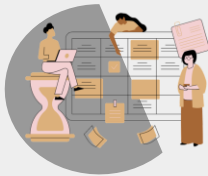


# DX Onboarding

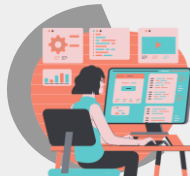
YOUR FIRST STEP IN UNITING PEOPLE WITH TECHNOLOGY



# CONTENTS



**Management**  
Onboarding Plan



**DX Developers**  
Onboarding Plan



**Bridge Directors**  
Onboarding Plan



**Tech Team**  
Onboarding Plan



**PC Assistance**



**Organizational  
Chart**



**Policies &  
Rules**



**General Links**



**Work From Home**



**HR Concerns**

# TCI OFFSHORE TEAM MANAGEMENT

TCI OFFSHORE  
TEAM  
MANAGER



ARISA



MORRIS

TCAP DX  
OFFSHORE  
DIRECT  
MANAGER

TRAINING  
HEAD



ASHLEY

PROJECT  
HEAD



CHRISTIAN

PROJECT  
SUB-HEAD



PATRICK



# BRIDGE DIRECTORS



RON



GARY



RJ



YUMEKA



LEONA



MARIVIC



Ken



SHEILA



MARY JOY



JOSEPH

# MEET THE DX AMBASSADORS



JUNEL



MORRIS



ASH



CHAN



JEV



KARRI



ESSEL



RAVEN



JM



ALBERT



IAN



RYAN



# TCI TEAM STRUCTURE

## TEAM B



JJ



★ CARLO



JON



JULIE

## TEAM C



REVIN



★ JM



MATTHEW



WINA



ESSEL

## TEAM D



ALBERT



★ JESSA



RACHEL



DAVID

# NEW TCI TEAM STRUCTURE

## TEAM E



JAY



EXE



ALEX



RAVEN



JOAN

## SONY TEAM



PATRICK



JUVIR



CJ



JEFFREY

## TEAM GOOP!



JULCESS



MICHAEL



# DEV - TRAINEES



JOAN



DEX N.



RAFFY

# DX TECH QA TEAM STRUCTURE

DIRECT  
MANAGER



MORRIS



IAN



**DEVS**



JULCESS



**QA  
TEAM**



RYAN



ANGELO



DEXTER



JUNEL



MICHAEL



KARRI



JEV



# POLICIES & RULES

- **Working Hours:** 08:00AM - 05:00PM
- **Time in must be on or before 8:00AM** otherwise it's late.
- **Perform an internet speed test before starting to work.** Recommended internet speed is at least 5mbps.
- **Always log your actual work hours in GooP!**
- **Always log your AM IN/OUT and PM IN/OUT in our WFH tracker google sheet.** Members who didn't log in our WFH Tracker will be counted as 1 pt for every incident.
- **3 pts = 1 Tardiness**

**Reference for this rule is the newly shared policy by the HR during work from home.**



# WORK FROM HOME

## Workflow

- Employee should be online at exactly 8:00AM and change his/her status in the provided Work from Home Attendance Sheet.
- Employee should send TO DO List after changing his/her status to Management Group.
- Team Leader's Online Meeting at 8:45AM via Video Call thru Google Hangouts to report Group tasks for the day
- At exactly 1PM, member should chat to the group to be considered as online again.  
If not, will wait strickly until 1:10PM,  
If still not online, member will be considered as half day.
- Members should send progress report around 4:30PM
- TL to join clock out meeting at 4:45PM



# WORK FROM HOME Rules

- Members should be available in video conference anytime as per needed or requested by Arisa-san or Morris-san.
- Internet connection should be atleast 5mbps



## HR CONCERNS

## CONTACT PERSONS

### Facilities and Admin

- Cherry Sison - [cherry.sison@transcosmos.com.ph](mailto:cherry.sison@transcosmos.com.ph)
- Edsekiel Ramores - [edsekiel.ramores@transcosmos.com.ph](mailto:edsekiel.ramores@transcosmos.com.ph)

