
 Armadillo Holdings, Inc.	Position Title	: HUMAN RESOURCES DEPARTMENT (HRD) ASSISTANT
	Department	: HRD DEPARTMENT
	Reports To	: HRD OFFICER
	Incumbent	: REA Z. MALDONADO
	Next Process Customers	: KHP, TLP, MP, ITHIEL, and Simcha


Job Description:

Performs regular routines in the implementation and administration of HRD related functions, specifically in Compensation and Benefits Administration, Employee Relations, and Human Resource Information System.

ACTIVITIES	STANDARDS
<p>A. <u>Compensation Administration</u></p> <p>1. Contract Preparation</p> <p>2. EMR Processing</p> <p>3. Payroll Concerns</p> <p>4. Employment Status</p>	<p>Employment contract is served on the hiring date of employee</p> <p>Processed within one (1) day (if nature of employee movement is hiring) or three (3) working days upon receipt of recommendation with complete attachments (for other employee movements)</p> <p>201 file copy is filed within the same date</p> <p>EMR information is free from error.</p> <p>All processed EMRs are reflected in EMR monitoring form</p> <p>EMRs are encoded in the payroll program every 1st day of the following month, after receiving EMR from Department Head (duly served to employee already)</p> <p>Salaries of employees without ATM cards (or who are not yet in regular payroll) should be prepared every 10th and 25th day of the month; no incidence of delayed salary</p> <p>Computations are double checked prior to submission</p> <p>Basic features of payroll program are performed; No incidence of wrong data encoded in program</p> <p>Employee Movement Reminders (permanency, confirmation etc.) are released every 3rd working day of the month</p>

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5. Post Employment Status	<p>All resignation cases are communicated to respective payroll master within 24 hours from receiving the duly approved resignation letter is received</p> <p>Exit Interview is conducted to all resigning employees prior to release of terminal pay</p> <p>Terminal pay is released within fifteen (15) working days after receiving properly accomplished clearance form</p> <p>Employment clearance and certificates should be released within fifteen (15) working days after resignation</p>
6. Masterlist	Employee Masterlist is updated every last week of the month
B. <u>Benefits Administration</u> 1. Company Sponsored Benefits / Loans 2. Government Sponsored Benefits	<p>Availments are processed based on established PSPs</p> <p>All availments are reflected in Benefits Monitoring Form</p> <p>SSS, Philhealth, Pag-IBIG premium and loan payments are processed and transmitted within the 10th of the month</p>
C. <u>Human Resource Information System (HRIS)</u> 1. Encoding / Updating 2. Generation of Reports 3. User Acceptance	<p>HR-related movements are encoded in Bos/e; Data in Bos/e is complete and accurate</p> <p>Reports needed are generated within reasonable time</p> <p>Inquiries from authorized users are accommodated; Concerns outside scope of function are relayed to HRD Manager, Bos/e and Ibose System Administrator, and/or ICT Head</p>
D. <u>Employee/Labor Relations</u> 1. Socio Recreational Activities	HRD Manager is assisted in implementing respective PSBs

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2. Disciplinary Actions	Disciplinary Actions are reflected in MDA Monitoring Forms MDA duly noted by HRD Officer / Manager is filed in the "Disciplinary Portion" of the 201 file within one day
3. DOLE Requirements	Duly reviewed documents for Authorized Termination (Letter for Employee, DOLE Notice) is prepared, transmitted and filed as per standards.
E. <u>Kingdom Building</u>	Regularly, punctually and actively participates in all KB activities
F. <i>Other tasks that may be assigned from time to time</i>	

Prepared By:	Noted by:	Conformed By:
MARIA LEE F. POLONAN	NELSON C. CHAVEZ	REA Z. MALDONADO
<i>HRD Officer</i>	<i>HRD Manager</i>	<i>Incumbent</i>