

**WHO**

**WHAT**

**WHERE**

**WHEN**

**WHY**

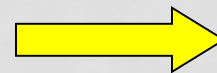
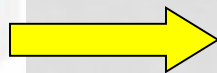
**HOW**

# PSMBFI EMPLOYEE ORIENTATION

# I. Company Profile

- **Corporate History**
- **PSMBFI Logo**
- **Vision**
- **Mission**
- **Core Values**
- **PSMBFI Members**
- **Members of the Board of Trustees**

# CORPORATE HISTORY



Republic Act (R.A.) 8291

PSMBFI



1997

December 11, 1997

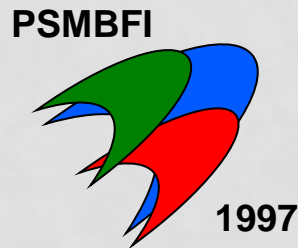
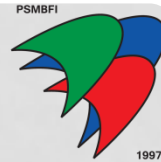
February 4, 1998



PDDG GUILLERMO T DOMONDON (RET)



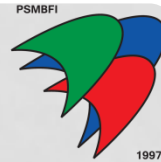
# PSMBFI LOGO



The **LOGO** represents a **SKEIN** (flock of Migratory Geese travelling in V-information).

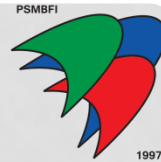
The color **BLUE** symbolizes **SERVICE**. The color **RED** symbolizes **PROSPERITY**. And the color **GREEN** symbolizes **GROWTH**.

# VISION



A **progressive** and **stable** mutual benefit association extending benefits and **services** that are **highly-responsive** to the **needs** of the members.