### Payroll / Compensation and Benefits

- HR Payroll Team - [tcap-hr.payroll@transcosmos.com.ph](mailto:tcap-hr.payroll@transcosmos.com.ph)

### Recruitment for DX and Support Division (Job Offer / Contract Preparation)

- Sarah May Dionisio - [sarah-may.dionisio@transcosmos.com.ph](mailto:sarah-may.dionisio@transcosmos.com.ph)
- Precila Bernardo - [precila.bernardo@transcosmos.com.ph](mailto:precila.bernardo@transcosmos.com.ph)

### OHS and Medical Concerns

- Nina Iris De Guzman - [nina-iris.deguzman@transcosmos.com.ph](mailto:nina-iris.deguzman@transcosmos.com.ph)

### Finance and Accounting

- June Cabalejo - [silvino.cabalejo@transcosmos.com.ph](mailto:silvino.cabalejo@transcosmos.com.ph)
- Hannah Lara - [hannah.lara@transcosmos.com.ph](mailto:hannah.lara@transcosmos.com.ph)





# PC ASSISTANCE

**1. Installation of the Global Protect.**  
(the instructions is provided)

**2. IT representative will provide the installer.**

**3. If there are other concerns kindly email:**

**TCAPIT@transcosmos.com.ph**

## WFH Tracker

In our WFH Tracker, we need to log our time of login and logout time, Todo's and end of the day report.

[Click here](#)

## TCI Email Templates

Templates and email addresses for email concerns.

[Click here](#)

## GOOP! Link

This is where we track our projects, Project and Budget Management for TCI Offshore team

[Click here](#)

## HRIS Link

The Official log in and log out and tracker of our attendance and our pay/information. Manual will be provided by the trainers.

[Click here](#)

## Asset Management

Update this once you received the Equipment from the Office. Please check your name.

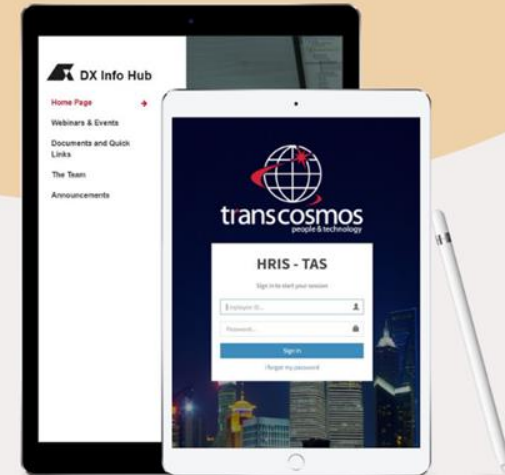
[Click here](#)

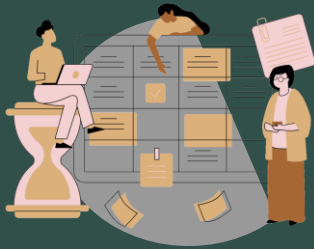
## Leaves Tracker

Plotting of leave/s is important for proper project planning and team coordination.

[Click here](#)

# GENERAL LINKS





# MANAGEMENT Onboarding Plan

- 01** **Familiarization of the WFH Flow**  
See spreadsheet provided
- 02** **Leads Clock In Meeting (Introduction)**  
Check the link provided
- 03** **HRIS Familiarization**  
Check Manual provided
- 04** **Introduction with Management Team**
- 05** **Onboarding with Sir Morris**
- 06** **Introduction to the Tech Team**
- 07** **HRIS Walkthrough**
- 08** **Goop! Walkthrough**



# **DX DEVELOPERS**

## Onboarding Plan

- 01 DX Department Walkthrough**  
(Project Information, Team Details, Level Exam, Etc.)
- 02 Share Training Materials**
- 03 Explain Training Procedure**
- 04 Explain Training Materials**
- 05 Start Training Proper**  
(TCAP Standard coding)



