

September 3, 2002
Administration and Human Resource Department
OPERATING POLICY and PROCEDURE
Number 02-0801

POLICY GUIDELINES ON COMPANY-FUNDED TRAININGS & SEMINARS

I. DECLARATION OF POLICY

The work potential of employees as a resource of the company shall be enhanced through training opportunities when the need to harness the potential is clearly established.

II. PURPOSE and SCOPE

This Operating Policy and Procedure (OPP) prescribes the proper implementation of trainings/seminars funded by the Company in the Board-approved budget for the year.

III. DEFINITION OF TERMS

-- **PSMBFI Fund (s)** -- sums or amount of money appropriated and authorized for expenditure in the line item budget of PSMBFI for a given fiscal year.

-- **Training/seminar** - specific curriculum designed to develop company needed capabilities, skills and expertise.

-- **Travel Order** -- a document that authorizes an employee to move from his/her station to a particular destination in connection with a specific activity inclusive of the funds necessary.

-- **Deed of Undertaking** -- a contract between an employee and the Company. This contract binds the concerned employee to a certain obligation to the Company as a result of his availment of said seminar/training activity.

IV. PROCEDURES


The following procedures shall govern the implementation of Company-funded seminars :

1. Not later than the end of January every calendar year, all Department Managers in coordination with Human Resource Section (HRS), Administration and Human Resource Department shall review their respective tabulated skills inventory against the updated job skills requirement of the Department. Deficiencies in the skills inventory as compared to skills requirement shall thereafter become the basis for the Departments incoming CY Training Program and Budget.
2. HRS shall recapitulate the wanted skills as a basis for scheduling in-house or off-house training to produce/acquire the same.
3. In-house training schedules or off-house seminars shall be disseminated to all Departments for their information.

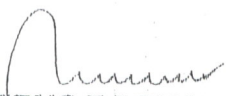
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4. Department Managers shall recommend to the General Manager-Chief Operating Officer through the Manager, Administration and Human Resource Department employees for training indicating the name of courses to be taken and the reasons why the specified courses are needed or will be needed by the Department.
5. Upon approval of the GM-COO, a corresponding Travel Order is issued. Where the training cost provided by the Company is P10,000.00 or more per trainee, a "Deed of Undertaking" or Contract of Service shall be signed by the concerned employee, and must be signed also by two (2) witnesses, (his Manager and the Manager, Administration and Human Resource Department)
6. For every ten thousand pesos (P10,000.00) that the Company provides, the trainee shall agree to serve the Company for one (1) year. Should the trainee resigns or be separated for cause during the stipulated period of service, the amount paid by the Company shall be deducted from any monies due him.
7. When the total expense for one seminar is fifteen thousand pesos (P15,000.00) or more, the projected training shall be subject to the President's approval.
8. Upon approval of the Travel Order with the attached accomplished Deed of Undertaking, voucher representing the total amount of seminar plus daily allowance is prepared and processed.
9. The Human Resource Section then takes charge in the coordination process of payment to the Training Institution and ensures that the training venue and other requirements are met.
10. To clear training cash advances, each trainee shall submit to GM-COO (thru Administration and Human Resource Department) an After-Seminar Report (ASR) to include Official Receipts (Ors) for expenses and technical manuscripts received by the trainee in seminars. The ASR shall outline the salient lessons learned and how these may be applied in the job being performed by the employee.
11. When appropriate, an in-house echo seminar workshop may be required from the graduated trainee.

V. Effectivity : This SOP takes effect upon approval.


ANICETO N PACLEB (Ret)
Manager, Administration & HR Department

Noted :


PD GUILLERMO T DOMONDON (Ret)
General Manager/Chief Operating Officer

Approved :


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