



Policy Title :	Date Effective :	September 16, 2018
RECRUITMENT AND PLACEMENT	Revision No.:	02
	Supersedes Policy No. :	Recruitment and Placement Policy (CP-HRD-005) December 16, 2017
Document No.:	CP-HRD-005	
Recommended for approval :	Approved :	
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I. Policy statement

Public Safety Mutual Benefit Fund, Inc. adheres to its policy of efficiently sourcing and engaging the most qualified candidates to assume vacant positions within the organization while maintaining utmost impartiality and a strong sense of commitment in the PSMBFI corporate values in its hiring decisions and practices.

II. Objective

This policy aims to ensure that the company utilizes optimized means of sourcing applicants, practices exceptional objectivity in its screening of potential hires and exercises judicious decision-making in the selection of the most qualified aspirant for the position being filled.

III. Scope

This policy applies to all applicants of PSMBFI, during the application and selection process, including incumbents who aspire for career growth through voluntary application to positions of higher rank or level.

IV. Responsibility

It is the responsibility of the Human Resource Department to ensure that the recruitment and placement practices of PSMBFI remain competent and without bias towards or against any individual applying for any position in the organization, maintaining the company's stance as an equal opportunity employer.



V. Implementing Guidelines

A. Employment Categories

1. Executives

This comprises the President, Vice President, General Manager, the Managers/Assistant Managers who are Heads of Departments. In this policy, however, the term “Executives” shall mean all the positions mentioned with the exclusion of the President and Vice President whose incumbents are not subject to the procedures herein but are members of the Board of Trustees duly appointed to assume said posts.

2. Supervisors

This category encompasses all Section Heads who are tasked to supervise and hold accountability for the output and actions of personnel in their respective sections.

3. Rank & File

This refers to the rest of the positions below the category of supervisors, regular or project-based in status.

B. Hiring Categories

1. New Position Hiring

This hiring activity is done to fill up a vacancy which may be a newly-formed position resulting from a revision to the organization’s structure due to expansion or it can be an existing position in the organization that has remained inactive/unoccupied in the past.

2. Replacement Hiring

This type of hiring is done to fill in a position on a permanent engagement (initially on probationary status) that has been vacated as a result of employee separation (resignation, retirement or termination), lateral transfer or promotion to another position.

In the case of promotion, where the promoted employee undergoes a five-month promotion probation period before being conferred a permanent status on the



new position, the hiring of a temporary staff is considered a type of reliever hiring as the contract of engagement is temporary in nature and only covers the duration of the promotion probation. Replacement hiring may only be done once the promoted employee becomes permanent in his/her new position.

3. Reliever Hiring

This type of hiring is usually resorted to in cases when the incumbent has a temporary inability to perform the job due to illness, maternity or an authorized extended leave of absence with intent to resume the discharge of his/her duties once able. This is likewise resorted to in cases of promotion or when an existing regular employee applies to and is accepted in another position in the company, where an employee being promoted/internally hired is made to undergo a five-month observation period and the position temporarily vacated is filled up with a reliever staff.

C. Candidate Sourcing

1. Internal sourcing is processing in-house applicants who are existing employees of the company.

*Internal applicants who are accepted to the position they applied for shall be made to undergo a five-month Suitability Assessment Period (SAP) before official conferment of position title, status, rank and basic compensation.

2. External sourcing is the solicitation of application from non-PSMBFI incumbents through the following means :
 - a. Online/Paper advertisements
 - b. Job fairs (in-house, public or school-based)
 - c. Walk-in applications
 - d. Referrals (from employees or members)

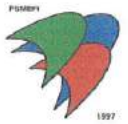
D. Hiring Standards

1. Education – refers to an applicant’s educational foundation which is used to partially ascertain his/her match to the intellectual requirements of the job
 - a. Executive positions - Bachelor’s Degree in a related course AND Post graduate degree (MBA or job-related courses)



**with the exception of certain identified managerial positions for which a professional license or technical certification serves as an equivalent requirement in lieu of a post-graduate degree (applicants are required to present certificates as proof of counting eligibility for their respective licenses):

- Manager, IT Department - Certified Information Security Management or Certified Information Security Auditor (with actual CISM/CISA certificate/s)
 - Manager, Accounting Department - Certified Public Accountant (copy of valid and unexpired PRC license, with original presented)
 - Legal Officer - Bar passer (with certificate of latest MCLE attendance)
- b. Supervisory positions - Bachelor's Degree in a related course; Post graduate degree (MBA or related courses), preferred but not required
- c. Rank & File positions - Bachelor's Degree in a related course
At least College level, or High School graduate with completion of technical vocational course (under TESDA or other technical schools) for support Positions (Driver/Mechanic, Handyman, or Office Maintenance Staff).
2. Work experience – refers to an applicant's first-hand knowledge / hands-on familiarity on the job or any experience relating to it which is considered as a determining factor of his/her ability to satisfy the demands of the job
- a. Executive positions - average of five (5) years working experience in field of expertise in the same capacity (4-6 years as stated in the JD)
 - b. Supervisory positions - 2-4 years working experience in field of expertise or any related field, preferably in the same capacity
 - c. Rank & File positions - 1-2 years working experience in any related field (longer experience may be required for certain positions such as Driver/Mechanic); for



entry-level positions, new graduates may be considered depending on job requirements;

3. Qualifying exams

All applicants shall be subjected to the qualifying exams which serve as the initial screening prior to the first interview. A specific set of tests shall be administered to applicants depending on the level of the position being applied for. The exam will be a mix of timed and untimed tests.

The company shall enforce a no "Below Average" mark status for inclusion in the shortlist in the regular positions. However, for hard-to-fill positions where the labor market has a shortage of talents, for internal applicants, for project-based, and reliever positions, HRD shall take into consideration no more than one (1) under average markings on the exam provided that such exams are not measures of the actual skill/s required of the individual (i.e. no under average Math exam for applicants for Accounting positions).

In the case of internal applicants (project-based or regular), each candidate shall be required to take the full set of exams for the position applied for at every instance of application. Application intervals shall also be applied in case of successive/repetitive applications (discussed in another section of this policy).

4. Other considerations

- a. Training – Depending on the position applied for, specific trainings may or may not be required as additional considerations for employment.
- b. Behavioral qualities - In determining eligibility, the company considers applicants' attitude and personality paying particular attention to loyalty, initiative, integrity, work attitude and values, ability to adapt to the company culture, as well as behavioral evidence of commitment to the company's cause. Proof of good moral shall also be a requirement, thus the requirement for certifications and clearances upon employment.
- c. Background Reference Checks - PSMBFI reserves the right to look into an applicant's performance with reference to his/her past employment through the conduct of background checks. Upon approval for hiring and prior to job offer, the HRD shall coordinate with the applicant's past employers and/or schools and request their cooperation by accomplishing the Background



Information Questionnaire or BIQ (Annex A). The responses gathered shall form part of the applicant's employment records.

In case of negative ratings, a reassessment of the candidate shall be done and a new approval should be sought before actual job offer. HRD action shall depend on the final decision of the President/BOT, whether to proceed with hiring or redo endorsement, possibly considering the other shortlisted candidates or a new batch.

Owing to the limited nature of their engagement, the HRD may not accomplish such checks in the case of project-based hires. However, if such employees signify an intent to apply for regular positions in the future, they shall be subject to the regular procedures including the background reference checks.

- d. Personal credentials - As an equal opportunity employer, PSMBFI maintains its impartiality with reference to applicants' age, marital status, or gender in evaluating qualification for employment. As a legal requirement for the hiring age, however, no applicant younger than 18 years old shall be entertained for employment.

E. Employment Classification

1. Probationary

Applicants hired for a regular position are initially taken in under a five-month engagement on probationary status that serves as the period of performance evaluation to assess eligibility for regularization. This assessment shall be based on performance standards agreed with the individual upon employment. A probationary employee's engagement may be terminated at any time during the probationary period for just causes or if employee fails to qualify for regularization.

2. Regular

Upon satisfactorily completing the performance requirements during the probationary period, an employee is conferred a regular status. As such, employee becomes entitled to company-initiated benefits and allowances, if any, that were not available during probation. A regular employee's tenured status does not prevent the company from taking the necessary personnel action against him/her for infractions against company policies or as a result of successive poor performance ratings as stipulated in the PSMBFI Code of Discipline.



3. Project-based

This type of employment is temporary in nature and is anchored on specific projects or tasks that may arise from time to time on a case-to-case basis. Employees hired as relievers fall under this category. A project-based employment should not exceed five (5) months and shall not automatically progress to probationary or regular employment.

