**Note:** *Include this page only when adding / amending / deleting a document. If using this document as a record, this Revision History page can be omitted.*

**REVISION HISTORY**

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| Revision no | Date | Description of Changes | Reason for Revision | Revised by | Approved by |
| 2 | May 14, 2014 | * Add revision history Page * Organization re-structuring | Recommendation from Stage 2 audit | CMRojas |  |
| 3 | March 24, 2015 | Update definitions of the different positions that support Quality Management System | Internal re-organization | CMRojas |  |
| 4 | March 2, 2016 | Updated the Org. chart based on the current set up.  Corrected the document code. | Need to update document.  Previous document code is incorrect. | RCGanal | ECVentura |
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The organizational structure is provided in the last page.

Certain organizational terms used in this manual are defined as follows:

* Management Committee (ManCom) – is composed of the following:
  + Members of Execom, and
  + Unit Heads
* Executive Committee (ExeCom) – is composed of the following:
  + President and Chief Executive Officer
  + Vice President for Operations (GENIISYS Head)
  + Vice President for Finance
  + Business Development Head
  + Chief Information Officer
* Units – are the groupings defined in the organization chart, namely:
  + Operations Unit
    - Projects
    - Geniisys Product Development
    - Geniisys Services
  + Business Development Unit
  + Support Group, namely:
    - Finance Services Unit
    - IT Infrastructure Unit
    - Training Unit
    - HR and Admin Services Unit
    - Internal Systems Unit
    - Quality Management Unit

The following is brief description of how the different positions support the quality management system:

|  |  |
| --- | --- |
| President | Directs and coordinates activities of the organization in accordance with identified company goals to obtain optimum efficiency, economy of operations and maximize profits by performing the following duties personally or through subordinate supervisors. |
| Operations Head | Directs and coordinates the activities of the operations Group. |
| Business Development Head | Primarily responsible for managing the various business development marketing and sales and account management functions of the company. |
| Marketing Associate | Primarily responsible for carrying out marketing activities and providing administrative support to the Business Development Team. |
| Projects Head | Primarily responsible for managing the different Non-GENIISYS projects or engagements. |
| Projects Project Manager | Primarily responsible for managing the different aspects of Non-GENIISYS project or engagement throughout the life-cycle. |
| Projects System Analyst | Primarily responsible for converting client requirements to design specifications for Non-GENIISYS projects. |
| Projects Developers | Primarily responsible for developing, testing and debugging programs based on the detailed specifications assigned to him/her and providing maintenance and technical support for systems on production is expected to provide assistance required for smooth systems integration testing, user testing and systems implementation of non-GENIISYS projects. |
| GENIISYS Product Development Head | Primarily responsible for delivering services and solutions for GENIISYS Web Clients |
| System Analysts/Leads | Primarily responsible for the approval of all system design changes. They should be able to provide the developers and analysts with functional expertise on the different modules of GENIISYS. |
| Analysts | Primarily responsible for converting client requirements to design specifications, maintaining the quality of the system and ensuring that systems and processes are bug-free before deployment to clients. |
| Technical Lead | Primarily responsible for reviewing and approving the source codes and technical documentation and provides technical expertise to the developers. |
| Developers | Primarily responsible for developing, testing and debugging programs based on the detailed specifications assigned to him/her. They are expected to provide assistance and technical support for systems on production as required for smooth systems integration testing, user testing and system implementation. |
| GENIISYS Services Head | Primarily responsible for delivering various services and solutions for GENIISYS CS Clients. |
| Support Manager | Primarily responsible for support delivery to CS clients and ensures the timely resolution of SRs within SLAs. |
| Analysts | Primarily responsible for converting business processes and user requirements to technical specifications and presents the design and project output to the client. They also monitor all client related issues primarily the SRs. |
| Developers | Primarily responsible for implementing technical specifications to the system and conducts first level of unit testing. |
| Version Controller | Primarily responsible for controlling module versions by verifying modifications made and related documentation and handles the release of solution to SRs, enhancements, and related documents. |
| GENIISYS Implementation Team PM | Primarily responsible in managing the entire project and provides detailed and high level project planning and resource forecasting. |
| Vice President for Finance | Primarily responsible for the direction and control of company financial matters such as, financial & management reporting, taxation, budgeting, treasury, investments, payroll and procurement. |
| General Accountant | Primarily responsible for maintenance of books of accounts, preparation and submission of BIR reports and cost accounting. |
| Finance Associate | Primarily responsible for handling and processing the accounts payable and receivables of the company. |
| Payroll Supervisor | Primarily responsible for the payroll administration. |
| Payroll Associate | Primarily responsible for payroll computation and processing. |
| Chief Information Officer and IT Infrastructure Head | Primarily responsible for ensuring that all IT infrastructures are working efficiently. |
| Network Administrator | Responsible for installations, networking and hardware and software troubleshooting of all the computers in house and on-site. |
| DBA | Primarily responsible for maintaining databases. |
| Training Head | Primarily responsible that all the requirements in the execution of the trainings are properly provided. |
| HR and Admin Head | Manages the different areas of the company’s human resource functions and oversees the administration functions of the company. |
| Administrative Assistant | Primary responsible for executing and managing various office administration functions of the company. |
| Communications Delivery Staff | Primary responsible for ensuring that all communications for delivery and pick-up are accomplished on time. |
| Custodial Staff | Primary responsible for maintaining the cleanliness and orderliness of the workplace all the time. |
| Office Aide | Primary responsible for maintaining the cleanliness and orderliness of the workplace all the time. |
| HR Associate | Primary responsible for the recruitment administration and other human resource functions of the company. |
| Quality Management Representative | Primarily responsible in the maintenance of the company’s Quality Management System |

