



**GT CAPITAL**  
HOLDINGS INCORPORATED

# **Human Resources and Administration Policies and Procedures Manual**

Version 2.0

-- April 2019

GT Tower  
International  
Ayala Avenue, Makati





## **Release Authorization**

This document is authorized for release upon the approval of the following:

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*Human Resources & Administration Head*

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*Date*



## Version History

Version	Date Updated	Description of Changes	Updated by	Approver
0.1	28-Jan-13	Initial release of the document in electronic format for review of GT Capital	Isla Lipana & Co.	
0.2	08-Apr-13	Second release of the document in electronic format. Incorporated policies and procedures on <i>Procurement</i>	Isla Lipana & Co.	
1.0	15-Apr-13	First official release of the document in paper format. No revisions were made on version 0.2 which captures the procedures in practice as of 12 April 2013	Isla Lipana & Co.	



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## 1 Introduction

This Manual is designed to be a working guide in the day-to-day administration of the activities in the workplace that supports a positive work environment at the Company.

It contains detailed information on the Company's general policies and procedures, manpower planning and selection, salary and benefits administration, training and development, performance management, and separation and retirement. Each topic aims to provide the management and employees with sufficient information that will aid them as they perform their activities in the workplace.

This Manual shall be read along with relevant rules, laws, regulations, and related internal policies. Any terms and conditions of employment not covered, in part or in whole, in this Manual shall be subject to the provisions of Labor Code in force in the Philippines. Further, this Manual shall not be treated as a contract thus all information stated herein shall not be considered contractual promises.





## 1.1 Overview

Human Resources and Administration Department (HRAD) is the function designed to deal with the management of people within the Company, as individuals and as part of the organization. It serves a vital role in achieving the Company's mission and vision through the integration of employee performance and behavior with the Company's strategies and goals.

The Department's responsibilities cover all stages of employee management. HRAD's involvement goes beyond the initial employment phase of recruitment and hiring process. It develops programs that cater to the needs of the employees in the workplace which include compensation and benefits planning, performance management, talent management, succession planning, and employee conduct. As an end-process, HRAD also administers and manages the procedures on employee separation.

## 1.2 Objectives

The Department shall be guided by the following objectives:

- a. To establish and maintain an adequate and favorable Company organizational structure and a desirable working relationship among all the members of the Company
- b. To foster a positive and safe working environment within the Company by providing facilities and conditions of workplace with favorable atmosphere
- c. To create and utilize competent and motivated workforce
- d. To align employee behaviour and performance to the Company's goals and objectives
- e. To provide fair, adequate and equitable wages and benefits to its eligible employees
- f. To maintain a high employee morale, engagement, empowerment and sound human relations in the Company
- g. To continuously strengthen and appreciate the human resource pool by providing targeted training and individualized development programs, career development, and succession planning



### 1.3 Organizational Chart

Human Resources and Administration Department is headed by the Vice President for Human Resources & Administration, assisted by a Talent Management and Organizational Development Officer, a Human Resource Management Officer, and an Information Technology (IT) and Administration Officer. Delineation of duties and responsibilities within the Department is presented in the diagram as follows:

**INSERT NEW HRAD TABLE OF ORGANIZATION (as seen on the right)**

**Figure 1.3-1 Human Resources and Administration Department Organizational Chart**



## 1.4 Duties and Responsibilities

This section presents the job responsibilities of the personnel within Human Resources and Administration Department.

For the detailed job description, responsibilities, reporting structure, and qualification requirements, refer to the Job Descriptions maintained by HRAD.

### Human Resources & Administration Head

The position is responsible for creating a resilient organization through programs and policies designed to sustain a culture of highly-engaged, empowered, and productive workforce. Provides sound HR advice to management on strategic HR and organizational issues, HR practices and procedures. To provide strategic direction and guidance in the effective management of the Company's Human Resource and Administration that would support the Company's strategies and vision to be a world-class conglomerate

### Talent Management and Organizational Development Section

The position will focus on succession planning, leadership and team development, coaching/mentoring, competency assessment and identification of interventions, employee engagement, and application of tools and practices that will develop future leaders and enhance organizational effectiveness to drive performance excellence.

### Human Resource Management Section

The position is responsible for carrying out the Company's general policies and procedures, talent acquisition, employment processing, records management, compensation, employee benefits, records management, health and wellness, employee relations, job evaluation, employee programs, and separation and retirement.

### Information Management and Administration Section

The position is responsible for two functional areas: 1) the overall management, support, and maintenance of technology equipment, systems, applications, and services, as well as ensuring the security of the network from threats originating from inside and outside the organization; 2) the overall maintenance of the office premises, ensuring that facilities are complying with the health, environmental and security standards, purchasing and maintaining of office supplies



## **2 General Policies and Procedures**

This Manual shall serve as a basic reference for Company employees with regard to professional conduct and office operations. In addition, it shall also stand as a guiding framework for the employees as they pursue tasks and activities for the Company.

Every employee shall adhere to all policies and procedures contained in this Manual.



## 2.1 Office Etiquette

### 2.1.1 Purpose

The purpose of this policy is to set an orderly, pleasant and harmonious working environment within the Company. Also, this aims to prescribe rules on proper behaviour that are in accordance with social and moral norms.

### 2.1.2 Policies

- 2.1.2.1 Employees shall wear their respective Company Identification Cards (IDs) at all times.
- 2.1.2.2 Employees shall practice a clear desk policy. Cleanliness of their respective workplaces shall be maintained.
- 2.1.2.3 Confidential matters shall be discussed in the conference rooms only.
- 2.1.2.4 Mobile phones shall be turned to silent mode upon arrival to the workplace to avoid creating noise that may disrupt co-workers.
- 2.1.2.5 Employees shall always comply with their respective work schedule especially on meetings and other appointments. Refer to the policy on *Work Schedule and Attendance Reporting* for details.
- 2.1.2.6 Employees shall utilize time, supplies and other Company resources with due caution solely for the benefit of the Company.
- 2.1.2.7 Employees shall dress in an appropriate, presentable and professional way while reporting on work, inside and outside the Company premises. Refer to the policy on *Dress Code* for details.
- 2.1.2.8 Employees shall refrain from reading documents and emails that are not intended for or addressed to them.
- 2.1.2.9 Employees shall avoid using profane words inside the Company premises.



## 2.2 Work Schedule and Attendance Reporting

### 2.2.1 Purpose

The purpose of this policy is to arrange work schedule in order to address the Company's operational needs and to support employees' work-life effectiveness.

### 2.2.2 Definition of Terms

1. Overtime

Refers to hours of work performed beyond the normal work schedule of eight (8) hours a day.

2. Undertime

Refers to hours of worked performed that is less than the normal work schedule of eight (8) hours a day.

3. Flexible Time

Refers to hours of work performed within the normal work schedule of eight (8) hours a day for staffs and eight and a half (8 ½) hours a day for officers other than regular work schedules.

### 2.2.3 Policies

- 2.2.3.1 The company shall have the following normal working hours for staff level and officer level employees:

Rank	Daily (in hours)	Weekly (in hours)
Staff	8	40
Officer	8.5	42.5

- 2.2.3.2 The Company shall have the following regular work schedules for staff-level and officer-level employees:

Rank	Work Schedule
Staff	8:30 a.m. to 5:30 p.m.
Officers	8:30 a.m. to 6:00 p.m.

- 2.2.3.3 The Company shall determine work schedules as may be deemed necessary. All changes in hours of work due to necessary changes in operational requirements shall be approved by the respective Department Head.





### Flexible Time

- 2.2.3.4 The Company shall implement a flexi-time working scheme wherein staff-level and officer-level employees may report to work from 7:30AM to 9:30AM and leave from work from 5:00PM to 7:00PM, provided, the employee shall completely render normal working hours which is eight (8) hours of daily work (for staff-level) or 8.5 hours of daily work (for officer-level).
- 2.2.3.5 A grace period of five (5) minutes shall be applicable in flexi-time working hours. Measurement of tardiness shall begin after 9:35AM.
- 2.2.3.6 To avail of a half-day leave during flexi-time working scheme, an employee shall leave from work from 12:30PM to 2:30PM, otherwise, it shall be considered as undertime.
- 2.2.3.7 Employees eligible for flexi-time working scheme shall not fall under any of the following situations:
- a. The nature of employee's job requires attendance at the regular working hour and has a full time workload.
  - b. Department Head and/or immediate supervisor requires the attendance of an employee for the regular working hours.
- 2.2.3.8 Any violation or non-compliance with the provisions relating to this policy manual shall be considered an offense in accordance with the Code of Discipline. These violations/non-compliance may be any of the following:
- a. Unauthorized altering of time card/daily time record.
  - b. Frequent or habitual tardiness which is defined to be more than three (3) times and/or more than 60 minutes late for work in a month. Refer to Code of Discipline for corresponding disciplinary actions.
  - c. Absence from work without permission or failure of the employee to notify immediate superior or Department Head or in the absence, the HRAD regarding sickness or emergency leave of absence on or before 9:30 a.m. of the first day of absence shall be considered absence without official leave (AWOL). In case employee is incapacitated to do so, the immediate family member shall notify the Company either through phone call or personally talking with the aforementioned Company officials or through other means of communication.



#### Breaktime

- 2.2.3.9 Employees shall be entitled to one (1) hour lunch break which can be availed either from 12:00NN to 1:00PM or from 12:30PM to 1:30PM
- 2.2.3.10 However, those who cannot have their lunch break in any of the above mentioned schedules due to operational requirements may adopt a later schedule provided with approval of concerned Department Head and that the duration shall be within one (1) hour only.
- 2.2.3.11 Employees shall also be entitled to a 15-minute break period in the morning (between 9:30AM and 10:30AM) and another in the afternoon (between 3:30PM and 4:30PM).