# **DX DEVELOPERS**

## Onboarding Plan

### **01** DX Department Walkthrough

- **Team Details**
- **Project information**
- **Level Exam**
- **Training process**

### **02** Training Materials

<https://docs.google.com/spreadsheets/d/1HjnT5lm2jPJ-FYI-5Ss-DH57BAfuOmxkNrTrnpwUISC/edit#gid=0>

### **03** Training Procedure

- **Undergo TCAP Standard Training**
- **Take Exam Level 2.5**
- **Handle JO**



# **DX DEVELOPERS**

## Onboarding Plan

**05**

### **Training Proper**

(TCAP Standard coding)

- > **DHC PC/SP**
- > **Zenrosai**
- > **Ausonpo**
- > **RWD Training**
- > **Exam Training**





# BRIDGE DIRECTORS

## Onboarding Plan

**01**

### **Orientation**

By: Arisa-san

**02**

### **BD Guidelines**

Listed by degree of complexity

**03**

### **Basic Workflow**

**04**

### **How to Receive and Assign a Project**

**05**

### **Familiarization of Some templates**

**06**

### **Practice Exercises**



# **TECH TEAM**

## Onboarding Plan

**01** Introduction to the Tech Team

**02** HRIS Walkthrough

**03** Goop! Walkthrough

**04** DX Infohub Walkthrough

# GENERAL LINKS

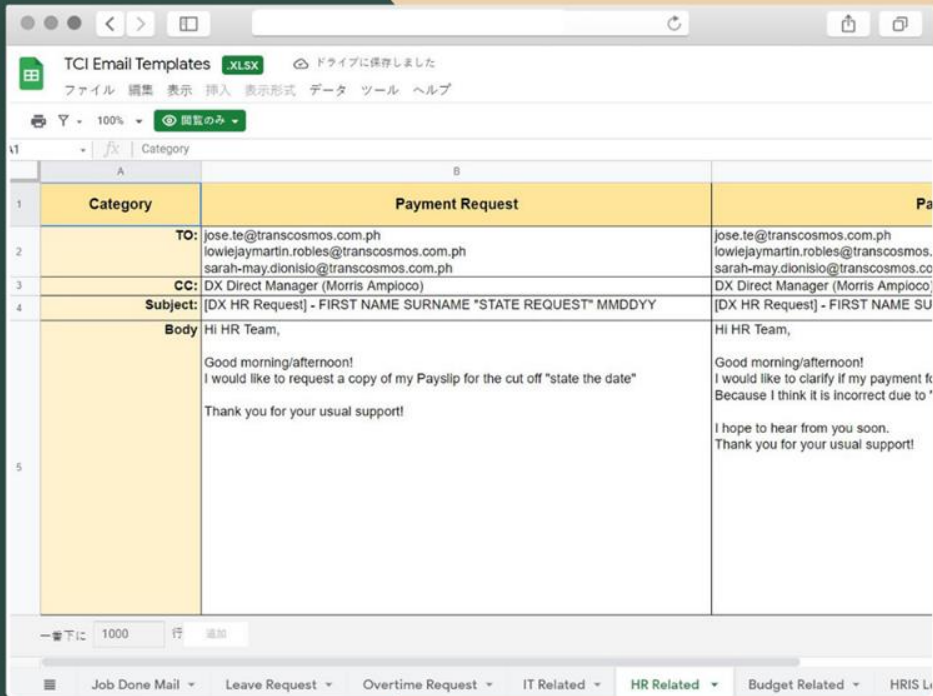
</

## WFH Tracker

In our WFH Tracker, we need to log our time of login and logout time, Todo's and end of the day report.

