

H. STAFF EVALUATION AND PROMOTION

1. Rating System

The rating system for evaluation are set by the Human Resource Management and approved by the Executive Committee thru the recommendation of the Management Committee.

The rating system is as follows:

Excellent	- 96 – 100%
Very Satisfactorily	- 90 – 95%
Satisfactorily	- 80 – 89%
Fair	- 70 – 79%
Needs Improvement	- 69 and below

The rating system and its corresponding percentages may vary and change as it is needed.

2. Promotion

All employees who can meet the minimum requirements and criteria for promotions to higher positions are qualified candidates for promotions. The minimum requirements are set by the Human Resource Department with the approval of Executive Committee thru the recommendations of the Recruitment and Promotion Committee.

Qualified employees for promotions should file application for the position to the Human Resource Manager.

I. CAPACITY BUILDING

Capacity building in this manual is defined as activities which improve and strengthen the knowledge, abilities, skills and behavior of employees and improve institutional structures, system and processes so that the organization can effectively and efficiently meet its mission and goals in a sustainable way.

Capacity building in this manual is focus on human resource development. It is the process of equipping employees with the understanding, skills and access to information, knowledge and training that enables them to perform effectively and efficiently. It involves leadership development, advocacy skills, training/speaking abilities, technical skills, organizing skills, and other areas of personal and professional development towards their career advancement.

1. CAPACITY BUILDING PROGRAMS

The Capacity Building Programs provided to employees are educational assistance and trainings.

1.1 Educational Assistance

The goal of the program is to develop the human resource base of KGI and KGI MBA. The objective of this is not only to enable the recipient to

pursue a particular field of study but to develop and prepare themselves to become future leaders and managers of KGI and KGI MBA.

1.1.1 Types of Assistance

Under this program, the assistance are given to regular employees of KGI and KGI MBA who wants to pursue a (1) baccalaureate degree, (2) Master's or Doctorate degree.

1.1.2 Who are eligible?

Assistance is given to regular employees who have at least 3 years for baccalaureate degree, 5 years for Master's Degree and 7 years for Doctorate Degree of service from the date of regularity at the KGI and KGI MBA

1.1.3 Fields of Study

The accepted field of study under this program: (1) agriculture, (2) business administration, (3) finance (microfinance, rural finance, banking, etc), (4) accounting, (5) management, (6) social sciences, (7) rural and community development and other fields that can contribute to the development of microfinance movement.

1.1.4 General Eligibility Requirements

The general eligibility requirements are as follows:

- 1.1.4.1 Three years of service from the date of regularity
- 1.1.4.2 Have an excellent rating for 3 consecutive evaluation periods
- 1.1.4.3 Have not been involved in any fraudulent acts.

1.1.5 Documents Needed

The needed documents to be submitted:

- 1.1.5.1 Transcript of records from all colleges/universities attended
- 1.1.5.2 Three (3) letter of reference from the former immediate supervisor
- 1.1.5.3 Recommendation from HR Manager
- 1.1.5.4 Completed Application Form
- 1.1.5.5 Letter of Intent

1.1.6 Benefits

The financial assistance limited only to tuition fees & book allowance. For those employees enrolled in private colleges and universities only 50% of the total tuition will be shouldered but not exceeding Php.6,000.00 per semester. The book allowance for the grantees is Php. 1,500.00

1.1.7 Terms and Condition

Upon completion of the study, the awardees should serve the KGI and KGI MBA for a minimum of two years. In the event that the awardees will be leaving the institution prior to the required period of residency, he/she will reimburse the total amount incurred by the KGI and KGI MBA.

In the event of non-completion of the course, the grantees will reimburse the total amount incurred by the KGI and KGI MBA.

1.1.8 Application Procedure and Selection Process

- 1.1.8.1 Applicants must submit the required documents according to the instruction given by the Training, Research and Development Department.
- 1.1.8.2 The required documents must be submitted to the Human Resource Department c/o HRD Manager for Preliminary Verification of Documents submitted.
- 1.1.8.3 The HRD Department will endorse to the TRD Department List of Applicants together with documents submitted for Preliminary Screening.
- 1.1.8.4 All applicants who will pass in the preliminary screening will be advised for preliminary interview to be conducted by the Training & Scholarship Committee.
- 1.1.8.5 The T&S Com will recommend successful applicants for Final Interview to be conducted by the ExeCom.
- 1.1.8.6 All successful applicants who passed the Final Interview will be deliberated by the Joint ExeCom and T&SCom Meeting for Final Decision and Approval.
- 1.1.8.7 Successful applicants who will receive the educational assistance will be notified by the HRD Department.

1.2 Trainings

Training refers to the acquisition of knowledge, skills, and competencies as a result of the teaching of vocational or practical skills and knowledge that relate to specific useful competencies.

1.2.1 Types of Trainings

The trainings provided to employees are either in-house training or outside training. For outside training it may be local or international.

1.2.2 Who are eligible?

All employees of KGI and KGI MBA-MBA are eligible to receive trainings.

1.2.3 Determination of Participants

The human resource department will evaluate and determine the trainings needed by the individual employees. The title of trainings needed will be forwarded to the TRD Department for preparation of modules, handouts, budget and schedule.

1.2.4 Schedules of Training

The schedules of in-house trainings for the year will be published by the TRD Department. Aside from the scheduled trainings of TRD, the HRD can request training from the TRD Department as needed by the employees and other department. Scheduling of request training will be scheduled after 1 month from the date of request.

1.2.5 Procedure of Requesting a Training

1.2.5.1 In-house Training

- 1.2.5.1.1 Request for training should be addressed to the TRD Department c/o TRD Manager
- 1.2.5.1.2 The TRD Department will seek approval from the ExeCom of the requested training.
- 1.2.5.1.3 Upon approval by the ExeCom, the TRD Department will schedule the training and prepare the module, handouts and the budget requirement.
- 1.2.5.1.4 The TRD Department then informs the HRD to submit list of participants and also inform the Finance Department for fund appropriation.
- 1.2.5.1.5 One week prior to date of training, the TRD Department will inform the HRD Department to make communications to the participants.

1.2.6 Allowances

All participants who will attend training are entitled to receive allowance. Allowance for the participants will be determined and approved by the Finance Department.

1.2.7 Reports

For those employees who undergone outside training are required to submit a written report to the TRD Department within 1 week after their training. A dialogue or consultation maybe conducted by the TRD Department to the participants to give insights of the training attended.

In addition to the reports, the participants will be required to submit Action Plan & Photocopy of Certificate from the Training.