#### Attendance Reporting

- 2.2.3.12 The Security Guard on duty shall write down the time-in and time-out of all employees in the Attendance Logbook
- 2.2.3.13 The employees shall tap their radio-frequency identification (RFID) to record their time-in and time out upon first entry and last exit in the office.
- 2.2.3.14 The RFID time-keeping tool shall be the basis for payroll computation.

#### Tardiness

- 2.2.3.15 Failure to time-in after a 5-minute grace period at the beginning of each work day shall be considered as tardiness.
- 2.2.3.16 Tardiness of more than three (3) times and/or more than 60 minutes per month shall be considered frequent or habitual and hence subject to disciplinary action.

#### Overtime

- 2.2.3.17 The overtime rendered shall be due to work exigency and not out of preparing routine or regular reports (e.g., monthly, weekly, quarterly) to either the regulatory agencies or the Company. The overtime rendered shall be due to work backlog by reason of an employee's leave of absence availed on the first half of the day or on the day/s immediately prior to the day the extended overtime work is rendered.
- 2.2.3.18 For an overtime work to be accorded the exemption from any tardiness record, all of the following requirements shall be fulfilled:
- It shall be supported by an authority to render overtime work duly signed by the immediate superior of the concerned employee



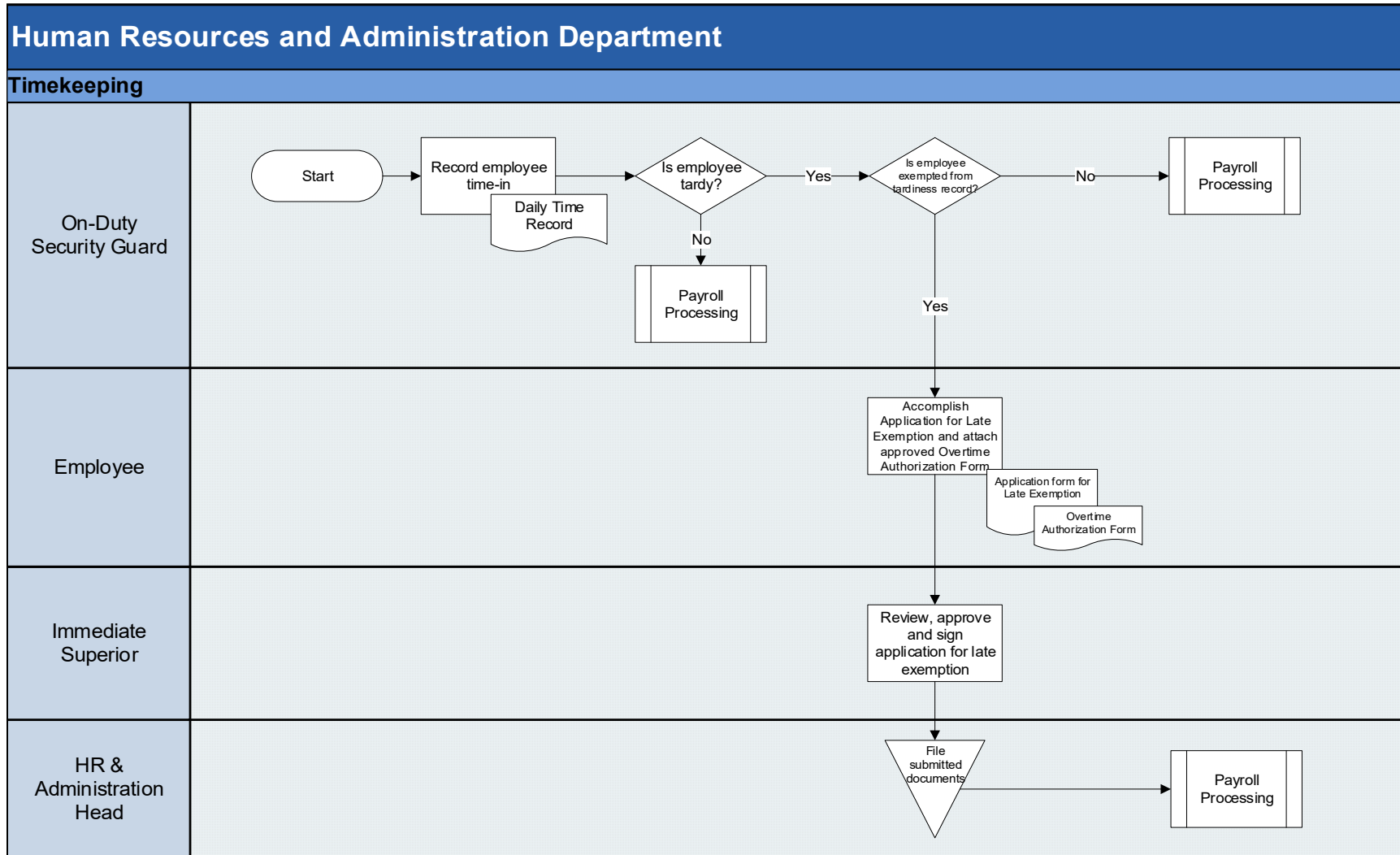
- b. An employee shall accomplish the Application for Late Exemption due to Overtime Work immediately on the working day following his/her overtime work that ended up to 10:00PM
- c. The form shall be duly signed by the immediate superior of the concerned employee and shall be submitted to HR and Administration Department immediately on the day following the extended overtime. Any time-in that is not supported by a duly filed form will be automatically included in the monthly tardiness report.

2.2.3.19 A wipe clean period shall be given to allow an employee to correct his/her failure and improve his/her record. An employee who has been suspended for tardiness shall not commit the same offense within a 12-month period in order to wipe clean his/her previous tardiness record. In such cases, subsequent offense shall begin with the lightest penalty specified for the violation.

#### Undertime

- 2.2.3.20 Employees who intends to avail/availed of early out or undertime (not considered half day) shall obtain approval from their immediate supervisor or their relevant Department Head.
- 2.2.3.21 Employees shall only be allowed a maximum undertime of three (3) occurrence every month but in no case shall the total undertime exceed one (1) hour or 60 minutes. The Compensation and Benefits Officer shall be responsible in monitoring employees' undertime.
- 2.2.3.22 Employees shall submit the written approval letter indicating all the dates with undertime including their actual time-out for the specific month to HRAD every 5<sup>th</sup> working day of the following month.
- 2.2.3.23 In case an employee exceeds the maximum allowed undertime for the month, the total time of the immediately succeeding occurrence of undertime shall be deducted from the relevant employee's leave credits. The HRAD shall notify the relevant employee to file the appropriate leave form/request.

## 2.2.4 Procedures



**Figure 2.2-1 Timekeeping Process Map**



<b>Timekeeping Process</b>	
<b>Process Narratives</b>	<b>Responsible Person/s</b>
1. On every working day, record the actual time of an incoming employee's time-in on the Daily Time Record.	RFID Timekeeping System and the On-duty Security Guard
2. If employee is tardy due to an authorized overtime work, accomplish Application for Late Exemption and attach approved Overtime Authorization Form.	Employee
3. Review and approve validity of the submitted application form. Affix signature and forward the documents to the HR & Administration Head.	Immediate Superior
4. File the approved Application for Late Exemption and Overtime Authorization Form to be used in the next payroll period's processing.	HR and Administration Head