F. Screening Committees

1. The Personnel Committee

The Personnel Committee (PerCom) is tasked to perform the final interview of candidates shortlisted by the HRD for positions in the Rank & File and Supervisory levels. It shall arrive at an assessment of a final qualifier, summarized in a rating sheet, endorsing the same to be hired for the position upon the President's approval. It likewise performs the final review of Rank & File and Supervisory level employees on probationary status and endorses their regularization. PerCom also does the final assessment of employees under Suitability Assessment Period (SAP) and Promotion Probation for conferment of their position also for endorsement to the President for approval. The PerCom is composed of the following:

- a. Vice President - Chairman
- b. General Manager - Vice Chairman
- c. Manager, Human Resource Dept - Member
- d. Manager/Supervisor - Resource Person
(requesting department)
- e. HR Specialist, Recruitment & Placement - Secretariat

2. The Management Committee

The secondary screening and interview of candidates shortlisted by the HRD for managerial level positions is the Management Committee (ManCom). It shall further shortlist qualifiers endorsing said shortlist to the Board of Trustees, via the Governance Committee, for final hiring approval. This five-man committee consists of the following:

- a. President - Chairman
- b. Vice President - Vice Chairman
- c. General Manager - Member
- d. Manager, Human Resource Dept - Member
- e. Manager (as appointed by the Chairman) - Member



f. Supervisor, Manpower Planning & Devt - Secretariat

3. Board of Trustees

The Board of Trustees (BOT) performs the final screening of ManCom endorsed applicants through the Governance Committee and the Executive Committee then grants the final approval for hiring. It likewise performs the final review of managerial positions on probationary status and approves their regularization.

G. New-hire Orientation

1. HR Induction Orientation

This new-hire induction is conducted by the HRD among new employees of PSMBFI to provide an overview and facilitate understanding of the company's structure, policies and procedures, as well as introduce new employees to the organization's culture and to their co-employees, and finally, familiarize them with the different offices and building facilities. Normally conducted during the first day of employees' engagement with PSMBFI, the induction consists of the following :

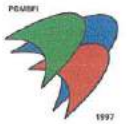
a. Orientation on HR Policies and Programs

This portion usually takes up the first half of a new employee's first day of work wherein he/she is made knowledgeable of the company's policies and basic office decorum. This is the time when the new employee fills out all pertinent forms and is oriented on timekeeping and salary schedules, mandated and company-initiated benefits, and the PSMBFI Code of Discipline. Contract signing and discussion on the terms and conditions of employment are done during this activity. New employee is also provided with a copy of the Code of Discipline.

b. Courtesy Call and Office Tour

This portion of the onboarding process serves to familiarize the new employee with the office environment while also getting to meet the other employees of the company. A representative from the HRD accompanies the new hire to the different department while also showing him/her the office facilities.

2. Product Information Orientation



This particular orientation aims to provide the employee with basic knowledge on the company's products and services. As the sessions shall be done by batches, this orientation shall be conducted once a month to cover all new hires for regular positions during that particular month. As much as possible, these sessions shall be coordinated with resource speakers from the Insurance, Investment and Marketing Departments to ensure their availability.

3. Hands-on Learning Sessions

Once the basic components of the onboarding program are completed, the HRD formally endorses the new employee to his/her department. During the initial week/s, a new hire is trained on the actual work by assigned supervisors or lead staff.

H. Other Guidelines

1. Request for Additional Manpower (not within approved plantilla)

- a. Generally, the HRD shall not process manpower requisitions that are in excess of the approved plantilla positions. In such cases, it is necessary to have the creation of requested additional positions approved by the Board Of Trustees for inclusion in the structure and in the budget.
- b. The requisitioning department is therefore advised to formalize the request in writing with justification and endorse such document to the HRD who then evaluates the circumstances of the appeal, endorses for initial approval of the President and presents the same to the BOT, via the Governance Committee, for approval.

2. Hiring of Relatives and Former Employees

- a. The company strictly discourages the employment of relatives, whether by affinity or consanguinity, of its current employees to avoid situations leading to conflicts of interest that may arise during the course of their employment with PSMBFI. Specifically, the following persons having relationships with current employees of PSMBFI may be disqualified :

- 1) Spouse *
- 2) Parent/s or Parent/s-in-Law
- 3) Daughter/Son or Daughter-in-Law/Son-in-Law



- 4) Brother/Sister or Brother-in-Law/Sister-in-Law
- 5) Aunt/Uncle or same degree by affinity
- 6) First Cousin or same degree by affinity
- 7) Niece/Nephew or same degree by affinity
- 8) Grandchild or same degree by affinity
- 9) Common law spouse
- 10) Such other relationships that may present any form of conflict of interest

**Employees who got married while employed at PSMBFI do not fall under this category and shall, therefore, be allowed to continue their employment unless such relations prove to be detrimental to any aspect of the company's operations. However, in situations where both employees belong to the same department, or if they belong to different departments but their functions are directly related, the Management reserves the right to transfer anyone of them to another position to avoid any conflict of interest.*

A short narrative on the particulars of "conflict of interest" is included in the latter part of this document (Attachment 1).

- b. Regardless of the reason for separation, PSMBFI shall not allow rehiring of its former employees.

3. Application Intervals

It is not uncommon for non-passers (in the qualifying exams and/or the PerCom panel interview) to attempt to reapply for the same or another position in the company, be they internal or external applicants. In this regard, the following should be observed:

a. External Applicants

Externally sourced candidates who fail in the qualifying exams (for regular or project-based positions) or PerCom interview may only reapply after six (6) months from date of release of last application results.

b. Internal Applicants (currently employed)

- 1) Project-based Employee



- must have served a minimum of three (3) months with the company before being eligible to apply for any regular position
- if project-based employee fails to qualify in the exams or the PerCom interview, said employee may only reapply after another three (3) months from date of last application results.
- If said candidate again fails, being no longer employed by PSMBFI after the second attempt, he/she may only reapply after another six (6) months from last application.

2) Probationary Employee

- a probationary employee may not apply for any regular position while he/she is still on probation unless he/she resigns from current position (*initial probationary employment period cannot be extended if employee transitions to another regular position on probationary status*)

3) Regular Employee

- must have served at least six (6 months) as regular status in current position before being eligible to apply for any regular position
- if employee fails to qualify in the exams or the PerCom interview, employee may reapply in the same position (if still vacant) or another regular position after three (3) months from date of release of last application results
- internal applicants who are accepted to the position they applied for shall be made to undergo a five-month Suitability Assessment Period (SAP) before being officially conferred the position title, status, rank and basic compensation. If employee fails the SAP, he/she is reinstated to former position and may only reapply for a new position after six months from reinstatement date.

4. Documentation and Records Management



- a. The HRD shall ensure proper monitoring of employment information through documentation in the employees' individual 201 records which shall contain all files on personnel information, employment contracts, Personnel Action Notices (PAN), performance appraisals, disciplinary action, training certificates, medical information, as well as records relating to employee separation.
- b. It is the duty of the HRD to ensure accuracy in the filed records of employment; its commitment is to maintain utmost confidentiality in the handling of such documents and information. When there is a necessity for other Department Heads to personally view the 201 records of their staff, they may be allowed to do so inside the HRD office. No personnel file shall be brought out of the HRD office and no reproduction, addition and removal of records may be done without the authorization of the Manager, HRD.
- c. It shall be the responsibility of every PSMBFI employee to make certain that any change in their personal data such as, but is not limited to, change in marital status and name, address, contact number/s, additional/change of dependent, etc., are properly and promptly communicated to the HRD to enable an update in the 201 files. However, consistent with the duty of the HRD to ensure accuracy and completeness of personnel records, additional reminders to update records will be issued on an annual basis.

5. Suitability Assessment Period (SAP)

The Suitability Assessment Period or SAP shall pertain to a predetermined period of performance observation during which an employee, who voluntarily applied for a position of a higher rank, and who is initially found to be eligible, is made to undergo a temporary assumption of said position and whose performance is closely monitored and assessed during such period.

1. Any employee who applied internally to any position with a rank higher than his/her current position shall assume said position on temporary status while being under the Suitability Assessment Period (SAP) for five (5) months. During this time, performance on the temporarily assumed post shall be constantly monitored and regularly evaluated to ensure suitability of capacity to perform the position's functions.
2. While undergoing SAP, the employee shall not receive any change in status, rank/level, and basic compensation. However, he/she, may be granted allowances commensurate to those given to the position applied for and for which he/she is being assessed.