<https://docs.google.com/spreadsheets/d/1Ak7STwFwr0-FgMvTW2rcyRYYmAUOfg3yUXwcjV4FbxA/edit#gid=1351881800>

# GENERAL LINKS



The screenshot shows a Google Sheets spreadsheet titled "TCI Email Templates" with a tab labeled ".XLSX". The spreadsheet has columns A, B, and C. Column A is labeled "Category" and contains "Payment Request". Column B is labeled "Payment Request" and contains email template details. Column C is labeled "Pa" and contains the email body text. The spreadsheet is filtered to show only "Payment Request" templates. The bottom of the spreadsheet shows a filter bar with categories: Job Done Mail, Leave Request, Overtime Request, IT Related, HR Related, Budget Related, and HRIS L.

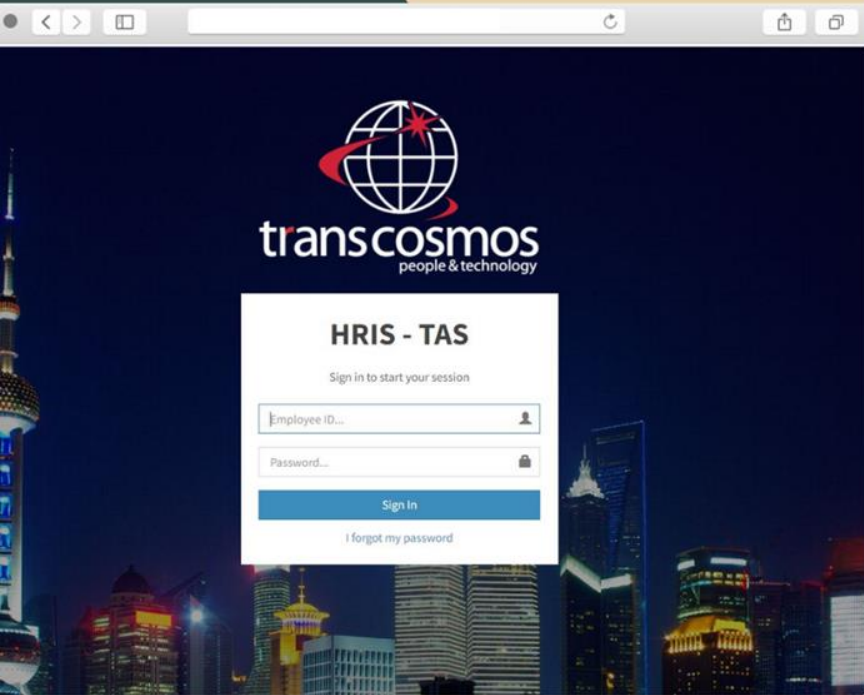
Category	Payment Request	Pa
TO:	jose.te@transcosmos.com.ph lowiejaymartin.robles@transcosmos.com.ph sarah-may.dionisio@transcosmos.com.ph	jose.te@transcosmos.com.ph lowiejaymartin.robles@transcosmos.com.ph sarah-may.dionisio@transcosmos.com.ph
CC:	DX Direct Manager (Morris Amploco)	DX Direct Manager (Morris Amploco)
Subject:	[DX HR Request] - FIRST NAME SURNAME "STATE REQUEST" MMDDYY	[DX HR Request] - FIRST NAME SURNAME SU
Body	Hi HR Team,  Good morning/afternoon! I would like to request a copy of my Payslip for the cut off "state the date"  Thank you for your usual support!	Hi HR Team,  Good morning/afternoon! I would like to clarify if my payment for Because I think it is incorrect due to  I hope to hear from you soon. Thank you for your usual support!

## DX Offshore Email Templates

Templates and email addresses for email concerns.

