

WHO

WHAT

WHERE

WHEN

WHY

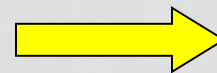
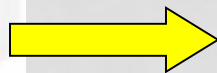
HOW

PSMBFI EMPLOYEE ORIENTATION

I. Company Profile

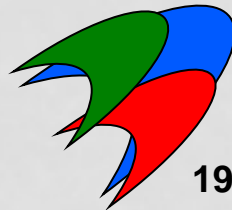
- **Corporate History**
- **PSMBFI Logo**
- **Vision**
- **Mission**
- **Core Values**
- **PSMBFI Members**
- **Members of the Board of Trustees**

CORPORATE HISTORY



Republic Act (R.A.) 8291

PSMBFI



1997

December 11, 1997

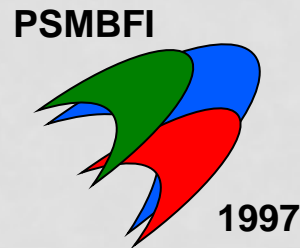
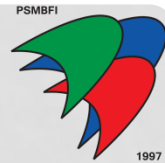
February 4, 1998



PDDG GUILLERMO T DOMONDON (RET)



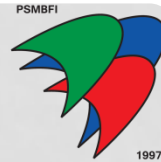
PSMBFI LOGO



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

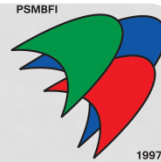
The color **BLUE** symbolizes **SERVICE**. The color **RED** symbolizes **PROSPERITY**. And the color **GREEN** symbolizes **GROWTH**.