3. During the employee's temporary assumption of the new position under SAP, the company may, whenever necessary, resort to hiring of project-based personnel to fill in the post temporarily vacated by the employee on an interim condition as a reliever or assign an OIC/Acting Officer from the department's existing manpower on a temporary basis until such time that the appointment to the new post becomes permanent and official.
 4. In case employee under review falls short of the performance expectations for the new position as assessed during the SAP, he/she agrees to be reinstated to his/her position of origin without change in status, rank/level and compensation with allowances similarly reinstated to the original amount being received. Upon reinstatement of employee, the services of project-based personnel hired as reliever may be terminated or transferred to another department, if necessary.
6. Other Provisions
- a. It shall be a prime responsibility of the PerCom to support the cost-saving policy of the PSMBFI in the hiring of employees. In this sense, when a vacancy occurs in the plantilla, it does not necessarily follow that said vacancy shall be filled, unless the vacancy, if left unfilled, adversely affects the effectiveness and efficiency of the department or office concerned. This principle of a Lean-and-Mean Work Force should at all times be adhered to in the matter of organizational structure and personnel hiring.
 - b. The President is the sole appointing authority for all employees in the supervisory and rank & file levels. The Vice President may sign employment documents such as contracts and office orders in behalf of the President only when the recommendation for hiring has been duly approved by the President.

VI. Implementing Procedure

A. Manpower Requisition

1. All requests for fill up of vacant positions shall be communicated to the HRD through the completion of the Manpower Request Form or MRF (Annex B) and shall be the basis for candidate sourcing.
2. The MRF shall be completed by the Section Supervisor with the recommending approval of the Department Head and endorsed to the HRD for verification



against the organizational structure and manpower plantilla of budgeted positions as well as the approved schedule of fill up.

3. Once positively verified, the Manager, HRD shall authorize the MRF and sourcing shall commence. Otherwise, if the conditions mentioned are not satisfied, then the requesting department shall be duly notified and the request shall be denied or put on hold, depending on the conditions at the time.

B. Sourcing

1. The HR Specialist, Recruitment & Placement shall begin sourcing for qualified candidates once the MRF is verified and authorized. Approved qualification standards, per approved job description (JD), as well as other reasonable specified preferences of the requesting department shall form the basis for initial scanning.
2. HRD shall allow equal opportunity for all applicants, both internal and external, to be assessed properly by posting a Notice of Vacancy (Annex C) within the office premises and at the same time utilizing the most appropriate means as well (per Item V.B.2 of this document) by posting necessary advertisements.
3. At the same time, HRD shall internally source and carefully screen promotable employees, if there is. This does not intend to limit professional growth of existing employees. Instead, it prevents prematurely identifying erroneous promotable employees due to prejudices.
4. In any case, simultaneously sourcing for applicants, and considering every aspect and source would help improve the timetable of HRD in the selection of qualified candidate for the position.

C. Screening

1. All applicants who meet the initial qualification standards shall be invited to take the qualifying exams. As previously stated, the set of examination materials shall be different for each position level (Rank & File, Supervisory, Managerial). A different set of test shall also be allocated for applicants for project-based Rank & File positions.



2. Tests for Rank & File, Supervisory, and Managerial positions shall be taken in the HRD office through an online testing platform, while applicants in the Regional Extension Offices (REOs) shall be asked to proceed to the nearest REO where they will be given instructions to accomplish tests sent online.

3. Before test administration, applicants shall be made to accomplish the Applicant's Information Sheet (Annex D), and the Data Privacy consent (Annex R) which allows HRD to release, verify, and/or solicit information necessary as part of the screening process.

Once exams are completed, answers will be checked to determine passers. Applicants who passed the exams shall be included in the shortlist of candidates for interview. Non-passing internal applicants shall be tactfully informed through a regret letter (Annex E).

4. The initial interview shall focus on applicants' basic qualifications and behavioral aspects such as, but not limited to, communication skills, work ethics, personal bearing, integrity, strengths and weaknesses, knowledge about the company as well as passion to be part of the organization. This is done by representatives of the HRD:

- | | | |
|---|---|--|
| a. Executive positions | - | Manager, Human Resource Department |
| b. Supervisory positions | - | Manager, Human Resource Dept/
Supervisor, Manpower Planning & Dev't. |
| c. Rank & File positions
(regular) | - | Supervisor, Manpower Planning & Dev't.
HR Specialist, Recruitment & Placement |
| d. Rank & File positions
(project-based) | - | HR Specialist, Recruitment & Placement |

5. Succeeding interviews of the initially qualified applicants that focus on the more technical skills and expertise in the field of practice shall be conducted as follows :

- | | | |
|------------------------------------|---|--|
| a. Executive positions | | |
| - 2 nd Interview | - | Management Committee |
| - 3 rd –Final Interview | - | Governance Committee,
Executive Committee |



b. Supervisory and Rank & File (regular) positions

- Final Interview - Personnel Committee

c. Project-based positions

- Final Interview - Manager (requisitioning department)

6. Once final interview is completed, the last interviewing committee shall make the final selection and endorse the same for hiring approval:

a. Executive positions

- Endorsement for hiring - Executive Committee
- Approval for hiring - Board of Trustees

b. Supervisory and Rank & File positions

- Endorsement for hiring - Personnel Committee (drafted by HRD)
- Approval for hiring - President

c. Project-based positions

- Endorsement for hiring - Manager of requesting department (drafted by HRD)
- Approval for hiring - President

7. Upon initial interview of HR representative/s, second interview for Executive positions shall be conducted by the Management Committee. The Management Committee shall be rating their candidates based on the given hiring criteria and come up with a shortlist of applicants.

HRD shall then endorse the details of the shortlisted applicants to the external provider for a comprehensive background reference check prior to endorsement to the Governance Committee for another level of screening and evaluation. Said Committee shall select the most suitable candidate to be endorsed to the Board of Trustees by voting, the results of which shall be declared during the Governance Committee session.

The Executive Committee participates in the screening process by evaluating the final candidate selected and formally endorsed by the Governance Committee



and in assessing the validity of the process undertaken. The Executive Committee shall decide on the endorsement.

a. If disapproved, the Executive Committee shall endorse the matter back to the Governance Committee.

a.1. Governance committee has the option to either select another candidate from the same set and endorse to the Executive Committee.

a.2. Governance committee may request another set of shortlisted candidates from the Management Committee. This will mean that the Management Committee will have to repeat the screening process at its level.

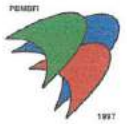
b. If approved, Executive Committee shall refer to the Board of Trustees for final approval of the candidate endorsed by the Governance Committee.

D. Background Reference Checks

1. Once the approval for hiring is secured, the HRD proceeds to conduct a background reference check with the candidate's past employers and/or schools attended.
2. Respondents shall be requested to accomplish the Background Information Questionnaire (BIQ) which shall form part of the candidate's employment records. Completed forms shall be routed to executives for reference and reevaluation of approval for hiring, if necessary.
3. Owing to the strategic nature and critical output required of the executive level posts, HRD shall engage with an external entity/provider who will conduct a comprehensive background check on the candidates shortlisted by the Management Committee prior to endorsement to the Governance Committee.

E. Pre-employment Requirements

1. As part of hiring requirements, applicant approved for hiring shall be advised to complete pre-employment requirements. A list of these documents (Annex F) shall be provided with instructions on final date of submission to HRD:
 - a. Photocopy of Birth Certificate (NSO Certified, year 2013 or later)



- b. Photocopy of Marriage Contract, if married (NSO Certified, year 2013 or later)
- c. Photocopies of Birth Certificates of Declared Qualified Dependents, if any (NSO Certified, year 2013 or later)
- d. Photocopy of Transcript of Records
- e. Photocopy of College Diploma
- f. Photocopy of License (PRC, Driving etc.)
- g. Photocopy of SSS Membership ID / E1 Form
- h. Photocopy of Pag-Ibig/HDMF ID/MDF
- i. Photocopy of PhilHealth ID/MDF
- j. Tax Identification Number ID/E-TIN/BIR 2316/2305/1905
- k. Original Medical/Physical Exam, Neuro-psychological Exam and Drug Test results
- l. Original NBI Clearance (within the last 6 months)
- m. Original Local Police Clearance (within the last 6 months)
- n. Original Barangay Clearance
- o. Sketch of present address
- p. Original BIR 2316 Form from last employer (if employed w/in the same year)
- q. Two recent 2 X 2 colored pictures with white background
- r. Four recent 1 X 1 colored pictures with white background

For verification purposes, Originals or Certified True Copies of the above requirements may be requested.

2. Applicant shall also be endorsed to the PSMBFI accredited clinic for pre-employment medical exam which should determine fitness to assume the post applied for. This consists of:
 - a. Complete physical exam
 - b. Complete blood count
 - c. Urinalysis
 - d. Fecalalysis
 - e. Chest X-ray (11x14 film size)
 - f. Drug Test
 - g. Hepa B Screening
 - h. Neuro-psychological exam
3. An endorsement form (Annex G) shall be provided by the HRD which the applicant present to clinic personnel. Medical test results shall be provided to PSMBFI within an average of three (3) working days.
4. Once pre-employment requirements and medical tests are completed, the HR Specialist, Recruitment & Placement drafts the Job Offer Letter (Annex H) and presents this to applicant to be hired. The letter is a snapshot of the job particulars, the terms and conditions of employment, as well as the compensation package being offered. If the candidate is amenable to items



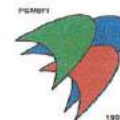
discussed, he/she signs the job offer as a commitment to be engaged by PSMBFI. He/She is then advised on the first day of reporting.

