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	Date of Issuance May 15, 2015	Date of Effectivity May 15, 2015

PROVISIONING OF RESOURCES PROCEDURE

APPROVALS

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REVISION HISTORY

AUTHOR	REVISED SECTION/PARAGRAPH	REV	RELEASED
Jhanine R. Quio	Initial Release	00	May 15, 2015

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Access Quality Document/Record Catalog to verify revision.

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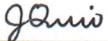
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1. PURPOSE

This procedure describes the process of provisioning resources to concerned employees necessary to meet quality objectives and to achieve conformity to product requirements.

2. SCOPE

This procedure is applicable when there's a new STI Head Office employee, whether probationary, contractual, project-based, student assistant, or OJT. This procedure is also applicable when there's an employee movement whether due to transfer or promotion.

3. RECORDS

- New Employee Monitoring

4. ASSOCIATED DOCUMENTS

Not Applicable

5. DEFINITIONS

- Resources – People, time, money, buildings, equipment, and support activities, as necessary, that may be applied to specific project, product, process and/or contract in order to fulfil requirements
- Concerned Departments – These are the departments involved in the provisioning of resources to new employees. These include Facility and

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Administrative Services Group (FAS), Information Technology (IT), and Finance.

6. RESPONSIBILITIES

- It is the responsibility of the HROD Group to notify the concerned departments once confirmed that a new employee will start or that an employee will undergo movement and to ensure that the necessary resources will be provided to the new employee.
- It is the responsibility of the concerned departments to provide the employee the resources necessary to meet quality objectives and to achieve conformity to product requirements.
- It is the responsibility of the Asset Management Group to issue the asset requirements to IT Group and FAS Group upon request.

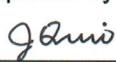
7. EQUIPMENT AND TOOLS

- Email access

8. PROCEDURE

8.1 Process Flow Diagram



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8.2 Procedural Steps

1. Once a new employee has signed the employment contract, the Recruitment Coordinator sends a notice to the IT Group and FAS Group with the details of the new employee/s and the necessary actions to be performed.
2. The Recruitment Coordinator notifies Finance by providing a hard copy of the contract of the new employee and sending the payroll details through email.
3. The IT Group and FAS Group notifies the Asset Management Group. The Asset Management Group, then, proceeds with the issuance of the asset to the said groups.
4. The concerned departments perform the necessary actions on or before the date of hire of the new employee as detailed below.

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GROUP	ACTION/S
Finance	<ul style="list-style-type: none"> • Inclusion on Payroll
Facility & Administrative Services	<ul style="list-style-type: none"> • Provision of Work Station • Provision of Pedestal and pedestal key/s • Provision of Chair
Information Technology	<ul style="list-style-type: none"> • Provision of computer equipment and telephone with corresponding local number (subject to Department Head's notice) • Creation of log in details (email, PC) • Activation of Temporary ID • Inclusion of name in the following distribution list <ul style="list-style-type: none"> ○ Address book ○ Staff distribution list ○ Group distribution ○ STI Head Office • Activation of access on the following: <ul style="list-style-type: none"> ○ Respective STI Drive/s (subject to Department Heads' notice) ○ Respective STI File/s (subject to Department Heads' notice)

5. The concerned departments give feedback through email to the HROD Group once the necessary actions are done.
6. The HROD Group updates the Resources Provision Monitoring Sheet under the New Employee Monitoring.

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