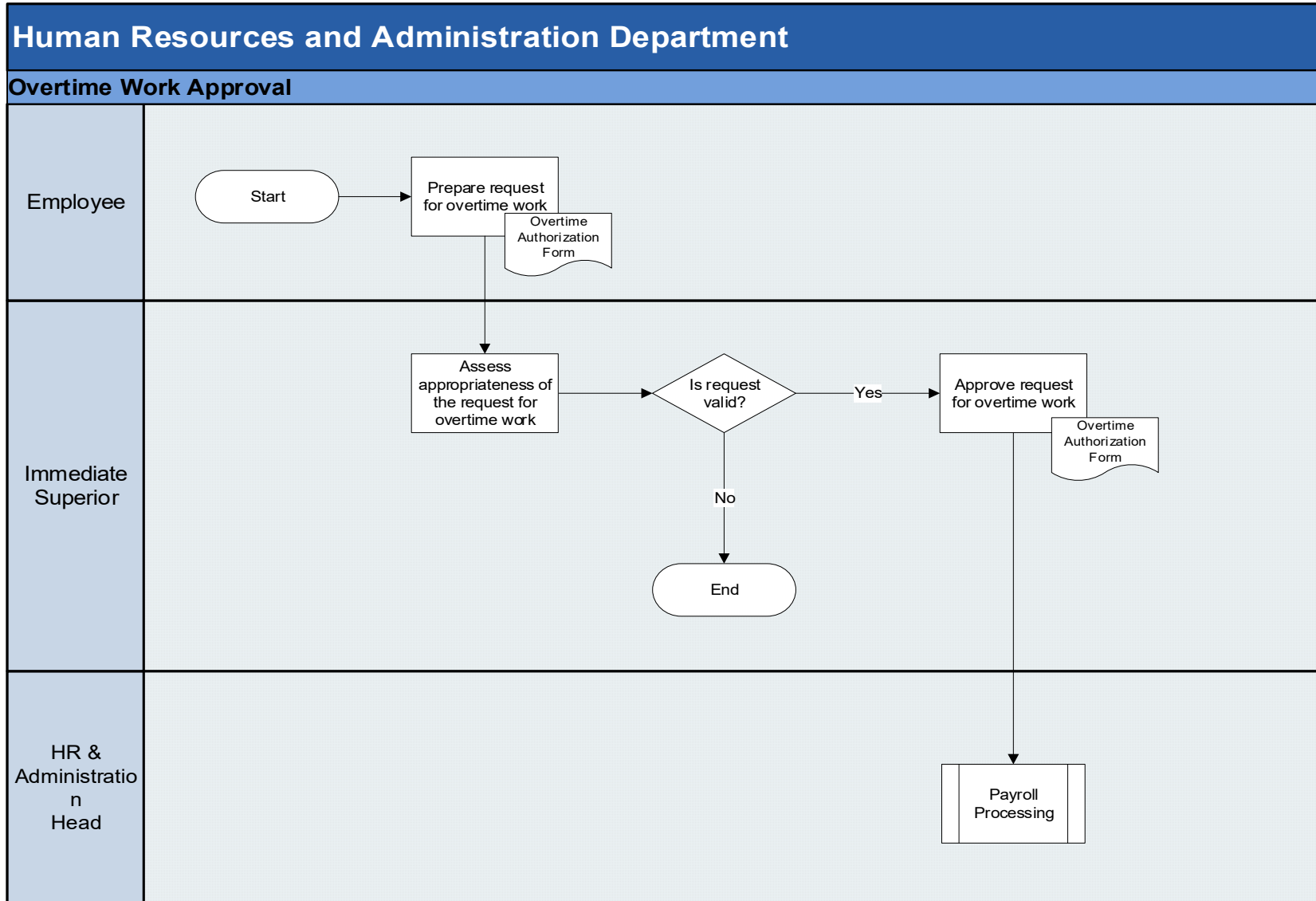


Figure 2.2-2 Overtime Work Approval Process Map





Overtime Work Approval Process	
Process Narratives	Responsible Person/s
<p>1. Prepare Overtime Authorization Form. Include in the form the reason/s for performing overtime work.</p> <p>Submit the accomplished Overtime Authorization Form to his/her immediate superior.</p>	Employee
<p>2. Assess the appropriateness of the request for overtime work subject to the validity of the reason/reasons stated in it.</p> <p>If the reason/s stated in the form is/are valid, approve and sign request for overtime work and submit it to the HR and Administration Department for payroll processing.</p>	Immediate Superior



## 2.3 Dress Code Policy

### 2.3.1 Purpose

The purpose of this policy is to prescribe rules on proper office attire that foster a business environment and maintain the standards of professionalism.

### 2.3.2 Policies

- 2.3.2.1 Business attire shall be worn on regular work days while smart casual may be allowed during weekends.
- 2.3.2.2 The following guidelines on wearing business attire of female employees shall be observed:
  - a. Blazer shall be worn with dress pants or formal or tailored slacks, dress or skirt.
  - b. Cardigan shall only be worn with dress or skirt.
  - c. Tight fitting clothes, plunging necklines, or translucent tops without proper inner wear shall be prohibited.
  - d. Skirts shall not be more than two inches above the knee.
  - e. Wearing of denim jeans shall not be allowed.
  - f. Dress shoes shall be with at least 1.5 inch heels. When wearing peep-toe shoes, toe nails shall be well groomed.
  - g. For female employees with Company-provided uniforms, uniforms shall be worn on regular work days.
- 2.3.2.3 The following guidelines on wearing business attire of male employees shall be observed:
  - a. Long-sleeved shirt with tie or polo or long-sleeved barong shall be worn while in the Company premises.
  - b. Tailored slacks shall be worn. Wearing of denim jeans shall not be allowed.
  - c. Leather shoes with proper matching socks.
- 2.3.2.4 The following guidelines on wearing smart casual attire shall be as follows:
  - a. Casual blouses for females and collared polo shirt for males shall be allowed.
  - b. Mini- skirts and mini shorts shall be prohibited.
  - c. Slippers and rubber shoes shall not be allowed.



## 2.4 Conflict of Interest

### 2.4.1 Purpose

The purpose of this policy is to serve as guidance in identifying and managing conflicts of interest as it may arise.

### 2.4.2 Definition of Term

Conflict of interest

A situation when an individual or organization is involved in multiple interests; one of which could possibly corrupt the motivation for an act in expense of the other.

### 2.4.3 Policies

2.4.3.1 All Company employees shall refrain from engaging in any activity which will, in any way, interfere or run in conflict with their work or jeopardize the Company's interest.

2.4.3.2 As it is not possible to enumerate and describe all situations that may constitute conflict of interest, employees shall be expected to exercise professional and sound judgment, to seek advice when appropriate, and to adhere to the highest ethical standards in conduct of their personal and professional affairs.

2.4.3.3 The following shall be the guidelines on common types of conflicts:

#### 2.4.3.3.1 CONFIDENTIALITY

Employee/s shall avoid disclosing or using for personal benefit, or for the benefit of others, confidential information concerning any aspect of the Company's business acquired as a result of the employee/s' relationship with the Company. An employee shall be held liable to the Company for any benefit gained from improper use of such information or any damages sustained by the Company as a result of improper disclosure of such information.



#### 2.4.3.3.2 GIFTS AND ENTERTAINMENT

Generally, employees shall not offer gifts or extend favors, either directly or indirectly, to those with whom the Company does business with. Employees may provide advertising novelties, promotional items of nominal value, or modest gifts that follow generally accepted and customary business practices if:

- a. They are given only occasionally
- b. They are unsolicited by the recipient
- c. They do not even give the appearance of unduly influencing or obligating the recipient or of providing an improper advantage to the Company
- d. Their subsequent disclosure would not be embarrassing to the Company or to any of the parties involved

Employees shall not solicit or accept gifts, favors or loans, either directly or indirectly, from those with whom the Company do business with. Advertising novelties, promotional items of nominal value, or modest gifts that follow generally accepted and customary business practices may be received subject to the same criteria for gift giving identified above.

Entertainment is also an accepted business custom when conducted within proper limits. Employees may participate in business-related functions, including the giving of meals on occasion, as they are normal and permissible business practice. As long as an employee of the Company is present and with appropriate approval, these and other forms of business-related entertainment, such as providing tickets to sporting or other events, or golf outings, shall be permissible if the value and frequency of such entertainment is reasonable and appropriate and otherwise meets the criteria for gift-giving stated above.

Further, employees may only accept the kind of entertainment which they, in turn, are permitted to extend to others. Generally, only those employees who are authorized to entertain may accept entertainment.



#### 2.4.3.3.3 INDIRECT INTERESTS AND RELATIONSHIPS

Family or personal relationships might give the appearance of influencing employee judgment to their personal advantage or to the undue advantage of a third party. Employees shall disclose to the appropriate Company officer any situation in which a relative has an interest in any Company transaction or has an ownership interest in a client, competitor, supplier, or customer.

#### 2.4.3.3.4 CORPORATE OPPORTUNITIES

Employees shall not appropriate or divert, to any other person or entity, a business or financial opportunity which the employee learns of or develops in the course of employment and which the employee knows, or reasonably could anticipate, the Company would have an interest in pursuing.

2.4.3.4 Directors shall disclose their interest in transactions and any other conflict of interest. Disclosure may be done in either the Company's Annual Report or the minutes of the Annual Stockholders' Meeting.

2.4.3.5 Employees shall disclose or report any situation or activity that may involve a conflict of interest immediately in writing to their immediate superior or any officer.



## 2.5 Information Systems Security Guidelines

### 2.5.1 Purpose

The purpose of this policy is to set out guidelines on the proper use of technology resources to ensure confidentiality of all information maintained by the Company and to protect the interests of its stakeholders.

### 2.5.2 Policies

The following guidelines shall be observed:

#### 2.5.2.1 ELECTRONIC COMMUNICATION

- 2.5.2.1.1 Use professional judgment in choosing the wordings when communicating via email as it shall be treated as formal communication.
- 2.5.2.1.2 Forwarding of internal emails to any external email accounts including personal email shall be prohibited unless otherwise covered with appropriate authorization.
- 2.5.2.1.3 Disclosing email log-in passwords to any other parties shall be prohibited. Employees shall be responsible for all activities on their emails or for all activities that originate from their emails.
- 2.5.2.1.4 Use of email for personal use is allowed but sat minimal levels only.
- 2.5.2.1.5 Highly sensitive and confidential files shall always be encrypted when sent via email.
- 2.5.2.1.6 Disseminating emails containing chain letters or warning messages to your co-workers shall be avoided.
- 2.5.2.1.7 A standard disclaimer shall be used for outgoing emails to reiterate rule on information security in electronic communication:

“This e-mail and any file transmitted with it are confidential and intended solely for the addressee. If you have received this message in error, please notify the sender and delete it immediately. Any use, disclosure, or copying of any information contained in this message is strictly prohibited. Considering that electronic communication is unguaranteed to be secured and error-free, the Company accepts no liability for any damage caused by this e-mail.”





#### 2.5.2.2 INTERNET SECURITY

- 2.5.2.2.1 Internet access shall be used solely for business-related matters.
- 2.5.2.2.2 Visits to unlawful or inappropriate web sites and chat rooms shall be strictly prohibited.
- 2.5.2.2.3 Posting of confidential or sensitive information on chat rooms, bulletin boards or forums using the Company's network or company provided email shall be prohibited.
- 2.5.2.2.4 Downloading files from unknown sources shall be avoided. The validity of the file or program being downloaded shall be verified always.