5. Internally, before the commencement of employment, the HR Specialist, Recruitment and Placement prepares notices to other sections within the HRD to advise on the new hire:
 - a. To HR Specialist, Training & Development - to prepare for new-hire induction orientation
 - b. To HR Specialist, Compensation & Benefits - to ensure inclusion in payroll and benefits records
6. Other pertinent documents, such as Probationary Employment Contract (Annex I), Office Order for Probationary Employment (Annex J), Non-Disclosure/Non-Solicitation/Non-Competition Agreement for regular positions (Annex K) or Non-Disclosure/Non-Solicitation Agreement for project-based positions (Annex L), Job Description (Annex M), Personnel Action Notice or PAN (Annex N) are prepared for routing to authorized signatories.

F. Contract Signing and Onboarding

1. On the employee's first reporting day, he/she will be presented with all documents that need to be signed and forms to be accomplished.
2. New employee shall then undergo HR Induction Orientation consisting of the orientation on HR policies and programs and the courtesy call and office tour. New employee shall also receive his/her copy of the Code of Discipline on which he/she signs off as acceptance and compliance.
3. The Product Information Orientation may be conducted on the same day or scheduled separately depending on the number of attendees and the availability of trainers/speakers from the Insurance, Investment and Marketing departments.
4. Upon completion of the orientations, the employee shall be endorsed to his/her department for hands-on training and assumption of position. A completed Orientation Checklist (Annex O) shall be signed as documentation

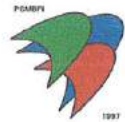
G. Performance Appraisal and Regularization



1. All new hires on probationary status, as well as internal candidates undergoing the SAP, shall be subject to performance review on their 2nd and 4th month of employment. This shall form part of the basis for regularization in the case of new-hire employees, while this serves as the basis for permanent appointment in the case of regular employees internally hired for higher ranking posts. Project-based employees are assessed prior to the end of their contract to serve as added reference in case they are considered for regular posts in the future.
2. Pursuant to the provisions of the Policy on Performance Management, probationary employees and their superior/s shall accomplish the Performance Appraisal Form (PAF) which shall be endorsed to the HRD upon completion. However, management may occasionally require additional assessment input from other members of the organization working closely with the subject individual. This is to provide a more concrete assessment, if the need arises.
3. The HRD shall arrange for a panel review with the PerCom for Rank & File and Supervisory level positions and the ManCom and Governance Committee for Managerial posts . The review shall serve as the final assessment of employee's eligibility for regularization (for probationary status newly hired employees), or permanent appointment (for internally hired regular employees). During the session, probationary employee/employee undergoing SAP is interviewed in relation to his/her performance rating and actual performance of duties.
4. If the review yields positive results, the employee is regularized or permanently appointed, whichever is applicable, through approval of the endorsement for regularization/appointment. The employee signs the Appointment Memo (Annex P), Office Order for Regularization (Annex Q) and PAN officially conferring the employee with the regular status. If negative, probationary employee is promptly and formally informed and advised on the steps to be undertaken with regard to separation from employment. In the case of a regular employee under SAP, he/she is likewise formally informed and accordingly reinstated to his former position.

VII. Rescission

All other previously issued policies, procedures and guidelines contrary to or inconsistent with the above are hereby rescinded and superseded as prescribed in this policy.



Attachment 1

A conflict of interest in the workplace arises when an employee develops competing interests or loyalties and allegiances that may cause such employee to act or behave in a manner that is divergent from office protocols or ethics. At the minimum, such conflicts can cause a negative impact on a person's productivity. At its worst, such can translate to material financial damages to the company, among others.

The employment of relatives or close relations in the same is not encouraged as this is perceived as one contributor to problems arising from conflicts of interest. Aside from the concept of nepotism, such hiring preferences sometimes fuel accusations of favoritism and, eventually cause a decline in employee morale. Sample consequences resulting from conflicts of interest involving relatives are, but not limited to:

1. Inability to make sound business decisions pertaining to hiring, promotions, contract renewals, performance reviews and even employee discipline, especially if one relative is superior over the other at work;
2. Feeling of awkwardness or lack of trust from colleagues or subordinates;
3. Family conflicts being transferred to the workplace thereby affecting productivity;
4. Connivance in the form of involvement in office crimes, or non-reporting of any violation committed by a relative-co employee, or withholding pertinent information during official investigations; etc.

Some businesses allow employment of relatives in their organizations, they do so by placing strict restrictions such as not allowing relatives to work in the same location or business unit, or ensuring that one relative does not perform any supervisory function over another relative, and so on. As a consequence, when a conflict is discovered, the action would normally be to relocate one of the related employees to another location or transfer to another department or business unit. In some cases, when relocation or transfer is not possible, the only recourse for the company is to let go one of the related employees, allowing enough time for said employee to find employment elsewhere. Justifying why this arrangement is not advisable in an organization such as PSMBFI:

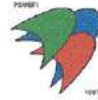
1. Such may not be an easy feat in the Philippine labor scene as "letting go" of employees normally require much justification and documentation. Unless the employee would agree to voluntarily leave the company, the company has practically no way of letting the employee go legally and without risk from labor claims;



2. Monitoring positions of related employees and avoiding their assignment in interconnected positions/functions will prove to be very limiting to PSMBFI, aside from it being tedious. For example, an employee who has displayed much potential for promotion to a senior position could not be promoted as a relative also works in the same department/section. In order for the company not to waste such potential, it will have to find another position for the subordinate relative in another department/section. Things to consider are the availability of a vacant position suited to the employee in another department, or the employee's fit in terms of competencies, or the feedback from employees in such department who may also be eyeing said vacancy, etc. This, then, seems to have become an endless cycle of employee movements that prove inconvenient to the company, a limitation brought about by having related employees which could have been avoided if the company refrained from hiring relatives in the first place.



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.



Background Information Questionnaire


Applicant: _____

Position applied for: _____ **Phone:** _____


Reference check conducted by: _____ **Date :** _____

Introduction	
<p>We are Public Safety Mutual Benefit Fund, Inc. a duly registered non-stock, non-profit mutual benefit fund association, organized to provide insurance protection, and financial and material aid to its members. We would like to conduct a background information check for <name of applicant> who is being considered for a position with our company. Your details were provided to us by the applicant and we hope that you can help us get to know <name of applicant> more by answering the items on this questionnaire.</p> <p>The check will take approximately 10 minutes to complete. Please note that this reference will be used in the overall evaluation of the applicant and may affect whether they are selected for the job. We would appreciate candor and utmost honesty in your responses. Rest assured that the information you provide will be kept in strict confidentiality.</p> <p>Thank you for your cooperation.</p>	
General questions	
What is the nature of your relationship with the applicant?	
In what capacity is/was the applicant employed by your business?	
What were the dates of their employment?	From: _____ To: _____
What duties and responsibilities does/did the applicant have?	
What the applicant's reason for leaving?	
General performance questions	
How would you describe the applicant's overall work performance?	
What would you say are the applicant's strengths?	
What would you say are the applicant's development areas (eg. weaknesses)?	



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC. 	
Have you had any concerns with their performance? If yes, please explain when these issues were identified? When were they discussed with the individual? What work are they doing to improve and what progress has been made?	
Can you comment on the applicant's: <ul style="list-style-type: none"> - reliability - punctuality - attendance - professionalism - <insert other factors where relevant> 	
Job-specific questions	
< List of questions based on the skills or attributes required for the job, for example: <i>In this role, the applicant is required to be very well organised and be able to manage a very busy office.</i> <i>Please describe <applicant's name> ability to organise their workload?></i>	
In closing	
Would you re-employ the applicant? Why/why not?	
Do you have any final comments?	
Thank you for taking the time to provide feedback. If you wish to provide any further information, you can contact us at: PSMBFI Human Resource Department No. 318-320 Santolan Road, cor. 1st and 2nd West Sts., San Juan Metro Manila Tel. No. 570-2429 Email : psmbfi_recruitment@yahoo.com	
Name and Signature of Respondent : _____	
Date Accomplished : _____	



 PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.	
MANPOWER REQUEST FORM	
Date requested: _____	Date of Fill-up: _____
Position: _____	Department: _____
Number: _____	
DETAILS	
NATURE OF POSITION <input type="checkbox"/> Permanent Position <input type="checkbox"/> Replacement <input type="checkbox"/> Existing Vacancy <input type="checkbox"/> New Position due to added function <input type="checkbox"/> Additional Manning due to increase in volume of work <input type="checkbox"/> Non-Permanent Position / Part Time Duration : _____ days _____ months	JUSTIFICATION Replacement of Mr/Ms _____ Due to: <input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Maternity Leave <input type="checkbox"/> Promotion Other Justifications _____ _____
JOB SPECIFICATION/QUALIFICATION Education _____ Experience _____ _____ _____ Skills _____ _____ _____ Age _____ () Male () Female	BRIEF JOB DESCRIPTION _____ _____ _____ _____ _____ _____
Job Level _____ Date _____	Requested by _____ Date _____
Evaluated by _____	Approved by _____ Date _____
Rank _____	
ACTION TAKEN (To be accomplished by AHRD)	APPROVED BUDGET
Name of New Hire: _____	For plantilla position: Schedule of fill-up _____
Effectivity _____	No. of plantilla _____
Noted By _____ Date Received _____	For project-based employment: Number of months _____
_____	Fund source: _____ General Fund
HR Manager	_____ Retained surplus
INSTRUCTIONS: Please fill-up all spaces accurately and legibly. Put the necessary check () marks on the box corresponding to your choice. For inquiries, coordinate with the Administration & HR Department.	