# MISSION

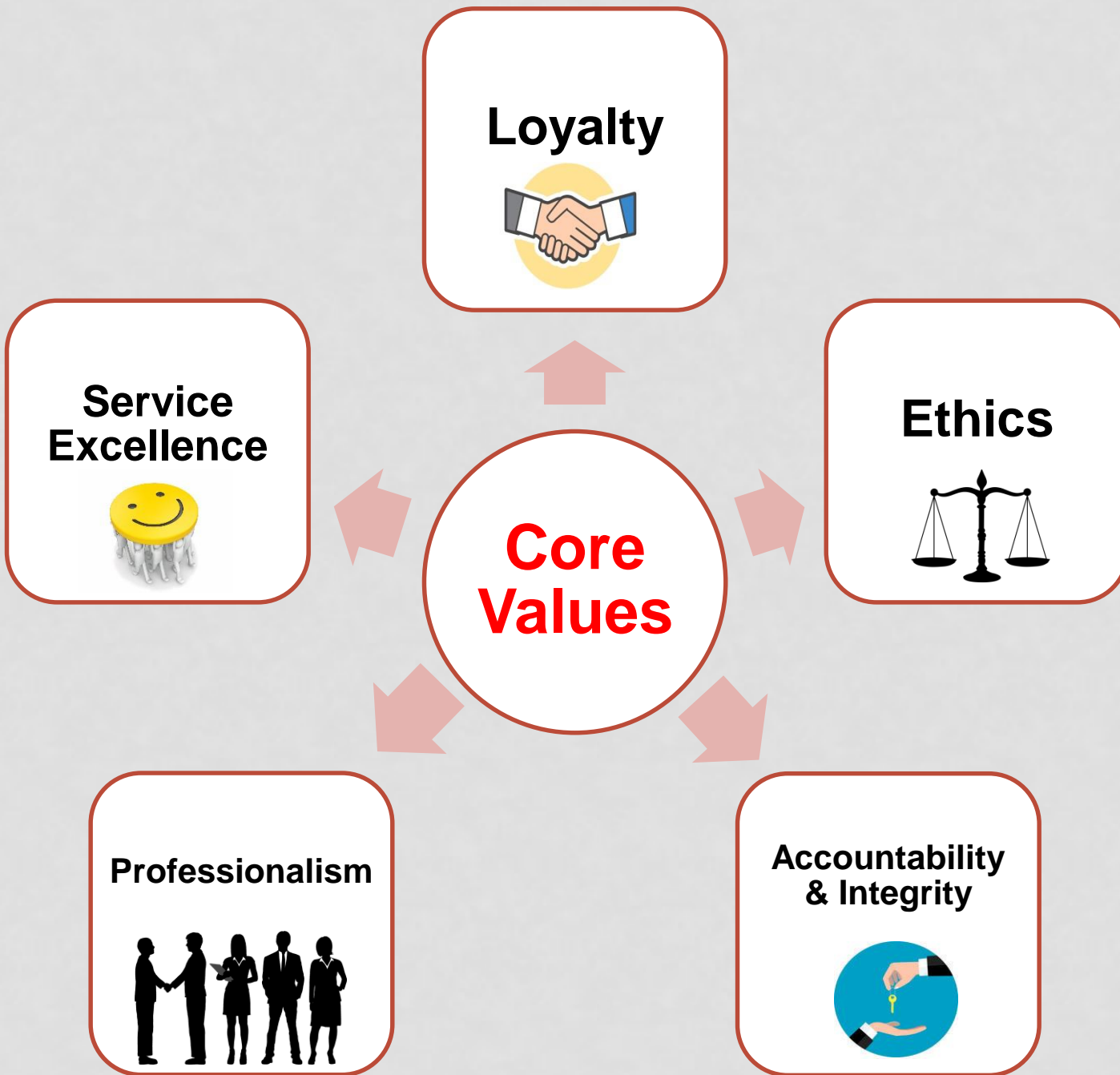


Embark on projects that **will improve mutual assistance** and foster **camaraderie** among members.

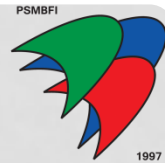
Provide **timely financial and material aid & comfort** to public safety practitioners & their families.



Enhance the **work environment** that will further **develop competent, committed, trustworthy, and service-oriented** personnel.



# OUR MEMBERS



PSMBFI insures uniformed and civilian personnel from the following sectors:



**PNP**  
Philippine National  
Police



**DOTC**  
Office of  
Transportation Security



**BFP**  
Bureau of Fire  
Protection



**NAPOLCOM**  
National Police  
Commission



**PCG**  
Philippine Coast Guard



**PNPA (Cadets)**  
Philippine National  
Police Academy



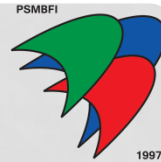
**MMDA**  
Metropolitan Manila  
Development Authority



**NAMRIA**  
National Mapping and  
Resource Information  
Authority



# OUR MEMBERS



PSMBFI insures uniformed and civilian personnel from the following sectors:



**BI**  
BUREAU OF  
IMMIGRATION



**PPSC**  
Philippine Public  
Safety College



**BUCOR**  
Bureau of  
Corrections



**DENR**  
Department of  
Environment &  
Natural Resources

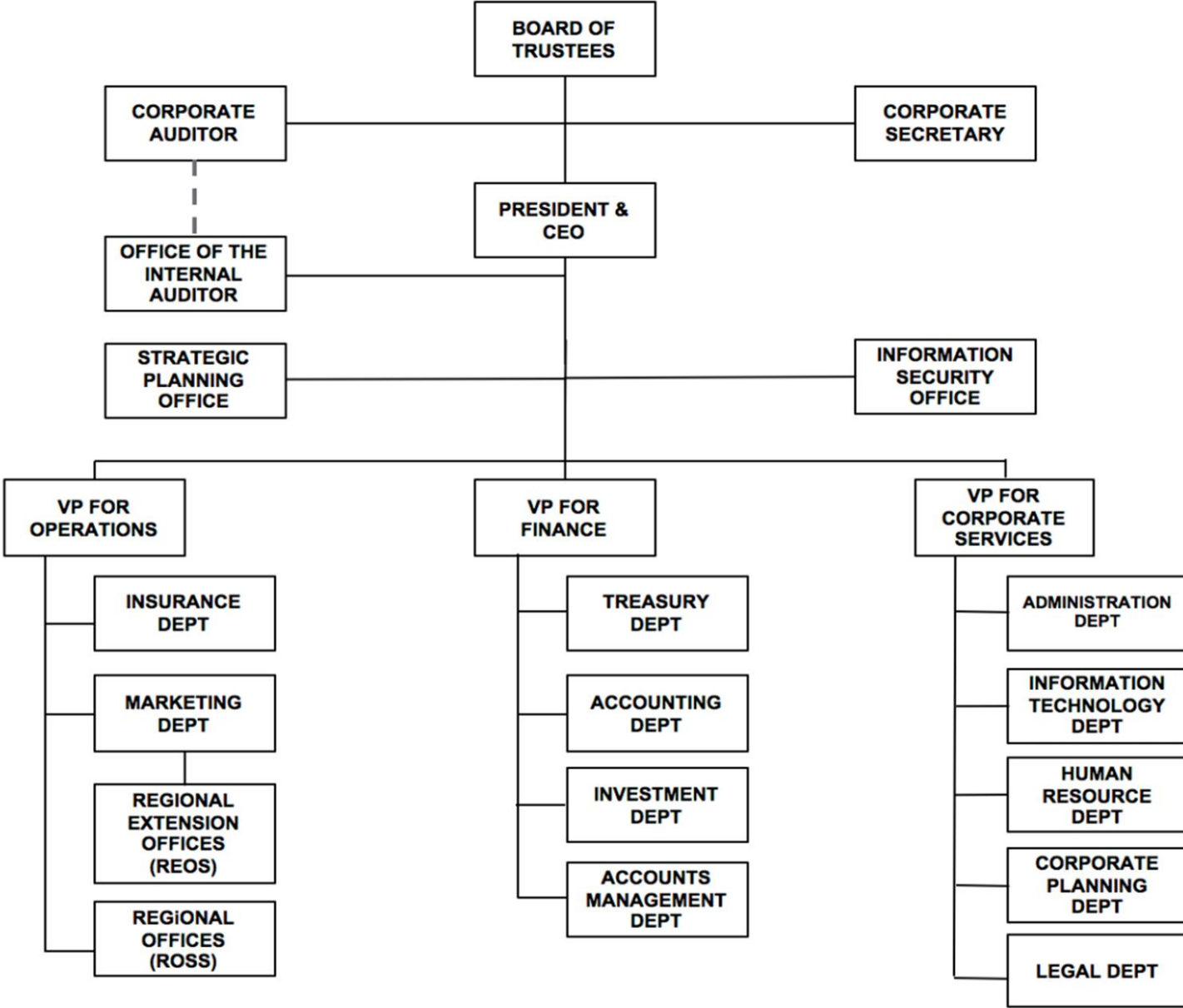


**LTO**  
Land Transportation  
Office

# **PRODUCTS & SERVICES**

- 1. Members Equity Plan (MEP)**
- 2. SGTI – Special Group Term Insurance Plan**  
(Compulsory to all active PNP personnel)
- 3. BGTP – Basic Group Term Plan**
- 4. BAB – Burial Assistance Benefit**
- 5. CLI – Credit Life Insurance (Compulsory to borrowers)**
- 6. E-56 – Endowment at 56**

# PSMBFI Organizational Structure



# MEMBERS OF THE BOARD OF TRUSTEES



DIR ARCHIE FRANCISCO F. GAMBOA  
Chairman



DIR MARIO A. AVENIDO  
President / CEO



DIR ARMANDO E. RAMOLETE  
Vice President

# MEMBERS OF THE BOARD OF TRUSTEES



MARLON MDR GANZON  
Treasurer



DIR FELIPE S MOQUIALA  
Assistant Treasurer

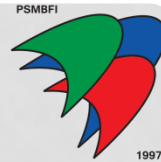


DIR RICARDO C MARQUEZ  
Trustee

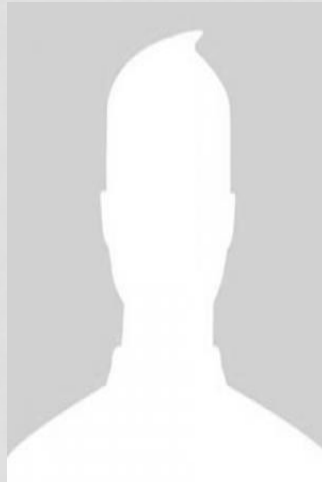


DIR JUANITO B. VAÑO JR  
Trustee

# BOARD OF TRUSTEES



**Dir Joaquin Alva**  
Trustee



**Dir Kimanie Saromines**  
Trustee



**Dir Ernard Singian**  
Trustee



**Dir Lyndon Cubos**  
Vice Chairman



**Dir Valfrie Tabian**  
Trustee



**Dir Lynette Tadeo**  
Trustee

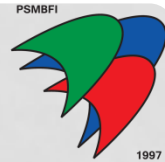


**PCSUPT Napoleon Taas**  
Corporate Auditor



**Atty Matthew Baccay**  
Corporate Secretary

# EXECUTIVE OFFICERS



**Dir Mario A. Avenido**  
**President & CEO**



**Dir Armando E. Ramolete**  
**VP for Finance &  
Corporate Services**



**Sebastian C. Siga-an**  
**VP for Operations**

# II. Conditions of Employment

- **Work Schedules**
- **Absences**
- **Timekeeping**
- **Overtime**
- **Office Protocol and Decorum**
  - **Dress Code**
  - **Non Compete/ Non Solicitation/ Non Disclosure**
  - **Drug Free Workplace Policy**
  - **Anti – Sexual Harassment Policy**
  - **IT Policies**