[https://docs.google.com/spreadsheets/d/1D-pggHadx5GD81SHQTzKCyxwQyJ\\_fX1v/edit#gid=1394878110](https://docs.google.com/spreadsheets/d/1D-pggHadx5GD81SHQTzKCyxwQyJ_fX1v/edit#gid=1394878110)

# GENERAL LINKS



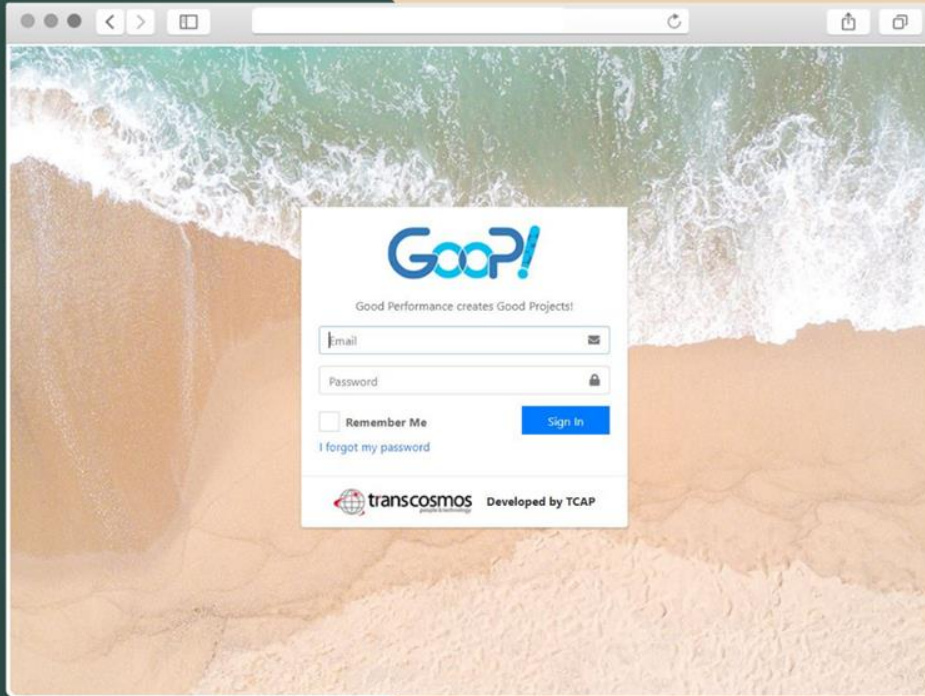
## HRIS

**The Official log in and log out and tracker of our attendance and our pay/information.**

**Manual and Users credentials as well as walkthrough will be provided by the Developers and Trainers.**

**<http://10.16.19.9/>**

# GENERAL LINKS



## GOOP! Link

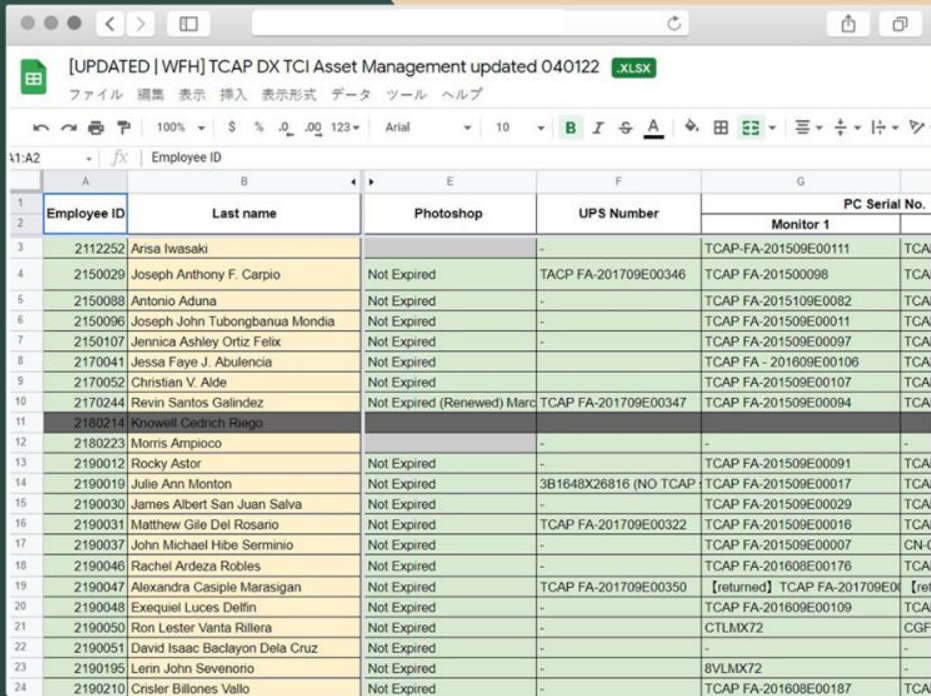
**This is where we track our projects, Project and Budget Management for TCI Offshore team**