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

NOTICE OF VACANCY

(as of May 26, 2016)

MANAGER, ACCOUNTING DEPARTMENT

Accounting Department

- Bachelor's degree in Accountancy, with CPA license
- With MBA or related post-graduate degree
- With 4-6 years of working experience in managerial capacity in the same field
- Proficient in MS Office applications
- Strong analytical, composition, prioritizing, and people-management skills
- Ability to make sound decisions and maintain confidentiality
- Excellent communication, interpersonal, leadership and presentation skills

SUPERVISOR, PRODUCT DEVELOPMENT

Insurance Department

- Bachelor's degree in any business related course
- Preferably with MBA or related post-graduate degree
- With 2-4 years related working experience
- Proficient in MS Office applications
- Strong analytical, composition, prioritizing, and people-management skills
- Ability to make sound decisions and maintain confidentiality
- Excellent written and oral communication skills
- Knows how to prepare concept papers and develop Life Insurance Plans

CORPORATE COMMUNICATIONS OFFICER

Office of the President

- Bachelor's degree in Mass Communication, Public Relations, Organizational Communications or any related course
- Preferably with MBA or related post-graduate degree
- With 2-4 years related working experience
- Has knowledge on PR plan development and media relations
- Proficient in MS Office applications
- Strong analytical, composition, prioritizing, and people-management skills
- Ability to make sound decisions and maintain confidentiality
- Excellent written and oral communication skill

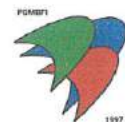
Qualified applicants may send their updated resume with picture and transcript of records to:

✉ PSMBFI HR Department, #318-320 Santolan Road., corner 1st & 2nd West Crame, San Juan City

@ psmbfi_recruitment@yahoo.com.

MILAN ROCHELLE N BERNARDO
Manager, HR Departmet

PSMBFI Building



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Applicant's Information Sheet

PSMBFI Main Office 318-320 Santolan Road corner 1st and 2nd West Crame San Juan City, Metro Manila		PHOTO
POSITION APPLIED FOR	ASKING SALARY	

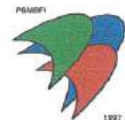
Please print legibly. Mark appropriate circles with an "X" and use additional sheets if necessary.

PERSONAL DATA						
EMPLOYEE'S NAME (LAST)	(FIRST)	(MIDDLE)	(MAIDEN)			
RESIDENTIAL ADDRESS				CONTACT NUMBER		
PERMANENT ADDRESS				CONTACT NUMBER		
DATE OF BIRTH (mm/dd/yyyy)	PLACE OF BIRTH	HEIGHT	WEIGHT	BLOOD TYPE	SEX <input type="radio"/> Male <input type="radio"/> Female	
CIVIL STATUS <input type="radio"/> Single <input type="radio"/> Annulled <input type="radio"/> Separated <input type="radio"/> Married <input type="radio"/> Widowed <input type="radio"/> Others (specify) _____				CITIZENSHIP		
RELIGION	EMAIL ADDRESS	TWITTER	FACEBOOK	INSTAGRAM		
SSS #	PHILHEALTH #	TIN	PAG-IBIG #	PAYROLL BANK ACCOUNT #		

FAMILY BACKGROUND			
	NAME	BIRTHDAY & AGE	OCCUPATION & EMPLOYER / SCHOOL
SPOUSE			
MOTHER			
FATHER			
CHILDREN	1.		
	2.		
	3.		
	4.		
SIBLING/S	1.		
	2.		
	3.		
	4.		

EDUCATIONAL BACKGROUND					
LEVEL	NAME OF SCHOOL	DEGREE/COURSE	DATE ATTENDED		SCHOLARSHIPS / HONORS RECEIVED
			From	To	
ELEMENTARY					
HIGH SCHOOL					
VOCATIONAL / TRADE COURSE					
COLLEGE					
GRADUATE STUDIES					
OTHERS					

Page 1



PROFESSIONAL ELIGIBILITY					
TYPE	RATING	DATE OF EXAM / CONFIRMATION	PLACE OF EXAM / CONFIRMATION	LICENSE (if applicable)	
				Number	Expiry
WORK EXPERIENCE					
COMPANY <small>(start with most recent)</small>	POSITION	INCLUSIVE DATES		SALARY	REASON FOR LEAVING
		From	To		
<small>VOLUNTARY WORK OR INVOLVEMENT IN SOCIO-CIVIC / NGOs ETC.</small>					
TRAININGS AND OTHER INFORMATION					
TITLE OF TRAINING / SEMINAR / CONFERENCE <small>(start with most recent - attach additional sheets if necessary)</small>		INCLUSIVE DATES		COMPANY / TRAINER	
		From	To		
SPECIAL SKILLS / HOBBIES		PROFICIENCY <small>(basic / intermediate / advance)</small>		CERTIFICATION	
<p>Have you ever been dismissed from any of your previous companies?</p> <p><input type="radio"/> YES, (specify) _____</p> <p><input type="radio"/> NO</p> <p>Have you ever been convicted of any crime or violation of any law, ordinance or regulation?</p> <p><input type="radio"/> YES, (specify) _____</p> <p><input type="radio"/> NO</p>					
CONTACT DETAILS IN CASE OF EMERGENCY					
<small>(Specify 2 persons from Metro Manila and another 2 from outside Metro Manila)</small>					
NAME	ADDRESS	CONTACT #	RELATIONSHIP		
REFERENCES (not related to you)					
NAME	OCCUPATION	ADDRESS	CONTACT #		
<p><i>I declare under oath that this information sheet has been accomplished by me, and is a true, correct and complete statement pursuant to the provisions of pertinent laws and regulations of the Republic of the Philippines. I also authorize the agency head / authorized representative to verify / validate the contents stated herein. I trust that this information shall remain confidential.</i></p>					
SIGNATURE OVER PRINTED NAME: _____			DATE ACCOMPLISHED: _____		
STRICTLY PRIVATE AND CONFIDENTIAL					



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

(Date)

Name of Applicant

Address

Dear Mr./Ms _____:

We appreciate your interest and initiative to apply for the position of Membership / Customer Service Assistant, One Stop Shop. The Personnel Committee has completed its in-depth assessment of all shortlisted applications and has come to a hiring decision. While your qualifications prove to be satisfactorily meeting the basic requirements of the job, another candidate was assessed to be more suitable match.

We thank you for taking the time to interview with us. We would be happier to receive your application for other openings at the company in the future.

We wish you both personal and professional success in all your future undertakings.