VISION



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

MISSION

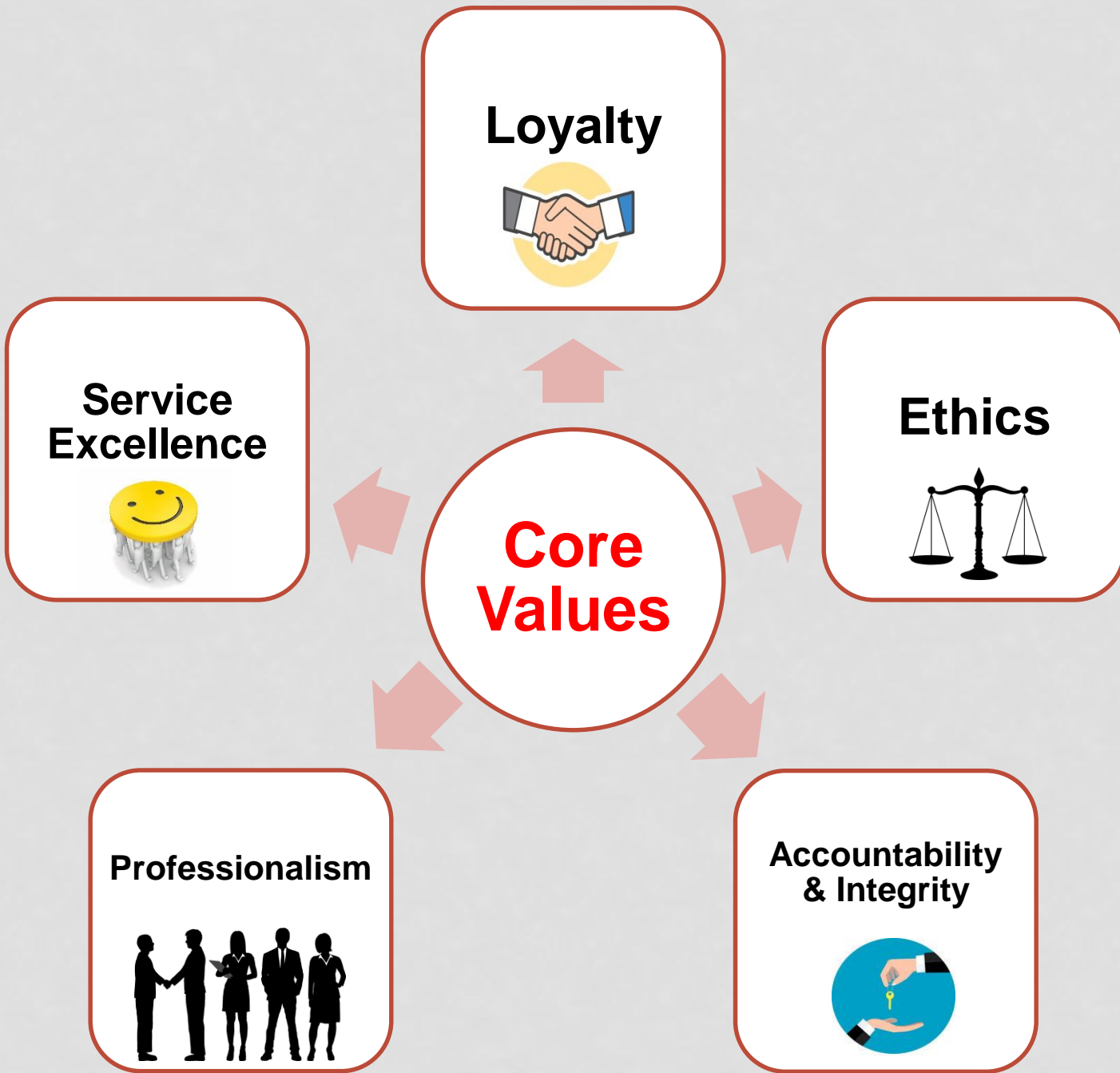


Embark on projects that **will improve mutual assistance** and foster **camaraderie** among members.

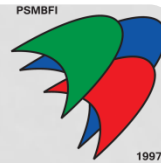
Provide **timely financial and material aid & comfort** to public safety practitioners & their families.



