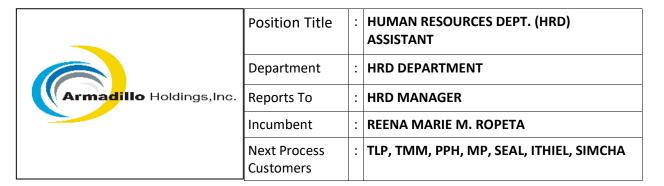
Armadillo Holdings,Inc.	Position Title	:	HUMAN RESOURCES DEPT. (HRD) ASSISTANT
	Department	:	HRD DEPARTMENT
	Reports To	:	HRD MANAGER
	Incumbent	:	REENA MARIE M. ROPETA
	Next Process Customers	:	TLP, TMM, PPH, MP, SEAL, ITHIEL, SIMCHA

## 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	
A.	Compensation Administration		
1.	Contract Preparation	Employment contract is served on the hiring date of employee	
2.	EMR Processing	Processed within one (1) day (if nature of emp. movement is hiring) or three (3) working days upon receipt of recommendation with complete attachments (for other emp. movements)	
		201 file copy is filed within the same date	
		EMR information is free from error.	
		All processed EMRs are reflected in EMR monitoring form	
		EMRs are encoded in the payroll program within two days after receiving EMR from Dept. Head (duly served to employee already)	
3.	Payroll Concerns	Salaries of employees without ATM cards (or who are not yet in regular payroll) should be prepared every 10 <sup>th</sup> and 25 <sup>th</sup> day of the month; no incidence of delayed salary	
		Computations are double checked prior to submission	
		Basic features of payroll program are performed; No incidence of wrong data encoded in program	
4.	Employment Status	Employee Movement Reminders (permanency, confirmation etc.) are released every 3 <sup>rd</sup> working day of the month	
5.	Post Employment Status	All resignation cases are communicated to respective payroll master within 24 hours from receiving the duly approved	



		resignation letter is received
		Exit Interview is conducted to all resigning employees prior to release of terminal pay
		Terminal pay is released within fifteen (15) working days after receiving properly accomplished clearance form
		Employment clearance and certificates should be released within fifteen (15) working days after resignation
6.	Masterlist	Employee Masterlist is updated every last week of the month
В.	Benefits Administration	
1.	Company Sponsored Benefits / Loans	Availments are processed based on established PSPs
	,	All availments are reflected in Benefits Monitoring Form
2.	Government Sponsored Benefits	SSS, Philhealth, Pag-IBIG premium and loan payments are processed and transmitted within the 10 <sup>th</sup> and 25 <sup>th</sup> of the month respectively
C.	Human Resource Information System (HRIS)	
1.	Encoding / Updating	HR-related movements are encoded in HR-SS; Data in HRSS is complete and accurate
2.	Generation of Reports	Reports needed are generated within reasonable time
3.	User Acceptance	Inquiries from authorized users are accommodated; Concerns outside scope of function are relayed to HRD Manager, HR-SS System Administrator, and/or CMS Head
D.	Employee/Labor Relations	
1.	Socio Recreational Activities	HRD Manager is assisted in implementing respective PSBs
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

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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. Other tasks that may be assigned from time to time	

Prepared By:	Noted by:	Conformed By:
	NELSON C. CHAVEZ	REENA MARIE M. ROPETA
	HRD Manager	Incumbent