Very truly yours,

Milan Rochelle N. Bernardo
Manager, HR Department



Name: _____ Date: _____

Position: _____ Dept: _____

**PUBLIC SAFETY MUTUAL BENEFIT FUND INC.
REQUIREMENTS CHECKLISTS**

I. PHOTOCOPY (CERTIFIED TRUE COPY)

- BIRTH CERTIFICATE
- MARRIAGE CONTRACT
- BIRTH CERT. OF QUALIFIED DEPENDENT
- TRANSCRIPT OF RECORDS
- DIPLOMA
- SSS ID/E-1
- PAG-IBIG/HDMF ID/MDF
- PHILHEALTH ID/MDF
- TIN ID/E-TIN/BIR 2316/2305/1905

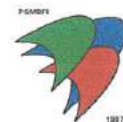
II. ORIGINAL DOCUMENTS


- MEDICAL/PHYSICAL EXAM
- NEURO-PSYCHOLOGICAL EXAM
- DRUG TEST
- NBI OR POLICE CLEARANCE
- BRGY. CLEARANCE
- SKETCH OF PRESENT ADDRESS

III. PHOTOS

- 2 pcs. 2 x 2 colored w/ white background
- 4 pcs. 1 x 1 colored w/ white background

HR REPRESENTATIVE AND DATE



 MURPHY DIAGNOSTIC & MULTI-SPECIALTY CENTER 2 nd floor ELI Bldg., cor 6 th Avenue Bonny Serrano, Murphy Cubao Quezon City Tel. (02) 912-7193 / (02) 912-7189 Cel. 09183825416					
REFERRAL FORM					
Last Name	First Name	Middle Initial	Age	Sex	Date
Requested by				Clinical Diagnosis	
<p style="text-align: center;">EXAMINATION</p> <input checked="" type="checkbox"/> PRE-EMPLOYMENT <input type="checkbox"/> ANNUAL <u>Components</u> <input checked="" type="checkbox"/> Complete Physical Exam <input checked="" type="checkbox"/> Complete Blood Count (CBC) <input checked="" type="checkbox"/> Urinalysis (Urine Exam) <input checked="" type="checkbox"/> Fecalysis (Stool Exam) <input checked="" type="checkbox"/> Chest X-ray (11x14 film size) <u>Others (please specify)</u> <input checked="" type="checkbox"/> Drug Tests <input checked="" type="checkbox"/> Hepa B Screening (HBsAg) <input type="checkbox"/> ECG			<p style="text-align: center;">SPECIAL REQUESTS</p> <p style="font-size: 1.2em;">with neuro exam</p>		
_____ Examinee's Printed Name & Signature					
_____ Approved by Authorized Company Representative					
Note:					
Remark: Patient preparation may be needed for some diagnostic procedures.					



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Date

Name and Address

Dear Mr./Miss/Mrs./Ms. (Name):

Congratulations! We are pleased to confirm that you have been selected to work for Public Safety Mutual Benefit Fund, Inc. We are delighted to make you the following job offer.

The position we are offering is that of (Job Title) under the (Department). This position reports to (Title and name of Superior). This is a permanent position for which you will be hired initially on probationary status. Attached is the table of compensation and benefits being offered, as well as the terms of your employment, for your easy reference.

We would like you to start work on (state desired date) at (state start time). Please report to Ms. Aileen Ruaro, HR Specialist, Recruitment and Placement, on (start date) for documentation and orientation.

Please sign the enclosed copy of this letter and return it to the PSMBFI Human Resource Department not later than (specify date) to indicate your acceptance of this offer. We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Sincerely,

Milan Rochelle N. Bernardo

Manager, Human Resource Department

I accept the offer as outlined above.

Signature over printed name

Date

PSMBFI Building
No. 318-320 Santolan Road, cor. 1st and 2nd West Streets
San Juan, Metro Manila
Tel. No. 726-1675; 726-8070 Telefax No. 726-7250
Email: customercare@psmbfi.com.ph

www.psbfi.com.ph



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

!

CONTRACT OF PROBATIONARY EMPLOYMENT

This Agreement (the "Agreement") is entered into this 1st day of February, 2016 by **Public Safety Mutual Benefit Fund, Inc.**, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, whose registered office is situated at 318-320 1st & 2nd West Sts., West Crame, San Juan City, Metro Manila, Philippines, hereinafter referred to as the "**EMPLOYER**"; and (Name of Employee) , of legal age, of (address) hereinafter referred to as "**EMPLOYEE**".

Main Terms and Conditions of Employment

1. Commencement of Employment and Probationary Period

This employment will commence on the 1st of February 2016 and the period of continuous employment will be calculated from this date. The first five (5) months of employment are on probationary basis. Before the end of the probationary period, the Employee's work performance and compliance with agreed output and requisites, discussed separately by the immediate superior, will be carefully reviewed and evaluated. Upon successful completion of the probationary period, Employee will be conferred his regular employment and issued an office order and Personnel Action Notice (PAN).

2. Position Title and Job Summary

The Employee is hired as (position) and will be responsible for maintaining cleanliness of the assigned/designated areas. Attached is a copy of the detailed job description of this position for reference and guidance.

3. Job Location

The official place of work will be the Employer's registered address in San Juan City or a location advised by the Employer.

4. Pay

The base salary will be paid at the rate of (basic salary in words) (PHP) per month to be paid in two installments on a semi-monthly basis in accordance with the Employer's normal salary pay out procedures.

5. Hours of Work. Normal working schedule for full-time employees is 40 hours per week, Monday to Friday inclusive, but considerable flexibility is often necessary to meet working

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PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

! requirements. The Company expects its employees to complete their assignments in accordance with the Company's high quality standards and in a timely manner.

6. Employee's Obligations

The Employee will carefully perform the work assigned to you and faithfully safeguard the Employer's legitimate interests. During his employment, the Employee is not permitted to enter into activities that directly or indirectly compete with the Employer's business or pose any conflict in interests. Business and trade secrets will not be disclosed or used otherwise by Employee without the Employer's express written consent.

While employed, Employee is expected to refer and conform to and follow all existing regulations and policies, as well as those that may be additionally implemented by the Employer from time to time.

The Employee's obligations on confidentiality/non-disclosure, non-solicitation and non-competition will be explicitly detailed in another agreement.

7. Company Property

Any equipment, material, documentation, keys, tools, etc. entrusted to the Employee by the Employer must be handled with care and returned when no longer needed or if the contract of employment is terminated. These company properties should be used exclusively in the furtherance of the Employer's business. It is further understood that these properties are assigned to the Employee in trust for the Employer.

Hence, damage caused to the properties assigned through misuse or neglect, whether wilful or not, or loss of said properties shall be charged to Employee's account and immediately deducted from his upcoming salaries.

8. Disciplinary Procedure and Termination

The discipline process will take place in accordance with applicable laws, rules and regulations.

During the probationary period, the Employer, in observance of due process and requirements, may terminate the services of the Employee on the following grounds:

1. Inability of Employee to comply with the performance and output requirements set and agreed with the Employer as documented through a written evaluation of the Employee's performance covering the probationary period of employment;

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PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

!

- 2. Any act by the Employee that constitutes a breach on the trust and confidence bestowed upon him by the Employer;
- 3. Any infraction of company policies committed by the Employee that corresponds to a sanction of dismissal, or any act that is considered a display of the Employee's inability to manage the position and job scope; or

9. Changes to Terms of Employment

Any change to this contract of employment shall be mutually agreed and added as an Appendix to the same.

10. Severability

If any provision or provisions of this contract of employment shall be held to be invalid, illegal or unenforceable, the validity, legality or enforceability of the remaining provisions shall not be affected or impaired thereby.

Acknowledgment

I acknowledge receipt of the Terms and Conditions of my probationary employment and agree to be bound by them.

The Employee

(Name of employee)

The Employer

DIR MARIO A AVENIDO

On behalf of

PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Signature _____

Signature _____

Date: _____

Date: _____

!

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PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.
318-320 Santolan Rd. Cor 1st and 2nd West Crame, San Juan City, Metro Manila
Trunk Lines 726-1675; 726-8070: Fax No. 726-7250

OFFICE ORDER NO : 16-_____
SUBJECT : APPOINTMENT: (POSITION)

ORDER DATE : June 17, 2016

Ref: _____

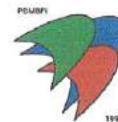
Mr./Ms. _____ is hereby hired as _____ under the
_____ Department on probationary status effective _____ until _____.

Be guided accordingly.

MILAN ROCHELLE N. BERNARDO
MANAGER, HR DEPARTMENT

Approved:

DIR MARIO A AVENIDO
PRESIDENT & CEO

**Non-Disclosure, Non-Solicitation and Non-Competition Agreement**

This Agreement (the "Agreement") is entered into by **Public Safety Mutual Benefit Fund, Inc.**, a Filipino company with principal place of business at 318-320 Santolan Road cor. 1st and 2nd West Crame, San Juan City, Metro Manila, Philippines ("Company") and (name of employee) of (address) ("Employee").

In consideration of the Employee's employment with the Company, the parties agree as follows:

1. Company's Proprietary Information

In the performance of the Employee's employment with and her obligations and duties to the Company the Employee shall have access to information which are considered confidential. "Confidential Information" means such information or material without limitation that is commercially valuable and important to the Company and is not generally known or readily ascertainable in the industry generally. This includes, but is not limited to:

- a. Technical information concerning the Company's products and services, including product know-how, formulae, designs, devices, diagrams, software code, test results, processes, inventions, research projects and product development, technical memoranda and correspondence.
- b. Information concerning the Company's business, including cost information, profits, sales information, accounting and unpublished information, business plans, markets and marketing methods, customer lists and customer information, purchasing techniques, supplier lists and supplier information and advertising strategies;
- c. Information concerning the Company's employees, including salaries, strengths, weaknesses and skills;
- d. Information submitted by the Company's customers, suppliers, employees, consultants or co-venture partners with the Company for study, evaluation or use; and
- e. Any other information not generally known to the public, which, if misused or disclosed, could reasonably be expected to adversely affect the Company's business.



