Board

ANNEX "D"
MEGAWIDE ENGINEERING EXCELLENCE SCHOLARSHIP (MEES) Program
(ORIGINAL BATCH OF SCHOLARS, AY 2023-2024)
PROCESS FLOW TRANSFERING TO SBU

PROCESS FLOW			
TASKS	RESPONSIBLE	DETAILS	TIMELINE
<div style="border: 2px solid red; padding: 10px; text-align: center; width: fit-content; margin: 0 auto;"> OJT PROGRAM </div>	Megawide Foundation	Endorse MEES Scholars to SBU HR for Internship	1 DAY
		Prepare a list and profile of MEES Scholar/s who need to undergo an internship program and endorse to the SBU Internship Coordinator	1 DAY
	SBU HR Head/ HR Dept.	On-the-Job Training (OJT)	
		Conduct an introductory meeting together with SBU Talent Acquisition (TA) Manager and MEES Scholar/s	1 DAY
		Assign to different departments, the course must be related to the department where he/she will be assigned and the department will designate an Internship Coordinator that will monitor the progress of the scholars' performance.	1 DAY
		Prepare waiver (including medical insurance, etc.) and set the OJT Requirements with the school (no. of hours, MOA with the school, evaluation, and assessment based on school requirements)	3 DAYS
		OJT Orientation and Implementation (300-400 hours)	30-40 DAYS
		Conduct a performance evaluation program after the internship program and decision to hire for a possible job opportunity	1 DAY
	Megawide Foundation	Monitor and report the status and impact to the Board including the possible list of MEES scholars who can be hired to work with Megawide Group	2 DAYS
		Coordinate with the internship mentor assigned by the HR dept. about the performance of the scholars and the impact of the program both concerned dept. and MEES scholar	1 DAY
		Report the impact of the program to the Foundation Board with recommendations on how to improve the program	1 DAY

<div>HIRING AND CADETSHIP</div>	Megawide Foundation	Endorse MEES Megawide Scholar-Graduate/s to SBU HR for possible Job Opportunities	2 DAYS
		Submit endorsement letter with the SBU HR Head and coordinator through the TA Manager for processing of screening and hiring protocol of concerned SBUs.	
	SBU HR Head/HR Dept.	Process the application of MEES Scholar-Graduate/s for possible job opportunities based on the availability of manpower pipeline and create and design a cadetship program	3 DAYS
		HR Hiring Process <ul style="list-style-type: none"> • Conduct an Employment Test • Interview by line managers • Selection and job offer 	2 DAYS
		Cadetship Program <ul style="list-style-type: none"> • Preparation of content of the Program (2 years) • Cross-posting to the department • Mentoring sessions • Formal Training • Talent classification • Career Development • Involvement in Volunteer Work 	2 YEARS
	Megawide Foundation	Monitor the status of the endorsement to the respective SBU and report to the Foundation Board of Trustees	2 DAYS
		Coordinate with SBU HR Head thru TA Manager to discuss the status of the application, the result, and the future career plan for the MEES scholar-graduate.	2 DAYS

ANNEX "E"
MEGAWIDE ENGINEERING EXCELLENCE SCHOLARSHIP (MEES) Program
PROCESS FLOW INVOLVING SBU

PROCESS FLOW			
TASKS	RESPONSIBLE	DETAILS	TIMELINE
<div style="border: 2px solid red; padding: 10px; text-align: center; width: fit-content; margin: 0 auto;">APPLICATION PROCESS</div> <div style="border-left: 2px solid black; height: 400px; margin-top: 10px;"></div>	SBU HR Head/ HR Dept.	Prepare and recommend selection Criteria for Scholars Applicant based on the need and requirements of the Business	1 DAY
		<ul style="list-style-type: none"> - Propose a Course based on the SBU business requirements and talent pipeline; - Talents and Skills; and - Financial Capacity 	
		Prepare and recommend preferred Partner School based on the requirement of the Business	1 DAY
		Propose preferred school based on the SBU requirements	
	Megawide Foundation	Conduct the application process in coordination with Partner Schools and recommend initial applicants based on the criteria set	1 DAY
		<ul style="list-style-type: none"> - Accept application forms and requirements for initial assessment; - Conduct Intake Interviews based on socio-economic, academic performance, and self-assessment (aspiration) of the applicant; - Conduct home visitation and verification of residency; and - Endorse the list to the SBU concerned for review and conduct a panel interview 	
	SBU HR Head/ HR Dept.	Prepare criteria and assessment for the selection and panel interview of applicants	
		<ul style="list-style-type: none"> - Prepare aptitude examination - Prepare guide questions based on the business requirements and talent pipeline - Assign/ appoint a representative for the panel interview 	
	Megawide Foundation	Conduct Panel Interviews with applicant and their parent and/or guardian, and representatives from SBUs and finalize the assessment and ranking of the applicants	
		<ul style="list-style-type: none"> - Send out notice of panel interview (schedule) to the applicant; - Coordinate with SBUs the schedule of the panel interviews; and - Endorse the profile for initial assessment before the conduct of Panel Interview. 	
	SBU HR Head/ HR Dept.	Review the final list of qualifiers and approve the list of scholars to be accepted	4 DAYS
		Approve the recommended list of scholarship applicants based on the need and business requirements of each SBUs and talent pipeline	