#### 2.5.2.3 ONLINE SOCIAL NETWORKING SITES

- 2.5.2.3.1 Access to any social networking sites during office hours shall be strictly prohibited. Visit to these sites may be allowed during break hours and after office hours provided that professional judgment is exercised.
- 2.5.2.3.2 Use of Company email address to register to online social networking sites shall be strictly prohibited.
- 2.5.2.3.3 Caution shall be observed in posting information on social networking sites. Always take time in reading privacy guidelines prescribed by these sites.

#### 2.5.2.4 SAFEKEEPING AND PROPER USAGE OF ASSIGNED EQUIPMENT

- 2.5.2.4.1 When leaving work area, employees shall lock their computer screens to prevent unauthorized access to their computers.
- 2.5.2.4.2 Employees shall not share their security log-in passwords to any person.
- 2.5.2.4.3 Employees shall encrypt their equipment's hard drive to secure all data contained in it and to prevent unauthorized access.
- 2.5.2.4.4 Employees shall keep their water/soda bottles and greasy food away from the equipment to avoid accidental spills that may lead to short circuit and loss of data.



- 2.5.2.4.5 Gate pass, as approved by immediate superior, shall be submitted to HR & Administration Head whenever an employee brings out office property from the Company premises.
- 2.5.2.4.6 In case of damage or loss of an assigned equipment and/or its peripherals, the custodian employee shall submit an incident report within three (3) working days after the incidence of damage or loss. The incident report shall state the complete circumstances behind the damage or loss incurred. The incident report may either be submitted in writing or via email to the HR & Administration Head.
- 2.5.2.4.7 All assigned equipment shall be returned when the custodian employee is separated with the Company.

## 2.6 Employees Program

### 2.6.1 Policies

- 2.6.1.1 The company shall celebrate the following events on its designated month.
- 2.6.1.2 The HRAD shall be responsible in the preparation of the programs for the aforementioned events/activities. For employee development and exposure to social events, the Department shall have the option to create a committee and appoint an event chairman to plan, organize, and execute the specific event, provided that the Head of Human Resource and Administration will be apprised of the planned theme and activities.
- 2.6.1.3 The budget proposal shall be prepared by the HRAD for a reasonable amount at least five (5) days prior the date of the program. The budget proposal shall specify the details of the program for the cash advance and properly approved by the Chief Finance Officer.
- 2.6.1.4 A liquidation report shall be prepared by the HRAD within seven (7) working days after the event/activity and shall submit the report to the Accounting and Financial Control Department.



### 3 Code of Discipline

Professionalism, high ethical standards, discipline, integrity and honesty are of fundamental importance to the welfare of the Company. These are also critical in order to achieve efficiency and effectiveness necessary to its success. All employees are expected to conduct themselves in a manner befitting their respective positions and are bound at all times to safeguard and promote the interest of the Company. To this end, it is necessary that discipline and order is maintained.

Positive motivation rather than punitive control should characterize the implementation of these rules and regulations. Thus, penalties should be restored only when necessary and only to the extent necessary. Sanctions should be to correct unacceptable conduct or to restore the integrity of order and discipline, never to serve as a mere display of power. To this end, due process must be observed at all times. Actions must be timely, and prudence must accompany every administrative action. The person in charge of investigating the case should be unbiased and open-minded.

Punishment of any employee under this code shall not bar his prosecution in the proper court of justice if the same act constitutes a violation of law.

#### 3.1 Purpose

The purpose of this policy is to ensure efficient and successful conduct of its operations and protection of all concerned. Also, it is deemed to ensure fairness and uniformity in the application of discipline to all employees.

#### 3.2 Scope

All employees, including those who have resigned but have not been issued a clearance by the Company of his/her accountabilities, are expected to familiarize themselves with the rules and regulations set by this Code and to strictly abide by them.



### 3.3 Categories of Offenses and Disciplinary Actions

For purposes of classification, offenses subject to disciplinary actions are classified under headings Category A, Category B, Category C, Category D and Category E. These classifications were made in accordance with the corresponding disciplinary actions that each specific offense, merits, as follows:

Category	Level of Offense	Disciplinary Action
Category A	1st Offense	Verbal Reprimand
	2nd Offense	Written Reprimand with Warning
	3rd Offense	One (1) week Suspension
	4th Offense	Two (2) weeks Suspension
	5th Offense	Dismissal
Category B	1st Offense	Written Reprimand with Warning
	2nd Offense	One (1) week Suspension
	3rd Offense	Two (2) weeks Suspension
	4th Offense	Dismissal
Category C	1st Offense	One (1) week Suspension
	2nd Offense	Two (2) weeks Suspension
	3rd Offense	Dismissal
Category D	1st Offense	Dismissal
Category E	-	Management reserves the right to impose a penalty ranging from <b>Reprimand to Separation</b> depending on the severity and circumstances of the case



### 3.4 List of Offenses and Respective Disciplinary Actions

LIST OF OFFENSES	DEGREE OF OFFENSE				
	First	Second	Third	Fourth	Fifth
<b>A. OFFENSES AGAINST COMPANY INTERESTS AND POLICIES</b>					
<i>A-1. Dishonesty</i>					
Falsification of Company records or any misrepresentation of personal record when applying for employment with the Company. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Bribery or offering or accepting anything of value for personal gain but against the interest of the Company. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Giving false testimony during Company investigation or administrative fact-finding process. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Unauthorized disbursement and/or misappropriation of Company funds or disposal of Company properties. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Unauthorized revelation of confidential information or disclosure of Company trade secret or trade practices or processes or any other restricted / confidential information to outsiders or to those not authorized to process such information, or engaging in any other forms or acts of sabotage or espionage. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Deliberate careless submission of any item of fraudulent expense for the Company account. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Unauthorized altering of time card/daily time record. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Any attempt to falsify or pad travel expense reports, receipts, invoices or any other documents upon which reimbursement is based. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Releasing or taking out from Company premises more than what is authorized in the invoice, delivery receipt or gate pass. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable



LIST OF OFFENSES	DEGREE OF OFFENSE				
	First	Second	Third	Fourth	Fifth
Engaging or conniving in anomalous transactions. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty.					
<i>A-2. Negligence of Duty</i>					
Loafing/wasting time or horse playing or prolonging rest or break periods for more than what is authorized, or loitering in other areas that is not his place of assignment while on duty. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable
Leaving the Company premises during working hours without permission from immediate superior. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable
Sleeping or napping while on duty. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
Reading of materials which are irrelevant to the work of employee during office or working hours. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
Malingering or feigning illness to avoid doing assigned work or malingering to avoid returning to work. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable
Willfully holding back, slowing down, hindering or limiting work output or giving instructions to fellow employees to hold back, slow down, hinder or limit work output. (Category C)	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable	Not applicable
Unauthorized or unofficial vending, soliciting, collecting for any purpose or conducting private business during office hours on Company premises. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal



LIST OF OFFENSES	DEGREE OF OFFENSE				
	First	Second	Third	Fourth	Fifth
Absence from work without permission or failure of the employee to notify immediate superior or Department Head or in the absence, the HRAD regarding sickness or emergency leave of absence on or before 9:30 a.m. of the first day of absence shall be considered absence without official leave (AWOL). In case employee is incapacitated to do so, the immediate family member must notify the Company either through phone call or personally talking with the aforementioned Company officials or through other means of communication.					
a. AWOL for 2 consecutive days or less. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
b. AWOL for 3 to 5 consecutive days. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable
c. AWOL for 6 to 9 consecutive days. (Category C)	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable	Not applicable
d. AWOL for 10 or more consecutive days. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Frequent or habitual tardiness (which is defined as 3 times and/or with more than 60 minutes late for work in a month). (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
Failure to carry out reasonable verbal or written job or work transaction issued by the employee's superior. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable



LIST OF OFFENSES	DEGREE OF OFFENSE				
	First	Second	Third	Fourth	Fifth
Damaging Company equipment or property, wilful or through negligence or failure to follow any procedure (SOP) that have been outlined by the Company, resulting to some loss on the part of the Company. (Category E)	Management reserves the right to impose a penalty ranging from Reprimand to Separation depending on the severity and circumstances of the case				
Failure to report for work on emergency overtime whereby employee had been duly advised and he gave commitment, hence, scheduled for such emergency overtime. (Category C)	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable	Not applicable
Violation of Company safety regulations or common safety practices involving personal and Company property to some loss on the part of the Company and/or employee. (Category E)	Management reserves the right to impose a penalty ranging from Reprimand to Separation depending on the severity and circumstances of the case				
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty therefore.					
A-3. Insubordination					
Willful refusal to carry out reasonable verbal or written job or work transaction issued by the employee’s superior. (Category C)	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable	Not applicable
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty therefore.					
A-4. Offenses against Timekeeping					
Failure of employee to file vacation leave of absence at least one (1) working day ahead of schedule. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
Failure of employee to properly file incurred sickness or emergency leave of absence on his first day upon returning for work. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal





LIST OF OFFENSES	DEGREE OF OFFENSE				
	First	Second	Third	Fourth	Fifth
Failure of employee to file the necessary official business (OB) form as per policy. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty there for.					
A-4. Carelessness with Regard to Employee's Health					
Having a serious contagious disease which may endanger the health of other employees and, knowing about it, fails to report and wilfully withholds information thereon to Company authorities. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Failure to report for a medical examination or when instructed by management (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty there for.					
B. OFFENSES AGAINST PERSONS					
Attempting to or inflicting bodily injury to a Company official, employee or guest or client during Company time or premises or within the Company premises during Company-sponsored activity. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Quarreling or creating trouble or fighting on Company time and/or premises. (Category C)	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable	Not applicable
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty.					
C. OFFENSES AGAINST PROPERTIES					
Theft, robbery, stealing or attempting to steal from the Company or from the fellow employee or guest or client on company time and/or premises. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable



LIST OF OFFENSES	DEGREE OF OFFENSE				
	First	Second	Third	Fourth	Fifth
Unauthorized use of Company property or using company time, material or equipment to do unauthorized work or to do an activity for personal benefit. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable
Unauthorized use of Company property or using company time, material or equipment for illegal purposes. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Malversation of Company funds. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Obtaining Company supplies or materials on fraudulent orders. (Category D).	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Entering or assisting any person to enter any restricted area without authorization or proper permission. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty.					
D. OFFENSES AGAINST SECURITY AND PUBLIC ORDER					
Possession and carrying of firearms, explosives and other deadly weapon on Company time and/or premises. (Category C)	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable	Not applicable
Commission of a crime within Company time and/or premises. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Allowing unauthorized persons within one’s work areas loitering and/or having no official business matters to discuss during office hours. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
Tampering of Company notices and memoranda. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Smoking in non-smoking areas at any time while inside Company premises. (Company A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal



LIST OF OFFENSES	DEGREE OF OFFENSE				
	First	Second	Third	Fourth	Fifth
Refusal to submit to or failure to meet security requirements of the Company such as but not limited to: wearing of Company-issued ID, inspection by a Company personnel authorized to do such, submit/report to Company authorized personnel in their performance of their duty. (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty.					
E. OFFENSES AGAINST PUBLIC MORAL AND DECENCY					
E-1. Alcoholism and drug addiction					
Being drunk or intoxicated and/or disorderly on Company time, premises and/or during Company sponsored activities. (Category C)	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable	Not applicable
Reporting for work to any Company executive while under the influence of intoxicating liquor and/or drugs. (Category C)	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable	Not applicable
Bringing in, selling, using and/or possessing prohibited drugs in Company premises. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty therefore.					
E-2. Others					
Causing ill-will and/or dissension, formenting intrigue among employees (Category A)	Verbal Reprimand	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal
Taking part in or abetting any form of gambling in company time and premises. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable



LIST OF OFFENSES	DEGREE OF OFFENSE				
	First	Second	Third	Fourth	Fifth
Any direct, confrontational use of abusive, foul, profane or indecent language or any related discourteous or disrespectful acts against one’s superior or any Company official at any time on Company premises. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Any conduct on Company time or property which violates common decency or morality. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
The commission of any act or offense similar or analogous to any of the foregoing shall be given the corresponding penalty.					
F. OTHERS					
Refusal to answer questions in any investigation authorized or conducted by the Company, unless such interrogation would violate his constitutional rights. (Category B)	Written Reprimand with Warning	One (1) week Suspension	Two (2) weeks Suspension	Dismissal	Not applicable
Commission of any 5 offenses subject to disciplinary action within a fiscal year in which the penalty involved is at least the minimum of Category A and B. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
Commission of any 3 offenses subject to disciplinary action within a fiscal year in which the penalty involved is at least the minimum of Category C. (Category D)	Dismissal	Not applicable	Not applicable	Not applicable	Not applicable
The imposition of the above penalties shall be without prejudice to the institution of the appropriate criminal action when and if the same is warranted by the nature of the offense.					



## 3.5 Disciplinary Actions

### 3.5.1 Methods of Disciplinary Actions

#### 3.5.1.1 VERBAL REPRIMAND

A verbal notice calling the attention of the person committing an offense and warning him from further committing the same. The person shall also be counseled.

#### 3.5.1.2 WRITTEN REPRIMAND WITH WARNING

A written notice calling the attention of the employee who committed an offense, and warning the person committing the same against repetition of such infraction in the future which will subject him or her to a higher penalty.

#### 3.5.1.3 ONE (1) WEEK SUSPENSION

A physical detachment from service for five (5) working days without salary and benefits, depending on the gravity of the offense or violation.

#### 3.5.1.4 TWO (2) WEEKS SUSPENSION

A physical detachment from service for ten (10) working days without salary and benefits, depending on the gravity of the offense or violation.

#### 3.5.1.5 DISMISSAL

A termination of an employee's services for a cause. A dismissed employee automatically forfeits all benefits which would normally accrue to him on retirement or separation for reasons other than for a cause.



### 3.5.2 Proceeding and Administration of Disciplinary Actions

3.5.2.1 In case where the respondent occupies the rank of staff with Categories A, B and C offenses, the following proceeding and administration shall apply:

3.5.2.1.1 The disciplinary actions for erring staff members shall be administered by:

Disciplinary Action	Administrator
Verbal Reprimand	Immediate Superior
Written Reprimand with Warning	Immediate Superior in consultation with HR & Administration Head
One (1) week Suspension	Department Head in consultation with HR & Administration Head
Two (2) weeks Suspension	Department Head in consultation with HR & Administration Head
Dismissal	President in consultation with Department Head and HR & Administration Head

3.5.2.1.2 The immediate superior of the offender or, any employee who is aware of the commission of an offense, shall be responsible for reporting the commission of an offense to the Department Head. The report shall be in writing.

3.5.2.1.3 Within five (5) days upon receipt of a written report of an offense, the Department Head, in consultation with HR & Administration Head, shall conduct an initial investigation. The Department Head shall furnish the employee concerned with a written notice or memo to explain reported offense stating particular acts or omissions constituting the grounds for imposition of the corresponding disciplinary action. The employee concerned shall be given five (5) days from receipt of the written notice or memo, to respond.

3.5.2.1.4 The employee concerned shall, within the given time limit, provide his explanation in writing. Failure to file an answer shall be deemed a waiver of the right of the accused to explain and imposition of appropriate disciplinary action shall proceed.



3.5.2.1.5 The HR & Administration Head shall accomplish the disciplinary action memo describing comprehensively the specific circumstances of the offense and stating his recommendation on the disciplinary action to be taken. The following pertinent facts, among others, shall be included in the disciplinary action memo:

- a. Name of the concerned employee
- b. Description of the offense and details such as its nature, rules violated, time and place, name of witnesses, if any and level of offense
- c. Recommended disciplinary action
- d. Incident report, if any

3.5.2.1.6 The Administrator shall advise the employee concerned of the disciplinary action to be imposed by serving a written notice personally with proof of his receipt or by registered mail with return card.

3.5.2.1.7 Copies of the disciplinary action memo shall be distributed as follows:

Copy	Person/Department
Original copy	Employee concerned
One (1) copy	HR & Administration Head (for 201 filing)
One (1) copy	Immediate Superior
One (1) copy	Department Head
One (1) copy	President



3.5.2.2 In case where the respondent occupies the rank of Department Head or higher or rank of staff with Categories D and E offenses, the following proceeding and administration shall apply:

3.5.2.2.1 The disciplinary actions shall be administered by the Discipline, Ethics and Values Committee.

3.5.2.2.2 The immediate superior of the respondent or any employee who has knowledge of the commission by another employee of an offense under the exclusive jurisdiction of the Discipline, Ethics and Values Committee shall, upon discovery thereof, shall report the same in writing to the HR & Administration Head. The superior or employee concerned who, despite the knowledge of the commission by another employee of an offense, fails to report the same shall likewise be charged administratively and imposed appropriate disciplinary actions.

3.5.2.2.3 Within five (5) days from receipt of the report, Internal Audit shall begin investigation of the case. Within 30 days there from, Internal Audit shall decide on whether to elevate or not to the Discipline, Ethics and Values Committee. It may, at any time, have to preventively suspend or re-assign the employee suspected of committing an offense if his/her presence in the workplace would pose a risk to the life or properties of his co-employees or to the properties and records of the Company.

3.5.2.2.4 Within (5) days from receipt of the report from Internal Audit recommending the institution of a disciplinary proceeding, the Discipline, Ethics and Values Committee shall furnish the respondent with a written notice or memo to explain reported offense stating particular acts or omissions constituting the grounds for imposition of the corresponding disciplinary action inclusive of a request to answer within five (5) days from receipt of written notice or memo to explain.

3.5.2.2.5 The employee concerned shall, within the given time limit, provide his explanation in writing. Failure to file an answer shall be deemed a waiver of the right of the accused to explain and imposition of appropriate disciplinary action shall proceed.

3.5.2.2.6 If the respondent admits his culpability to an offense, the Discipline, Ethics and Values Committee shall prepare a report of such admission. The report shall be submitted to





the President, who shall be responsible for imposing the disciplinary action prescribed by this Code and for ordering restitution of a thing lost, damaged or destroyed in warranted cases, in consultation with the Legal & Compliance Head.

- 3.5.2.2.7 If the respondent does not admit culpability, the Discipline, Ethics and Values Committee shall conduct a formal hearing. The respondent shall be given the opportunity to be heard in person or through counsel after due notice to him served personally or by registered mail/courier at his address listed in the personal records. After the hearing, the Discipline, Ethics and Values Committee's findings and recommendations shall be forwarded to the President who shall take the necessary and appropriate actions thereon.
- 3.5.2.2.8 In case the respondent fails to appear at the formal hearing despite due notice, such failure shall constitute a waiver on the part of the respondent to be present thereon, and the Discipline, Ethics and Values Committee shall proceed with the hearing in his/her absence.
- 3.5.2.2.9 The Discipline, Ethics and Values Committee shall endeavor to complete the formal hearing and to render its decision within a period of 60 days from the date of receipt of report from Internal Audit. A copy of the Discipline, Ethics and Values Committee's decision shall be served on the respondent. The President shall be notified of the decision prior to its implementation.
- 3.5.2.2.10 The respondent may file a written request for a review or reconsideration of the Discipline, Ethics and Values Committee's decision within five (5) working days from receipt of such decision. Otherwise, the same shall be deemed final and executory. The decision on the respondent's written request for review or reconsideration shall be final.
- 3.5.2.2.11 Any modification of the Discipline, Ethics and Values Committee's decision shall be properly documented.
- 3.5.2.2.12 The President may, upon appeal and acknowledgement of guilt by respondent, exercise his power to grant clemency by modifying, amending or mitigating the disciplinary action imposed upon the respondent by the Discipline, Ethics and Values Committee. Such clemency shall not be considered as overturning, reversing or nullifying the decision of the Discipline, Ethics and Values Committee.