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

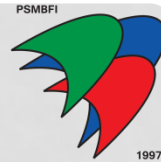


MMDA
Metropolitan Manila
Development Authority



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

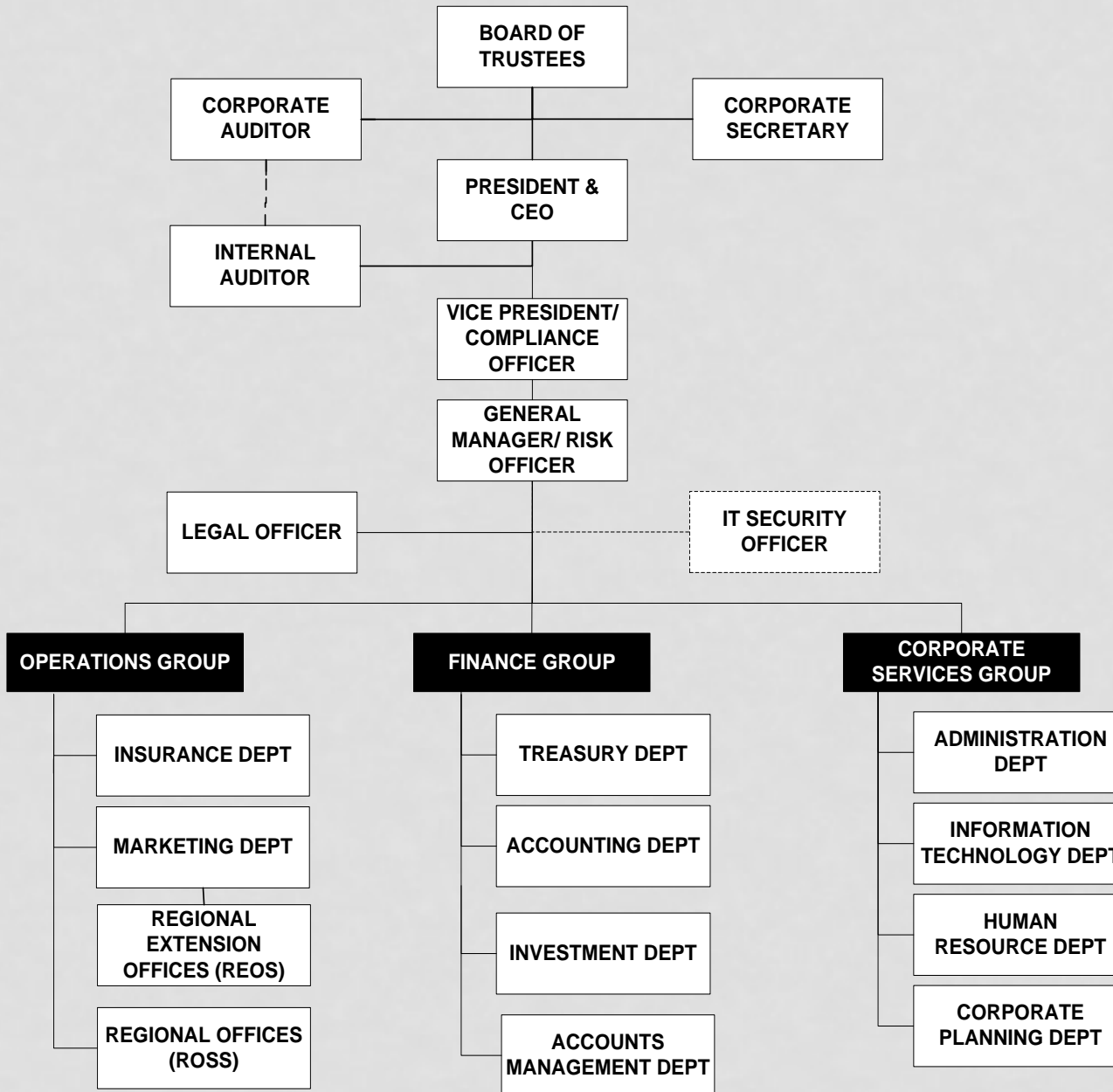
PRODUCTS & SERVICES

- 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**



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Interim Organizational Structure



MEMBERS OF THE BOARD OF TRUSTEES



PDG OSCAR D. ALBAYALDE
Chairman



DIR ARCHIE FRANCISCO F. GAMBOA
Vice 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

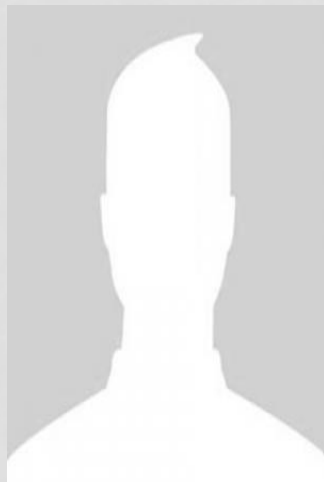


DIR JUANITO B. VAÑO JR
Trustee

BOARD OF TRUSTEES



**Dir Joaquin Alva
Trustee**



**Dir Kimanie Saromines
Trustee**



**Dir Ernard Singian
Trustee**



**Dir Lyndon Cubos
Trustee**



**Dir Valfrie Tabian
Trustee**



**Dir Lynette Tadeo
Trustee**

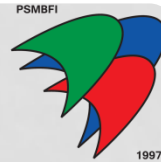


**PCSUPT Napoleon Taas
Corporate Auditor**



**Atty Matthew Baccay
Corporate Secretary**

EXECUTIVE OFFICERS



Dir Mario A. Avenido
President/ CEO



Dir. Armando Ramolete
Vice President



Capt. Sebastian Siga-an
General Manager/ RO

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 2nd month and 4th 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
- Nov 1 – 30 (current year)

Stage 3

- Mid-year Review Phase
- Apr 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
- Nov 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