ORIENTATION UPON ACCEPTANCE	Megawide Foundation	Orient the new Scholars about the rules and regulations, benefits, and responsibilities as scholars.	1 DAY
		Orient about Megawide Engineering Excellence Scholarship (MEES) forms, scholars' activities, and criteria for maintaining the scholarship program	1 DAY
		Process the other requirements such as the opening of cash cards for the disbursement of allowances.	5 DAYS
	SBU HR Head/ HR Dept.	Prepare the necessary documents pertaining to Scholarship Agreement and Commitment to work with Megawide	1 DAY
		Prepare terms and conditions of the Scholarship program based on the SBU business requirements;	1 DAY
		Execute an agreement with Scholars requiring commitment to work with the SBU. SBU will identify the years of services that the scholars need to render.	1 DAY
OJT PROGRAM	Megawide Foundation	Endorse MEES Scholars to SBU HR for Internship	1 DAY
		Prepare a list and profile of MEES Scholar/s who need to undergo an internship program and endorse to the SBU Internship Coordinator	1 DAY
	SBU HR Head/ HR Dept.	On-the-Job Training (OJT)	
		Conduct an introductory meeting together with SBU Talent Acquisition (TA) Manager and MEES Scholar/s	1 DAY
		Assign to different departments, the course must be related to the department where he/she will be assigned and the department will designate an Internship Coordinator that will monitor the progress of the scholars' performance.	1 DAY
		Prepare waiver (including medical insurance, etc.) and set the OJT Requirements with the school (no. of hours, MOA with the school, evaluation, and assessment based on school requirements)	3 DAYS
		OJT Orientation and Implementation (300-400 hours)	30-40 DAYS
		Conduct a performance evaluation program after the internship program and decision to hire for a possible job opportunity	1 DAY
	Megawide Foundation	Monitor and report the status and impact to the Board including the possible list of MEES scholars who can be hired to work with Megawide Group	2 DAYS
		Coordinate with the internship mentor assigned by the HR dept. about the performance of the scholars and the impact of the program both concerned dept. and MEES scholar	1 DAY
		Report the impact of the program to the Foundation Board with recommendations on how to improve the program	1 DAY

<div>HIRING AND CADETSHIP</div>		Megawide Foundation	Endorse MEES Megawide Scholar-Graduate/s to SBU HR for possible Job Opportunities	2 DAYS
			Submit endorsement letter with the SBU HR Head and coordinator through the TA Manager for processing of screening and hiring protocol of concerned SBUs.	
		SBU HR Head/HR Dept.	Process the application of MEES Scholar-Graduate/s for possible job opportunities based on the availability of manpower pipeline and create and design a cadetship program	3 DAYS
			HR Hiring Process <ul style="list-style-type: none"> • Conduct an Employment Test • Interview by line managers • Selection and job offer 	2 DAYS
			Cadetship Program <ul style="list-style-type: none"> • Preparation of content of the Program (2 years) • Cross-posting to the department • Mentoring sessions • Formal Training • Talent classification • Career Development • Involvement in Volunteer Work 	2 YEARS
		Megawide Foundation	Monitor the status of the endorsement to the respective SBU and report to the Foundation Board of Trustees	2 DAYS
			Coordinate with SBU HR Head thru TA Manager to discuss the status of the application, the result, and the future career plan for the MEES scholar-graduate.	2 DAYS