## **4 Employment**

The Company recognizes its employees as fundamental to its success and future growth. A strategic and professional approach to recruitment and selection helps enable the Company to attract, appoint and retain staff with the necessary competencies and attributes to fulfill its strategic aims, and to support the Company mission and vision.

The Company is committed to ensuring that the recruitment and selection of its employees are conducted in a manner that is systematic, efficient, and effective, while promoting good practice, adopting a proactive approach to equality, and supporting fully the Company's core business.

This Manual aims to ensure that the Company is in line with good employment practices and complies with the applicable statutory requirements.



## 4.1 Recruitment

### 4.1.1 Purpose

The purpose of this policy is to provide a framework for the recruitment process of the Company. This process includes activities such as advertising, use of executive search firm to showcase the Company to executives and workers, networking and any other measures designed to promote the Company as a desirable place to work.

### 4.1.2 Policies

- 4.1.2.1 The Company shall be committed to ensuring that its recruitment procedures are fair, open, and transparent and complying with relevant labor law provisions.
- 4.1.2.2 Employee Request Form (ERF) shall serve as the official medium in documenting requests and grant authorizations for the recruitment of new employees.
- 4.1.2.3 ERF shall be filed by the Hiring Department Head, endorsed by the HR & Administration Head and approved by the President before sourcing can begin.
- 4.1.2.4 Prior to sourcing of candidates, the HR & Administration Head shall prepare the job description/s to be approved by the Hiring Department Head. The job description/s shall provide, at the minimum, the following information:
  - a. Job title
  - b. Department
  - c. Reporting Lines
  - d. Key accountabilities
  - e. Skills and experience required or necessary
  - f. Behavioral competencies
  - g. Other job specific information (i.e., flexible work options, travel requirements)



4.1.2.5 In sourcing for applicants, the Company shall use any or all of the following methods:

4.1.2.5.1 INTERNAL SOURCING

a. Internal Candidate/s - The HR & Administration Head may opt to announce the vacancy through e-mail, office memo, or posting on office bulletin board to existing employees. The Company may choose to restrict recruitment to internal candidates as part of talent management approach where:

- i. It is confident that there is a good internal pool of suitable candidates
- ii. It wants to offer the vacancy as a development opportunity with appropriate support as part of a wider talent management strategy
- iii. There is a requirement to attempt to redeploy existing staff as a result of internal restructuring.

Potential internal candidate/s shall meet the following requirements:

- i. Fits the job requirements as specified in the ERF
- ii. Has served at least one (1) year of service
- iii. With performance rating of at least Meets Standard (MS)
- iv. With approval of the Department Head and the President
- v. Has no derogatory records

b. Internal Referrals - The HR & Administration Head may opt to announce the vacancy through e-mail, office memo, or posting on office bulletin boards that employees may refer their friends, former colleagues, and/or relatives for the position. There may be a referral incentive program for this purpose. In the case that the employee would refer relatives, the Company shall not hire any applicant who is related by affinity or consanguinity up to the third (3<sup>rd</sup>) degree to and of its existing employees.



#### 4.1.2.5.2 EXTERNAL SOURCING

- a. Referrals from External Network - The HR & Administration Head may use external networks to conduct search for candidates.
- b. Company Website - The HR & Administration Head may leverage on the technology by posting vacancy/ies in the Company's website.
- c. Executive Search - The HR & Administration Head may hire a recruitment consultant to perform search for potential candidates. This sourcing method may be used for vacancies in the position of officers and above and has to be indicated in the ERF to be approved by the President. Any external consultants or recruitment firms who assist in the recruitment process shall act in accordance with the Company's policies. The HR & Administration Head shall have the responsibility of communicating to the executive search firms the Company's recruitment policy.

At the minimum, external candidates shall meet the following requirements:

- i. Fits the job requirements as specified in the ERF
- ii. Legally entitled to work in the Philippines

- 4.1.2.6 All information gathered in the process shall be kept strictly confidential.



### 4.1.3 Procedures

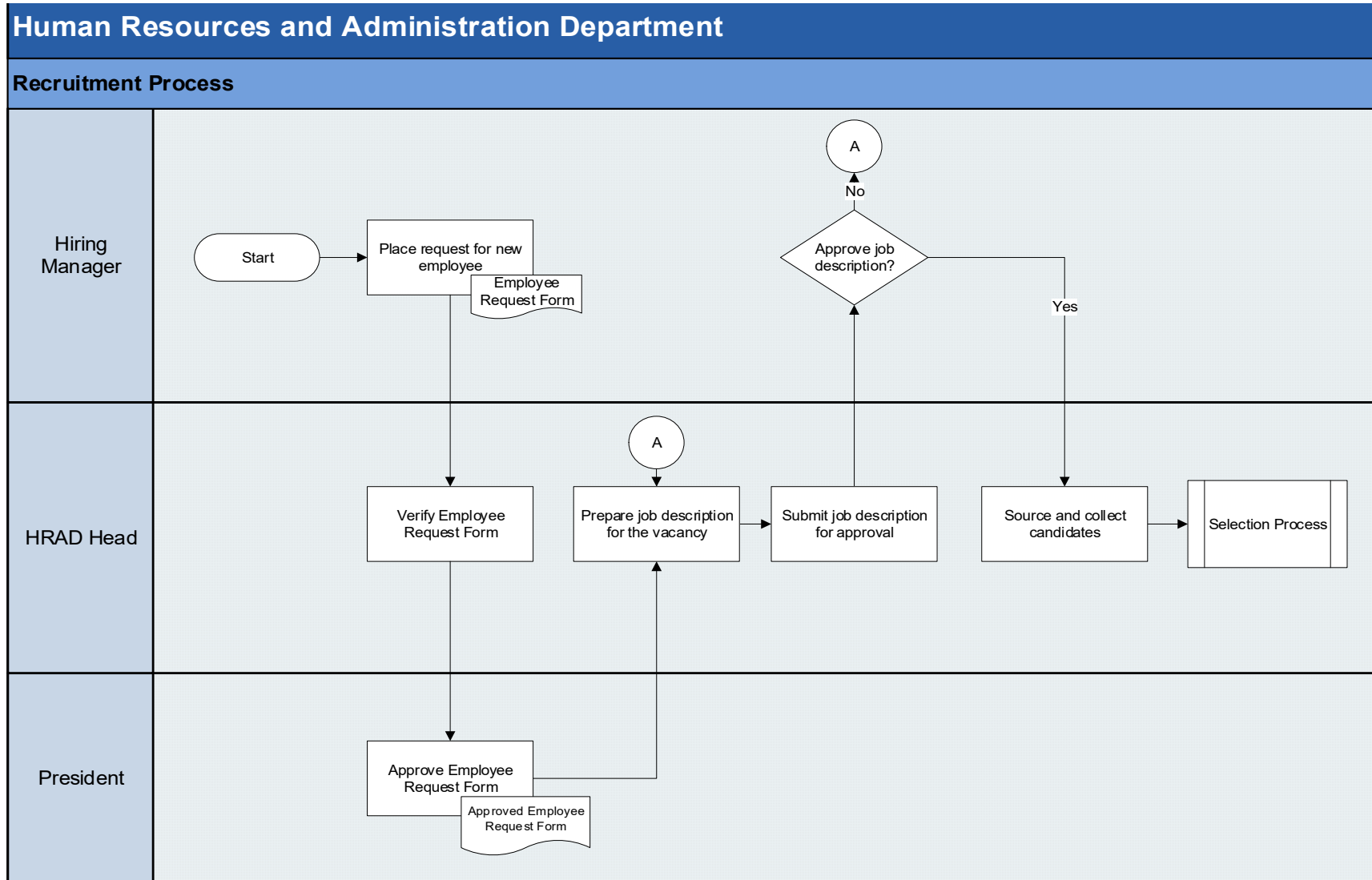


Figure5.1-1 Recruitment Process Map



Recruitment Process	
Process Narratives	Responsible Person/s
1. Accomplish Employee Request Form to initiate recruitment process. The form contains information about the requested employee such as: a. Job Title b. Department/Group c. Nature of Appointment (e.g., full-time, part-time, contractual) d. Projected Start Date e. Reason for Request f. Major Job Results g. Required Skills, Knowledge and Behavioral Characteristics h. Related, Non-flexible Requirements i. Notes/Comments (if any)	Hiring Department Head
2. Verify and check the completeness of information in the ERF then submit the form for final approval.	HR & Administration Head
3. If proper justification for the required position is documented in the form, approve the request then return it to the HR and Administration Department.	President
4. Prepare the job description for the vacant position. The job description shall be based on the information in the ERF. Submit proposed job description for approval.	HR & Administration Head
5. Receive and review job description if it corresponds to the requirements of the vacant position. When revisions are needed, coordinate with the HR & Administration Head for the necessary modifications.	Hiring Department Head
6. Once job description is finalized, begin sourcing for and pooling of candidates using various methods such as internal sourcing and external sourcing.	HR & Administration Head

### CONTROL FEATURES

1. All requests for new employees are documented through the Employee Request Form which is then approved by the President prior to recruitment process.

