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


**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.

<b>ACTIVITIES</b>	<b>STANDARDS</b>
<b>A. <u>Compensation Administration</u></b>	
1. Contract Preparation	Employment contract is served on the hiring date of employee
2. EMR Processing	<p>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)</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 within two days after receiving EMR from Dept. Head (duly served to employee already)</p>
3. Payroll Concerns	<p>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</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>
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

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6. Masterlist	<p>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> <p>Employee Masterlist is updated every last week of the month</p>
<p><b><u>B. Benefits Administration</u></b></p> <p>1. Company Sponsored Benefits / Loans</p> <p>2. Government Sponsored Benefits</p>	<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 10<sup>th</sup> and 25<sup>th</sup> of the month respectively</p>
<p><b><u>C. Human Resource Information System (HRIS)</u></b></p> <p>1. Encoding / Updating</p> <p>2. Generation of Reports</p> <p>3. User Acceptance</p>	<p>HR-related movements are encoded in HR-SS; Data in HRSS 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, HR-SS System Administrator, and/or CMS Head</p>
<p><b><u>D. Employee/Labor Relations</u></b></p> <p>1. Socio Recreational Activities</p> <p>2. Disciplinary Actions</p>	<p>HRD Manager is assisted in implementing respective PSBs</p> <p>Disciplinary Actions are reflected in MDA Monitoring Forms</p> <p>MDA duly noted by HRD Officer / Manager is filed in the "Disciplinary Portion" of the 201 file within one day</p>

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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. <i>Other tasks that may be assigned from time to time</i>	

Prepared By:	Noted by:	Conformed By:
	<b>NELSON C. CHAVEZ</b>	<b>REENA MARIE M. ROPETA</b>
	<i>HRD Manager</i>	<i>Incumbent</i>