# III. Performance Management System

- **Appraisal Cycle and Schedule**
- **Performance Appraisal Forms**
- **Performance Improvement Program (PIP)**

# PERFORMANCE APPRAISAL



- ❖ Aims to promote and improve employee effectiveness by managing their performance through regular assessments and acknowledging good performance through merit.
- ❖ Continuous process where superiors and subordinates work together to plan, monitor and review an employee's work objectives or goals and his or her overall contribution to the organization.

# APPRAISAL SCHEDULE

## ▶ Regular Employees

- ▶ Shall be done on an annual basis following the appraisal cycle

## ▶ Probationary Employees

- ▶ Shall be assessed on the 2<sup>nd</sup> month and 4<sup>th</sup> month of employment
- ▶ Once regularized, the cycle for regular employees shall be observed
- ▶ Prorated period of evaluation shall be applied for the remainder of the evaluation year

## ▶ Project-based Employees

- ▶ Shall be done one month before the expiration of their contract

# APPRAISAL CYCLE

Stage 1

- Goal Setting Phase
- Period: Oct 1-31 (current year)

Stage 2

- Performance Planning Phase
- Dec 1 – 30 (current year)

Stage 3

- Mid-year Review Phase
- June 1 – 30 (succeeding year)

Stage 4

- Goal Setting Phase (for year 2)
- Oct 1 – 31 (succeeding year)

Stage 5

- Annual Review Phase and Performance Planning for the next cycle
- Dec 1 – 30 (succeeding year)

# IMPLEMENTING GUIDELINES PERFORMANCE IMPROVEMENT PROGRAM (PIP)

- ▶ intended to aid employees found to have performance difficulties to correct their deficiencies and achieve a better rating during the next appraisal cycle
- ▶ shall be drafted by employee's Department Head and endorsed to the HRD for progress monitoring

# PERFORMANCE IMPROVEMENT PROGRAM (PIP) PROCESS

In case of **UNSATISFACTORY** performance rating at the end of the cycle,

- Employee shall undergo the PIP for a period of 4-5 months and will be assessed during the next Mid-Year Assessment

In case of employee improvement,

- PIP shall be lifted and the employee's Annual Review will be completed on a normal basis. However, **MERIT** shall be granted to employee for the year.

In case employee continues to show signs of unsatisfactory performance,

- PIP shall continue until the Annual Review. If final rating still shows unsatisfactory ratings, employee shall be subject to Article IV, Item 17 of the PSMBFI Code of Discipline (*Failure of the employee to live up to the reasonable standards of his job as evidenced by 2 Unsatisfactory job performance ratings*).

# IV. Salary Administration

- **Pay out Schedules**
- **Salary Composition**
  1. **Basic Pay**
  2. **Overtime Pay**
  3. **Night Differential Pay**
  4. **Holiday Pay**

# V. Benefits

- **Company-initiated Benefits**
- **Government-mandated Benefits**



# CODE OF DISCIPLINE



السلوكيات والسلوكيات

## Policy Purpose

- ❖ to establish guidelines for the enforcement of PSMBFI policies;
- ❖ to guide Management in imposing the appropriate disciplinary measures for the infractions committed; and
- ❖ to inform employees of the prohibited actions and the range of possible disciplinary actions

## Applicability

- ❖ Applicable to all PSMBFI employees regardless of position and employment status

## Scope

- ❖ Applicable whether the violation is committed inside/ outside company premises/ property while employee is on/off duty as long as the incident impacts employee's work with the Company

Take action on policy infraction with the proper disciplinary action as specified in the code

Ensure that all disciplinary incidents are dealt with in a swift and objective manner

Determine the disciplinary action to be imposed on a case-to-case basis considering the severity and circumstances of the act