2. Non-Disclosure of Proprietary Information

The Employee shall keep the Confidential Information, whether or not prepared or developed by the Employee, in the strictest of confidence. The Employee shall not disclose such information to anyone outside the Company without the prior written consent of the Company nor shall the Employee make use of any Confidential Information for the Employee's own purposes or for the benefit of anyone other than the Company.

However, the Employee shall not be subject to any obligation to treat as confidential any information which:

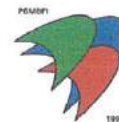
- a. Was in the Employee's possession or known to the Employee before such information was disclosed to the Employee by the Company and where there was or is no obligation on the Employee to keep it confidential;
- b. Is or becomes public knowledge through a source other than the Employee and through no fault of the Employee, or;
- c. Is or becomes lawfully available to the Employee from a source other than the Company.

3. Confidential Information of Others

The Employee shall not disclose to the Company or use within the business of the Company or cause the Company to use any trade secret of others.

4. Non-Competition

The Employee covenants and agrees that, during the term of the Employee's employment with the Company and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, the Employee shall not, directly or indirectly, participate in a business in the same country of operation that is similar to a business now or later operated by the Company. This includes participating in the Employee's own business or as a co-owner, director, officer, consultant, independent contractor, employee or agent of another business.



5. Non-Solicitation of Customers, Customer Prospects, and Vendors

Likewise, during the Employee's employment and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, the Employee shall not, directly or indirectly:

- a. solicit or attempt to solicit any business or trade from any of the Company's actual or prospective customers or client;
- b. divert or attempt to divert business away from the Company; or
- c. encourage any independent contractor or consultant to end a relationship with the Company.

6. Non-Solicitation of Employees

The Employee also covenants and agrees that during the term of employment with the Company and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, the Employee shall not, directly or indirectly, recruit or attempt to recruit, solicit, employ or attempt to employ any employee of the Company, or induce employees of the Company to terminate their employment relationship with the Company, on Employee's own behalf or on behalf of or in conjunction with any person or legal entity.

7. Return of Materials

When the employment of the Employee with the Company terminates for whatever reason, the Employee shall promptly deliver to the Company all originals and copies of documents, records, software programs, media and other materials containing any Confidential Information.

This obligation shall include all copies without exception which the Employee or any other person has made with or without the authority of the Company.

The Employee shall also return to the Company all equipment, files, software programs and other personal property belonging to the Company.

8. Confidentiality Obligation Survives Employment

The obligation of the Employee to maintain the confidentiality and security of any Confidential Information shall continue and remain after the termination of the Employee's employment and shall continue for so long as such Confidential Information remains proprietary.



9. General Provisions

- a. Relationships: Nothing contained in this Agreement shall be deemed to make the Employee a partner or shall create a joint venture with the Company for any purpose.
- b. Severability: If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to effect the intent of the Company and the Employee.
- c. Integration: This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings. This Agreement may not be amended except in a writing signed by both the Company and the Employee.
- d. Waiver: The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.
- e. Injunctive Relief: Any misappropriation of any of the Confidential Information in violation of this Agreement may cause the Company irreparable harm, the amount or measure of which may be difficult to ascertain and therefore the Employee agrees that the Company shall have the right to apply to a court of competent jurisdiction for an order enjoining any such further misappropriation and for such other relief as the Company deems appropriate. This right is to be in addition to all other legal remedies otherwise available to the Company.
- f. Indemnity: The Employee agrees to indemnify the Company against any and all losses, damages, claims or expenses incurred or suffered by the Company as a result of the Employee's breach of this Agreement.
- g. Attorney's Fees and Expenses: In a dispute arising out of or related to this Agreement, the prevailing party shall have the right to collect from the other party its reasonable attorney fees and costs and necessary expenditures.
- h. Governing Law: This Agreement shall be governed in accordance with the laws of Philippines.
- i. Jurisdiction: The Employee consents to the exclusive jurisdiction and venue of Court in the Philippines, in any action arising out of or relating to this Agreement. The



Employee waives any other venue to which the Employee might be entitled by domicile or otherwise.

- j. Successors & Assigns: This Agreement shall bind each party's heirs, successors and assigns. The Company may assign this Agreement to any party at any time. The Employee shall not assign any of his rights or obligations under this Agreement without the Company's prior written consent. The assignment or transfer in violation of this section shall be void.

The Employee has carefully read the terms and conditions contained within this Agreement and agrees that all of the restrictions therein are fair and reasonable and acknowledges that they are required to protect the interests of the Company. The Employee has received a copy of this Agreement as signed by the parties.

Employee

(Position)

Company

Public Safety Mutual Benefit Fund, Inc.
as represented by :

Dir. Mario A Avenido
President & CEO

Signature: _____

Signature: _____

Date Signed: _____

Date Signed: _____



2. Non-Disclosure of Proprietary Information

The Employee shall keep the Confidential Information, whether or not prepared or developed by the Employee, in the strictest of confidence. The Employee shall not disclose such information to anyone outside the Company without the prior written consent of the Company nor shall the Employee make use of any Confidential Information for the Employee's own purposes or for the benefit of anyone other than the Company.

However, the Employee shall not be subject to any obligation to treat as confidential any information which:

- a. Was in the Employee's possession or known to the Employee before such information was disclosed to the Employee by the Company and where there was or is no obligation on the Employee to keep it confidential;
- b. Is or becomes public knowledge through a source other than the Employee and through no fault of the Employee, or;
- c. Is or becomes lawfully available to the Employee from a source other than the Company.

3. Confidential Information of Others

The Employee shall not disclose to the Company or use within the business of the Company or cause the Company to use any trade secret of others.

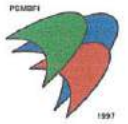
4. Non-Solicitation of Customers, Customer Prospects, and Vendors

Likewise, during the Employee's employment and for twelve (12) months after the termination thereof, regardless of the reason for the employment termination, the Employee shall not, directly or indirectly:

- a. solicit or attempt to solicit any business or trade from any of the Company's actual or prospective customers or client;
- b. divert or attempt to divert business away from the Company; or
- c. encourage any independent contractor or consultant to end a relationship with the Company.

5. Non-Solicitation of Employees

The Employee also covenants and agrees that during the term of employment with the Company and for twelve (12) months after the termination thereof, regardless of the



reason for the employment termination, the Employee shall not, directly or indirectly, recruit or attempt to recruit, solicit, employ or attempt to employ any employee of the Company, or induce employees of the Company to terminate their employment relationship with the Company, on Employee's own behalf or on behalf of or in conjunction with any person or legal entity.

6. Return of Materials

When the employment of the Employee with the Company terminates for whatever reason, the Employee shall promptly deliver to the Company all originals and copies of documents, records, software programs, media and other materials containing any Confidential Information.

This obligation shall include all copies without exception which the Employee or any other person has made with or without the authority of the Company.

The Employee shall also return to the Company all equipment, files, software programs and other personal property belonging to the Company.

7. Confidentiality Obligation Survives Employment

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8. General Provisions

- a. **Relationships:** Nothing contained in this Agreement shall be deemed to make the Employee a partner or shall create a joint venture with the Company for any purpose.
- b. **Severability:** If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to effect the intent of the Company and the Employee.
- c. **Integration:** This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements, representations and understandings. This Agreement may not be amended except in a writing signed by both the Company and the Employee.



- d. Waiver: The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights.
- e. Injunctive Relief: Any misappropriation of any of the Confidential Information in violation of this Agreement may cause the Company irreparable harm, the amount or measure of which may be difficult to ascertain and therefore the Employee agrees that the Company shall have the right to apply to a court of competent jurisdiction for an order enjoining any such further misappropriation and for such other relief as the Company deems appropriate. This right is to be in addition to all other legal remedies otherwise available to the Company.
- f. Indemnity: The Employee agrees to indemnify the Company against any and all losses, damages, claims or expenses incurred or suffered by the Company as a result of the Employee's breach of this Agreement.
- g. Attorney's Fees and Expenses: In a dispute arising out of or related to this Agreement, the prevailing party shall have the right to collect from the other party its reasonable attorney fees and costs and necessary expenditures.
- h. Governing Law: This Agreement shall be governed in accordance with the laws of Philippines.
- i. Jurisdiction: The Employee consents to the exclusive jurisdiction and venue of Court in the Philippines, in any action arising out of or relating to this Agreement. The Employee waives any other venue to which the Employee might be entitled by domicile or otherwise.
- j. Successors & Assigns: This Agreement shall bind each party's heirs, successors and assigns. The Company may assign this Agreement to any party at any time. The Employee shall not assign any of his rights or obligations under this Agreement without the Company's prior written consent. The assignment or transfer in violation of this section shall be void.