شبكة المدارس

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**

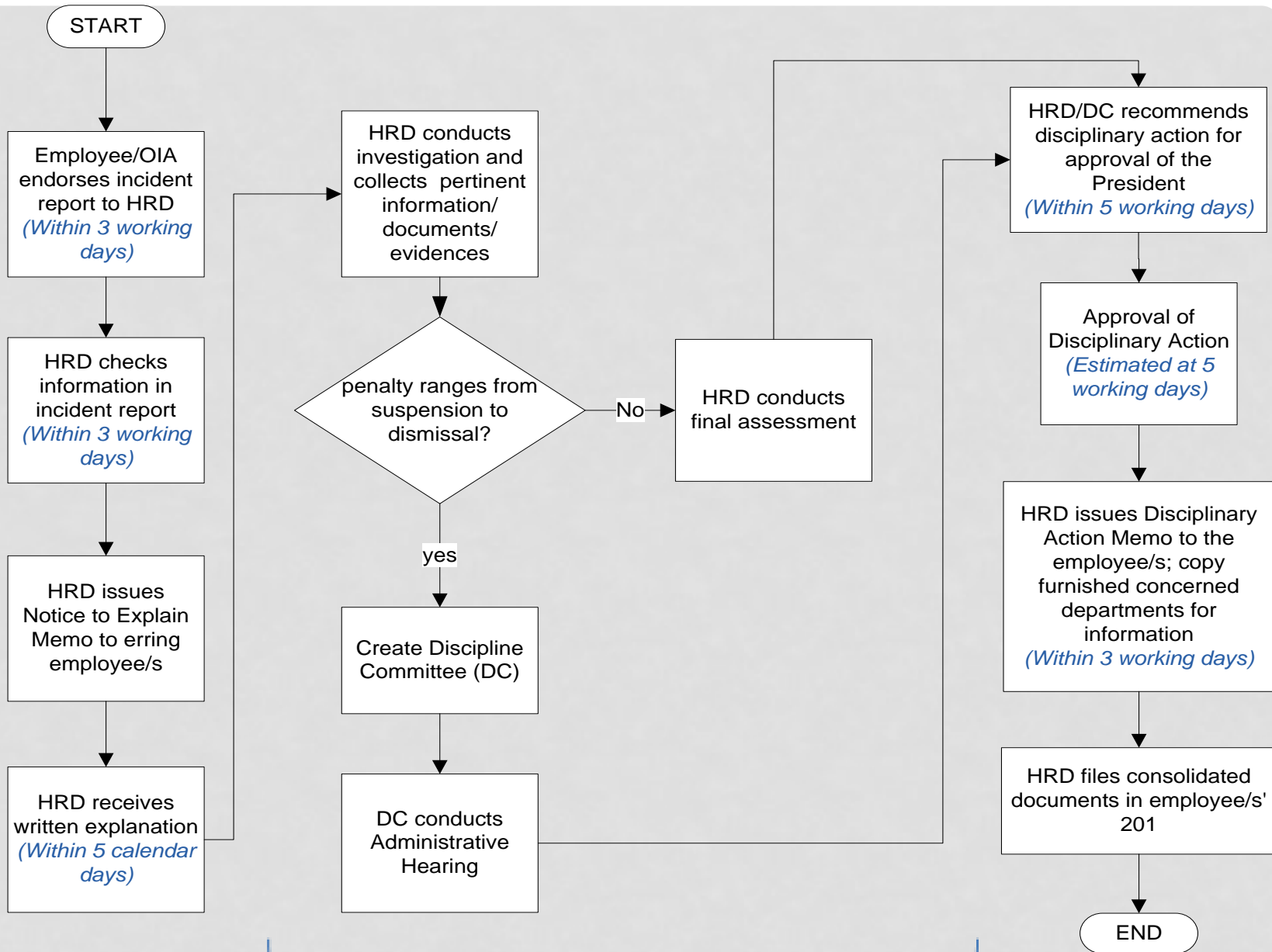


Report valid
violations against
company policies

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 !!!**



PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Orientation Checklist (Probationary Employee)

I. Company Profile

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

II. Conditions of Employment

- Work Schedules
 - Work days and Office hours
 - Break Periods
 - Tardiness
 - Official Business
- Absences
 - Absence Notification Guidelines
 - Absence Without Official Leave
- Timekeeping
- Overtime
- Office Protocol and Decorum
 - Dress Code
 - Non Compete/ Non Solicitation/ Non Disclosure
 - Drug Free Workplace & Anti Sexual Harassment Policies
 - IT Policies

III. Performance Management System

- Appraisal Cycle and Schedule
- Performance Appraisal Forms
- 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
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<input type="checkbox"/> Employee's Copy	<input type="checkbox"/> Endorsement to Respective Department (for hands on & learning sessions)	Date
<input type="checkbox"/> 201 Copy		