### RELATED DOCUMENTS



**GT CAPITAL**  
HOLDINGS INCORPORATED

**Human Resources and Administration Department**  
**Policies and Procedures Manual**

**1. Employee Request Form (Annex A)**





## **4.2 Selection**

### **4.2.1 Purpose**

The purpose of this policy is to provide a framework to ensure a proper selection process for the Company. This process encompasses activities that will evaluate the pool of applicants to discern if their abilities and qualifications are fit for the job and to ascertain if they possess values that are fit with the Company's culture. The objective is to narrow down the pool, to rank the top applicants, and to identify the sole applicant best suited to fill the job vacancy.



## 4.2.2 Policies

- 4.2.2.1 The Company shall observe equal employment opportunities. There shall be no discrimination on the grounds of sex, nationality, race, physical condition, marital status, family status, and religion unless these will hinder the candidate to carry out normal job duties.
- 4.2.2.2 All applicants shall accomplish the Application Declared Information form as requested.
- 4.2.2.3 The candidates will be required to take the online talent assessment test that will determine his/her cognitive abilities, knowledge and skills, personality character, behavioral history, emotional intelligence, and communication skills. The results of the test shall be used as one of the bases to objectively evaluate the candidate's fit for the specific job.
- 4.2.2.4 At a minimum, candidates for a staff position shall undergo three (3) interviews, which are:
  - 4.2.2.4.1 Preliminary interview with HR & Administration Head
  - 4.2.2.4.2 Second interview with Hiring Department Head
  - 4.2.2.4.3 Final interview with the President
- 4.2.2.5 Candidates for a Senior Officer position shall only undergo an interview with the President.
- 4.2.2.6 The HR & Administration Head shall conduct the interview guided by the Competency-based questionnaire. The interview shall be further documented through the Interview Rating Sheet.
- 4.2.2.7 The selection of the best candidate shall be participated by the President, Hiring Department Head and HR & Administration Head.
- 4.2.2.8 Regardless of sourcing method used, all applicants shall undergo the same selection process.
- 4.2.2.9 Unsuccessful candidates shall be notified in person or thru e-mail as the Company's sign of courtesy, and information may be kept in active file for future job requirements. In the event that the Company may deem the candidate fit for another vacancy in its component companies, a verbal or e-mail consent from the candidate must be secured prior to endorsement.