The Employee has carefully read the terms and conditions contained within this Agreement and agrees that all of the restrictions therein are fair and reasonable and acknowledges that they are required to protect the interests of the Company. The Employee has received a copy of this Agreement as signed by the parties.

Employee

Company

Employee

Public Safety Mutual Benefit Fund, Inc.
as represented by :

Dir. Mario A Avenido
President & CEO

Signature: _____

Signature: _____

Date Signed: _____

Date Signed: _____



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

JOB DESCRIPTION

Position Title : Administrative Officer
Section : Documentation & Records Management

Job Summary

- To provide support in managing departmental budget as well as maintain department's files and records

Duties and Responsibilities

- Prepares and processes disbursement vouchers of the department
- Records and monitors department's expenses
- Prepares Program Review Analysis (PRA) and Annual Departmental Budget
- Drafts inter-office memoranda, communications and departmental reports including Monthly Accomplishments and Committee reports
- Encodes and monitors requested and issued supplies in the PIIS
- Facilitates renewal of Fidelity Bond Coverage for Main Office and Regional Offices personnel and GPA for Board of Trustees and Executives
- Provides administrative support during Annual Strategic Planning
- Maintains files and other pertinent documents of assigned section
- Performs other related functions as directed by superior

Key Organizational Relationships

- Reports directly to the Supervisor, Documentation & Records Management
- Directly supervises the Administrative Assistant

Qualifications

- Bachelor's degree in financial related course
- With at least 1 year related working experience
- Proficient in MS Office applications
- Strong composition and prioritizing skills
- Ability to maintain confidentiality
- Excellent written and oral communication skills
- With basic knowledge on budget preparation and evaluation

Conforme:

_____ Date

PSMBFI Building
No. 318-320 Santolan Road, cor. 1st and 2nd West Streets
San Juan, Metro Manila
Tel. No. 726-1675; 726-8070 Telefax No. 726-7250
Email: customercare@psmbfi.com.ph

www.psbmfi.com.ph



Personnel Action Notice (PAN)

PAN No.: 2016 - _____

Date : _____

To : _____

From : **Human Resource Department**

Purpose : Transfer Promotion Regularization Others

Effectivity : _____

Details of Appointment :

	From	To
Department		
Position		
Status		
Compensation		
Immediate Superior		


Responsibilities

New Additional

Specifics : _____

Endorsed by : <p style="text-align: center;">MILAN ROCHELLE N. BERNARDO Manager, Human Resource Department</p>	Date : _____	Copies : <input type="checkbox"/> Employee <input type="checkbox"/> 201
Approved by : <p style="text-align: center;">DIR MARIO A AVENIDO President</p>	Date : _____	
Conforme (employee's signature over printed name) : _____	Date : _____	




PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Orientation Checklist

I. Company Profile

- Corporate History
- PSMBFI Logo
- Vision
- Mission
- Core Values
- PSMBFI Members
- Products & Services
- Members of the Board of Trustees

II. Conditions of Employment

- Work Schedules
 - Work days and Office hours
 - Break Periods
 - Tardiness
 - Undertime
 - Official Business
- Absences
 - Absence Notification Guidelines
 - Absence Without Official Leave
- Timekeeping
- Overtime
- Office Protocol and Decorum
- Dress Code
- Information Security

III. Performance Management System

- Appraisal Cycle
- Appraisal Schedule
- Performance Improvement Program (PIP)

IV. Salary Administration

- Pay Schedule
- Salary Composition
 - Basic Pay
 - Overtime Pay
 - Night Differential Pay
 - Holiday Pay

V. Benefits (Discussed individually to employees)

- Company-initiated Benefits
- Government-mandated Benefits

VI. Employee Discipline

- Code of Discipline


VII. Other orientations

- Courtesy Call and Office Tour
- Product Information Orientation

Orientation conducted by/signature:	Position	Date
1. HR Dept Representative _____		
2. Insurance Dept Representative _____		
3. Investment Dept Representative _____		
4. Marketing Dept Representative _____		

Acknowledged by (New-hire):	Position	Date
<input type="checkbox"/> Employee's Copy <input type="checkbox"/> 201 Copy	<input type="checkbox"/> Endorsement to Requesting Department (for hands-on learning sessions)	_____



 PSMBFI 1997	<p>PUBLIC SAFETY MUTUAL BENEFIT FUND, INC. 318-320 Santolan Road cor. 1st & 2nd West Crame, San Juan City, MM Tel. No. 726-8070; 726-1675 • Fax No. 726-7250 •</p>
<p>OFFICE ORDER NO. 16-023</p> <p>APPOINTMENT FOR REGULAR EMPLOYEE</p>	
<p>PERSONAL INFORMATION</p>	
Name	:
Current Address	:
Contact Number	:
<p>EMPLOYMENT INFORMATION</p>	
Position	:
Department	:
Employment Status	: Regular
Effective Date	:
Basic Salary	: _____ (PHP _____ .00) a month payable bi-monthly every 10 th and 25 th of each month subject to the following payroll cut-off period: <ul style="list-style-type: none"> • For the payroll period 1st until 15th of the month: payable on 25th of the month; • For the payroll period 16th until 30th or 31st of the month: payable on 10th of the following month;
Job Summary:	<ul style="list-style-type: none"> • To create/modify PIIS programs that will help the PSMBFI employee's task/work easier
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Debugs and enhances PIIS based on user requirement • Conducts trial runs of programs and software applications and ensures instructions are observed and desired data is produced • Writes, updates, and maintains computer programs or software packages to handle specific jobs, such as tracking inventory, storing or retrieving data, or controlling other equipment • Performs other related functions as directed by superior 	
<p>PSMBFI Building No. 318-320 Santolan Road, cor. 1st and 2nd West Streets San Juan, Metro Manila Tel. No. 726-1675; 726-8070 Telefax No. 726-7250 Email: customer@psmbfi.com.ph</p> <p style="text-align: right;">www.psbmfi.com.ph</p>	



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

318-320 Santolan Road cor. 1st & 2nd West Crame, San Juan City, MM
 Tel. No. 726-8070; 726-1675 • Fax No. 726-7250 •

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CONDITIONS OF EMPLOYMENT!

Official Work Hours:	8:00 A.M. to 5:00 P.M. Monday to Friday;
Place of Posting:	PSMBFI Main Office unless assigned/transferred/relocated due to business exigencies;
Other Terms and Conditions:	As provided in PSMBFI Policies, Guidelines, SOP's, Employee Manual!

&

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&

DIR MARIO A. AVENIDO

President & CEO

& & & & & & &

& ! ! ! ! ! ! !

Conforme:

!

_____!

Regular Employee

!

Date: _____!

&

!

PSMBFI Building
 No. 318-320 Santolan Road, cor. 1st and 2nd West Streets
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318-320 Santolan Rd. Cor 1st and 2nd West Crame, San Juan City, Metro Manila
Trunk Lines 726-1675; 726-8070: Fax No. 726-7250

OFFICE ORDER NO : 16-_____
SUBJECT : REGULARIZATION: (POSITION)
ORDER DATE : June 17, 2016

Ref: _____

Mr./Ms. _____ is hereby appointed as _____ under the
_____ Department on regular status effective _____.

Be guided accordingly.

MILAN ROCHELLE N. BERNARDO
MANAGER, HR DEPARTMENT

Approved:

DIR MARIO A AVENIDO
PRESIDENT & CEO

Conforme:

(NEW EMPLOYEE)

Date



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

DATA PRIVACY CONSENT

In compliance with the Data Privacy Act of 2012, and its Implementing Rules and Regulations (IRRA), I, _____, allow Public Safety Mutual Benefit Fund, Inc. (PSMBFI) to collect, use, disclose, request, and process my personal information for the purpose of my application for employment with them. I understand and acknowledge the purpose of sharing my personal information to PSMBFI including but not limited to the following:

- (a.) Residential Address;
- (b.) Contact Number;
- (c.) Date and Place of Birth;
- (d.) Age, Gender, and Marital Status;
- (e.) Citizenship and Religion;
- (f.) Government ID Numbers;
- (g.) Educational and Employment Background; and
- (h.) Other details specified in the Personnel Information Sheet

I also authorize PSMBFI and its representative/s to perform the following by way of phone call, fax, or e-mail:

1. Verify my information pursuant to the hiring process of PSMBFI;
2. Solicit information in relation to my work (e.g. Background Checking, Certificate of Employment, performance evaluation and recommendation) from my previous employer;
3. Release of my personal information as necessary for internal or external purpose (e.g. government/company membership registrations, HRIS).

Lastly, by signing below, I hold free and indemnify PSMBFI from any complaint, or damages that may result from my consent. I have read and understood all of the stated provisions, including those which are stated under the Data Privacy Act.

Name: _____

Designation: _____

Signature: _____

Date: _____

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