**Manual and Users credentials as well as walkthrough will be provided by the Developers and Trainers.**

**<https://goop.fun/>**



# GENERAL LINKS



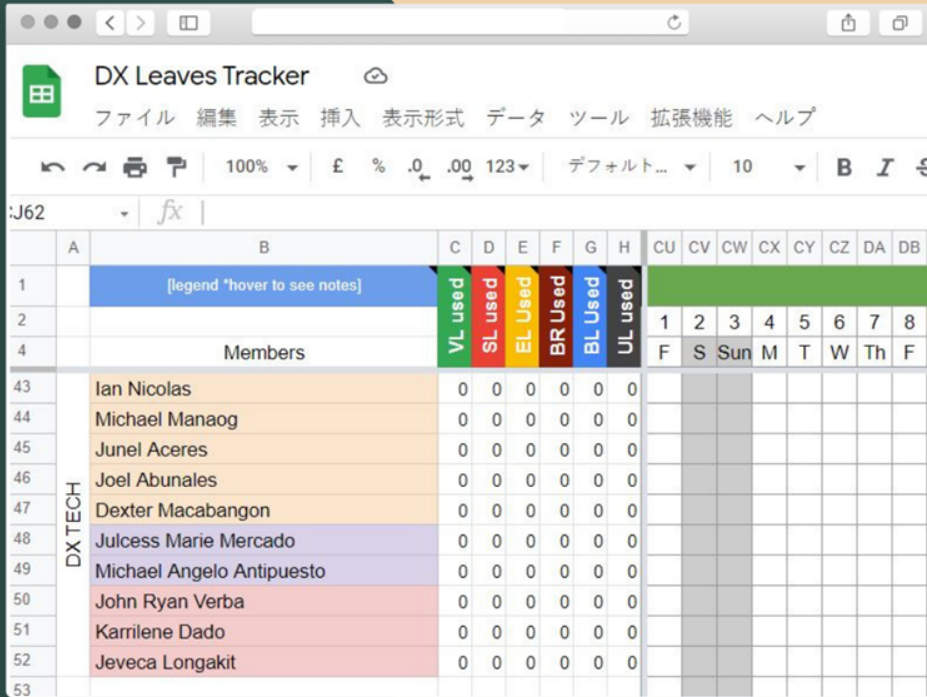
Employee ID	Last name	Photoshop	UPS Number	PC Serial No.
2112252	Arisa Iwasaki		-	TCAP-FA-201509E00111
2150029	Joseph Anthony F. Carpio	Not Expired	TACP FA-201709E00346	TCAP FA-201500098
2150088	Antonio Aduna	Not Expired	-	TCAP FA-2015109E0082
2150096	Joseph John Tubongbanua Mondia	Not Expired	-	TCAP FA-201509E00011
2150107	Jennica Ashley Ortiz Felix	Not Expired	-	TCAP FA-201509E00097
2170041	Jessa Faye J. Abulencia	Not Expired	-	TCAP FA - 201609E00106
2170052	Christian V. Alde	Not Expired	-	TCAP FA-201509E00107
2170244	Revin Santos Galindez	Not Expired (Renewed) Marc	TCAP FA-201709E00347	TCAP FA-201509E00094
2180214	Knowell Cedrich Riego			
2180223	Morris Ampico		-	-
2190012	Rocky Astor	Not Expired	-	TCAP FA-201509E00091
2190019	Julie Ann Monton	Not Expired	3B1648X26816 (NO TCAP)	TCAP FA-201509E00017
2190030	James Albert San Juan Salva	Not Expired	-	TCAP FA-201509E00029
2190031	Matthew Gile Del Rosario	Not Expired	TCAP FA-201709E00322	TCAP FA-201509E00016
2190037	John Michael Hibe Serminio	Not Expired	-	TCAP FA-201509E00007
2190046	Rachel Ardeza Robles	Not Expired	-	TCAP FA-201608E00176
2190047	Alexandra Casiple Marasigan	Not Expired	TCAP FA-201709E00350	[returned] TCAP FA-201709E00350
2190048	Exequiel Lucas Delfin	Not Expired	-	TCAP FA-201609E00109
2190050	Ron Lester Vanta Rillera	Not Expired	-	CTLMX72
2190051	David Isaac Beclayon Dela Cruz	Not Expired	-	-
2190195	Lerin John Sevenorio	Not Expired	-	8VLMX72
2190210	Crisler Billones Vallo	Not Expired	-	TCAP FA-201608E00187