**Management  
Responsibility**

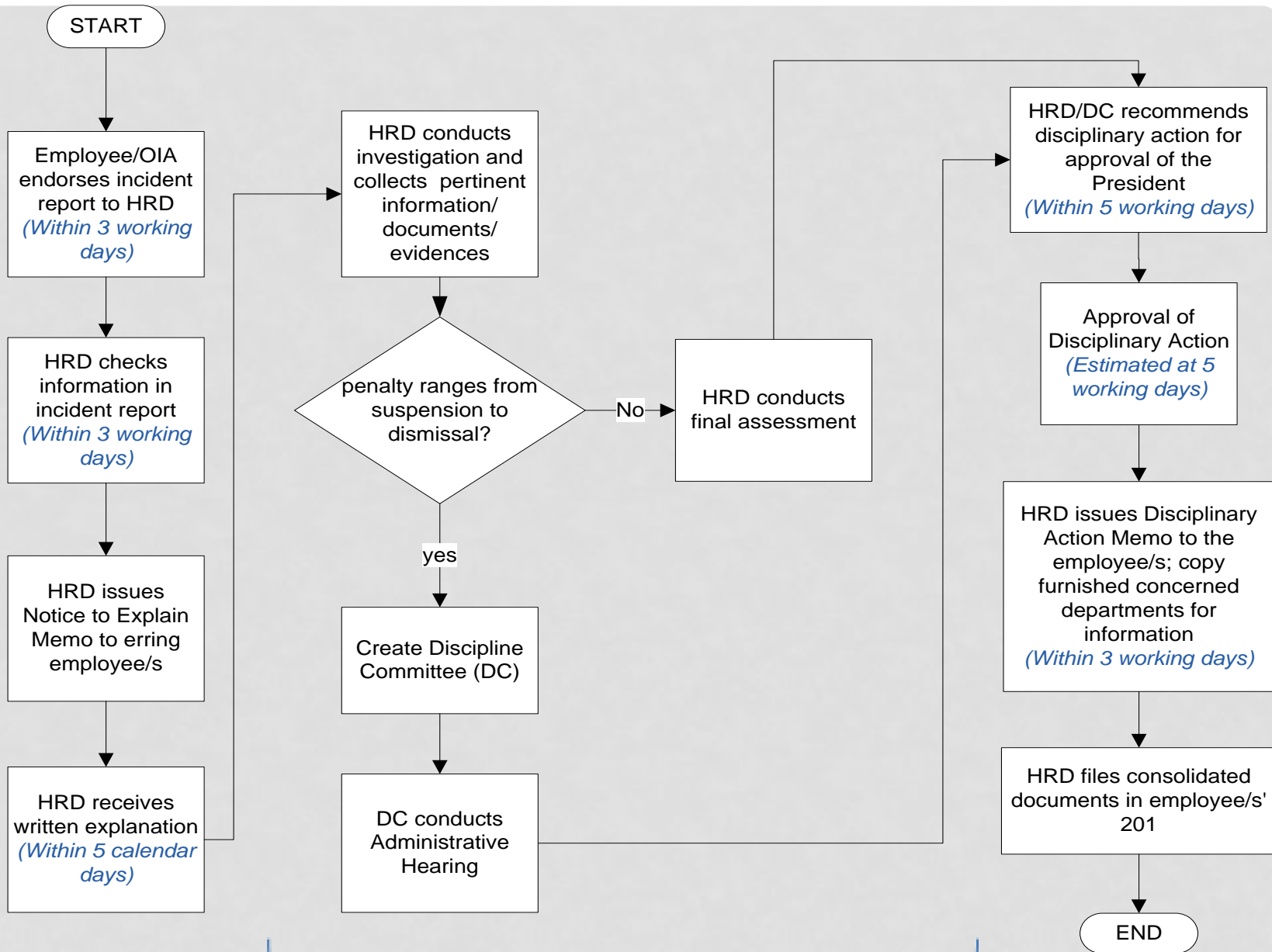


Report valid  
violations against  
company policies

When necessary,  
employees must  
participate in any  
official  
investigation and  
not pose any  
hindrance to the  
effective execution  
of the discipline  
process

**Employee  
Responsibility**

# Employee Discipline Process



*(Within 5 calendar days)*

**YOU ARE EXPECTED TO  
PERFORM YOUR BEST  
AND PROVIDE EXCELLENT  
CUSTOMER SERVICE TO  
PSMBFI MEMBERS**

**WELCOME TO  
PSMBFI !!!**