## Asset Management

This is the database tracker for all assets, hardware and software for DX Offshore Division. Update this once you received the Equipment from the Office. Please check your name.

<https://docs.google.com/spreadsheets/d/1Jm1W2njHJytUdzffWRFgeva45EDfPm4C/edit#gid=13638235>

# GENERAL LINKS



The screenshot shows a Google Sheet titled "DX Leaves Tracker". The interface includes a menu bar with options like "ファイル", "編集", "表示", "挿入", "表示形式", "データ", "ツール", "拡張機能", and "ヘルプ". Below the menu is a toolbar with icons for undo, redo, print, and zoom. The spreadsheet itself has a header row with columns A through DB. Column A is labeled "DX TECH" and contains a list of names. Column B is labeled "Members" and contains a legend: "[legend \*hover to see notes]". Columns C through H are labeled "VL used", "SL used", "EL Used", "BR Used", "BL Used", and "UL used" respectively. Columns CU through DB are labeled "1", "2", "3", "4", "5", "6", "7", "8" respectively. The data rows show leave usage for each team member across these columns.

	A	B	C	D	E	F	G	H	CU	CV	CW	CX	CY	CZ	DA	DB
1		[legend *hover to see notes]	VL used	SL used	EL Used	BR Used	BL Used	UL used	1	2	3	4	5	6	7	8
2									F	S	Sun	M	T	W	Th	F
4		Members														
43		Ian Nicolas	0	0	0	0	0	0								
44		Michael Manaog	0	0	0	0	0	0								
45		Junel Aceres	0	0	0	0	0	0								
46		Joel Abunales	0	0	0	0	0	0								
47		Dexter Macabangon	0	0	0	0	0	0								
48		Julcess Marie Mercado	0	0	0	0	0	0								
49		Michael Angelo Antipuesto	0	0	0	0	0	0								
50		John Ryan Verba	0	0	0	0	0	0								
51		Karrilene Dado	0	0	0	0	0	0								
52		Jeveca Longakit	0	0	0	0	0	0								
53																

## Leaves Tracker

This is only handled and maintained by the Management and Team Leaders.

Plotting of leave/s is important for proper project planning and team coordination.

So file your leave accordingly.

[https://docs.google.com/spreadsheets/d/1ZdszNL7ITgdCEo02hTQVVuTI3wrVJpi9zz\\_raw8esvs/edit#gid=0](https://docs.google.com/spreadsheets/d/1ZdszNL7ITgdCEo02hTQVVuTI3wrVJpi9zz_raw8esvs/edit#gid=0)