### 4.2.3 Procedures

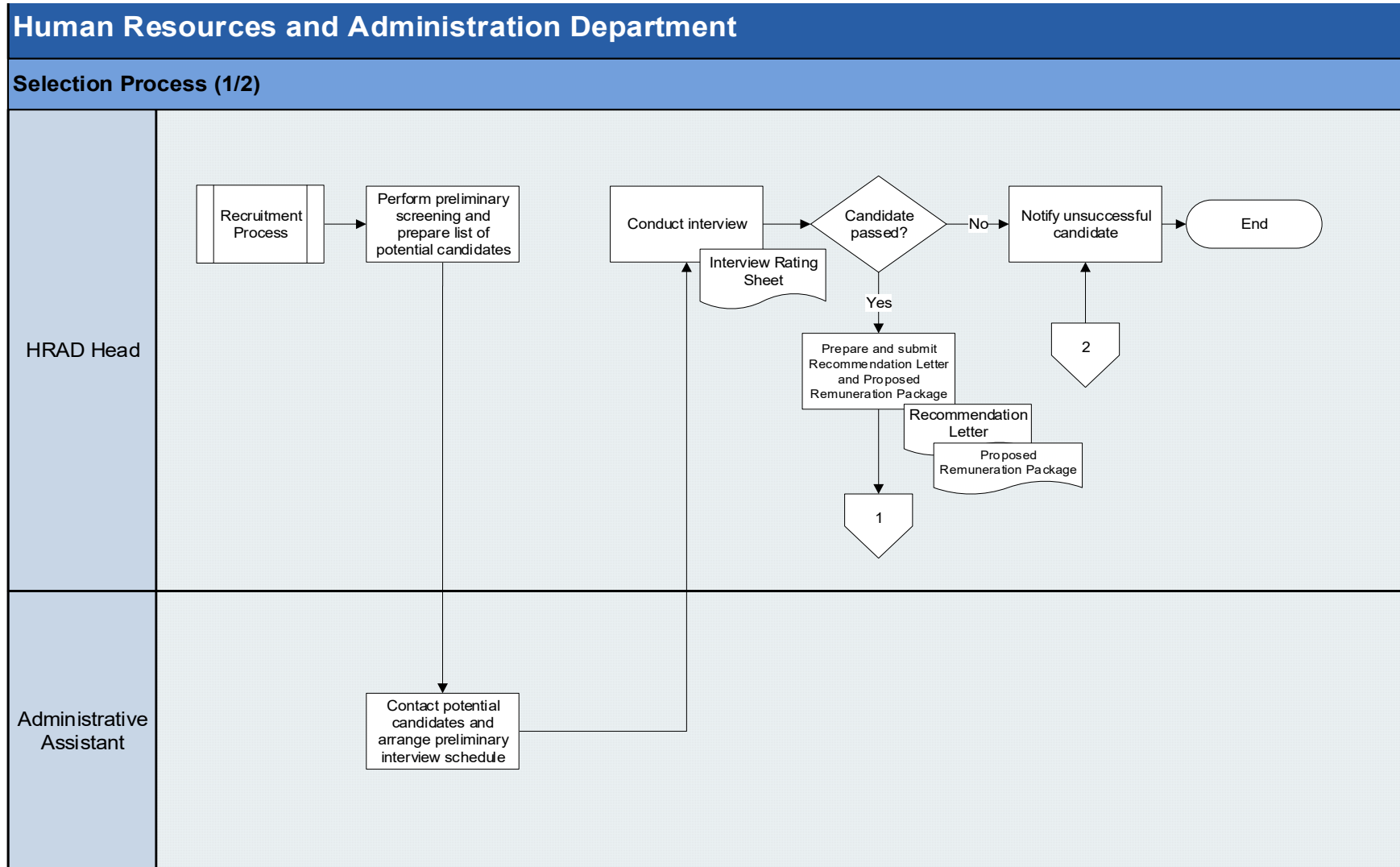


Figure 5.2-1 Selection Process Map



## Human Resources and Administration Department

### Selection Process (2/2)

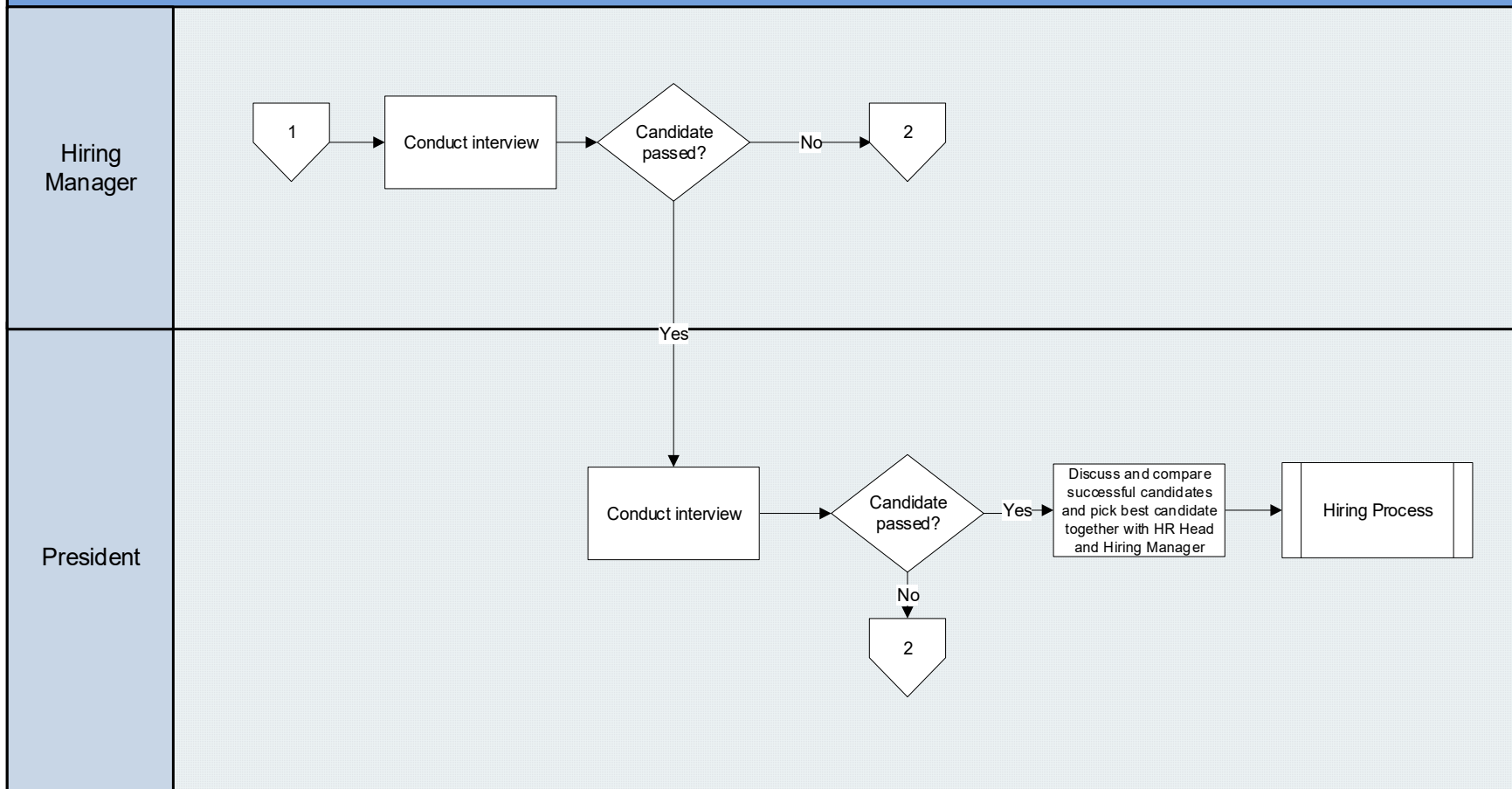


Figure 5.2-2 Selection Process Map



<b>Selection Process</b>	
<b>Process Narratives</b>	<b>Responsible Person/s</b>
1. Perform preliminary screening considering factors such as academic records, professional and technical qualifications and work experience among others, then prepare list of potential candidates for further screening.	HR & Administration Head
2. Contact shortlisted candidates based on the list prepared by HR & Administration Head then arrange initial interview schedule with them. Before the interview, instruct the candidate to accomplish the Application Declared Information form and take the online talent assessment test.	Administrative Assistant
3. Conduct initial interview using the Competency-based Questionnaire and/or Behavior Event Interview Guide which will be provided as part of the online talent assessment tool. Results of the interview are documented through Interview Rating Sheet.  Prepare recommendation letter of successful candidates, together with proposed remuneration package, to the Hiring Manager.  Unsuccessful candidates are notified of the result in person or thru e-mail as a matter of courtesy while successful candidates shall be endorsed to the Hiring Department for the second interview.	HR & Administration Head
4. Conduct second set or line interview. If the candidate suits for the position, endorse to the President for final interview. Unsuccessful candidates shall be notified of the result in person or thru e-mail as a matter of courtesy.	Hiring Manager
5. Conduct final interview. Discuss with the Hiring Department and the HR & Administration Head to compare candidates and agree on the best candidate. Unsuccessful candidates shall be given proper notification while successful candidates shall proceed to the hiring process.	President Hiring Manager HR & Administration Head



## **CONTROL FEATURES**

1. HR & Administration Head uses the Competency-based Questionnaire, Behavior Event Interview Guide, and Interview Rating Sheet to document the preliminary interview.
2. Selection is participated by the Hiring Department Head and the President.

## **RELATED DOCUMENTS**

1. Application Declared Information (Annex B)
2. Employment Test Results and Behavior Event Interview Guide
3. Competency-based Questionnaire
4. Interview Rating Sheet
5. Rejection Courtesy Letter Template (Annex C)



## 4.3 Hiring

### 4.3.1 Purpose

The purpose of this policy is to provide a framework for the hiring process of the Company. The process starts with presenting of job offer to the first-choice candidate and ends with a candidate's acceptance of the offer.

### 4.3.2 Definition of Terms

1. Affinity

Defined as relationship by ties other than blood (e.g., marriage).

2. Consanguinity

Defined as relationship by blood.

### 4.3.3 Policies

4.3.3.1 The Company shall not hire any applicant who is related by affinity or consanguinity of up to the third (3<sup>rd</sup>) degree to and of its existing employees.

4.3.3.2 New recruits shall be required to undergo a medical examination and to submit the results prior to the employment contract signing. The results of the medical examination shall serve as basis if the new recruit is physically fit for work.

4.3.3.3 In case the new recruit is physically unfit for work, he/she shall be considered to be an unsuccessful candidate wherein proper notification shall be made.

4.3.3.4 The proposed remuneration package and job offer, including all revisions to it, shall be approved by the President.

4.3.3.5 All employment contract shall be prepared by the HR & Administration Head and signed by the following parties:

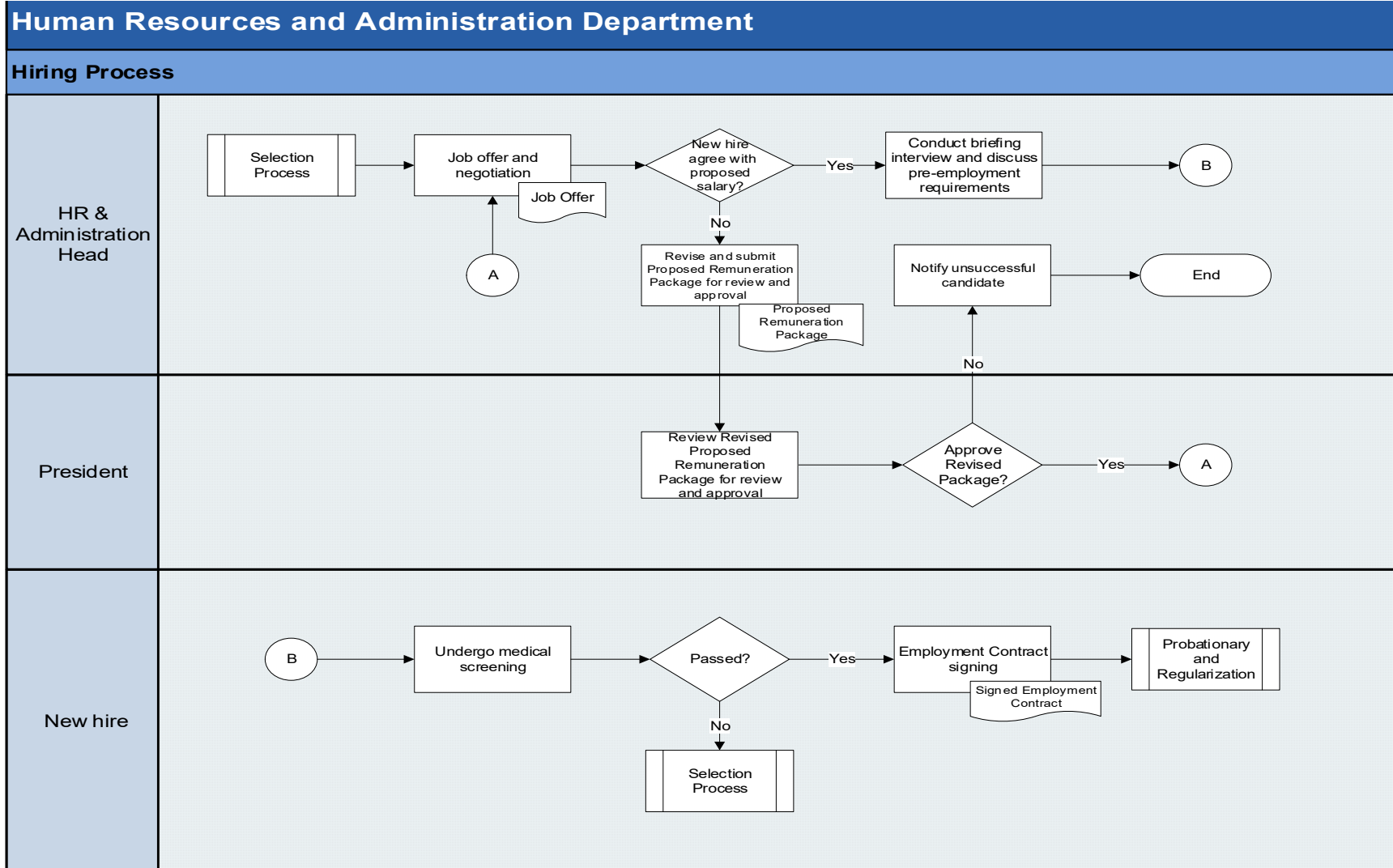
- a. New employee
- b. HR & Administration Head
- c. President



- 4.3.3.6 One (1) copy of the signed employment contract shall be kept by the HRAD while another copy shall be given to the new hire.
- 4.3.3.7 New employees shall be required to completely submit the following pre-employment requirements prior to their first day of work:
- a. Copy of Transcript of Records
  - b. Results of Medical Examination
  - c. Original National Bureau of Investigation (NBI) Clearance
  - d. Five (5) pieces of 2x2 pictures (white background, corporate attire)
  - e. Copy of Birth Certificate
  - f. Copy of Community Tax Certificate
  - g. Background Check Authorization
  - h. Sketch of the Location of Residence
  - i. Copy of BIR Registration
  - j. Copy of Social Security System (SSS) Card
  - k. Accomplished ATM Application
  - l. P100.00 for account opening
- 4.3.3.8 HR and Administration Department shall conduct an orientation/ induction program where, at the minimum, the following shall be discussed:
- a. Mission and Vision
  - b. Plantilla or Organizational Chart
  - c. Code of Discipline
  - d. General HR and Administration policies



#### 4.3.4 Procedures



**Figure 5.3-1 Job Offer, Negotiation and Employment Contract Signing Process Map**



Hiring Process	
Process Narratives	Responsible Person/s
<p>1. Job offer and negotiation will proceed after the recruitment and selection process. Present the Job Offer to the New Recruit and be open for negotiations.</p> <p>Revisions in the proposed remuneration package are made as needed in the process of negotiation. Revised proposed remuneration package is sent for approval of the President. Upon agreement, new hire and HR &amp; Administration Head sign on the job offer sheet.</p> <p>If the President does not approve the revised remuneration package based on negotiation, inform candidate of refusal.</p>	HR & Administration Head
<p>2. Once the candidate accepts job offer, conduct briefing interview and discuss pre-employment requirements.</p>	HR & Administration Head
<p>3. Undergo medical screening and submit results to HR &amp; Administration Head.</p> <p>If physically fit for work, proceed to employment contract signing. If assessed not to be physically fit for work, next best candidate shall be chosen.</p>	New hire

### CONTROL FEATURES

1. All job offer presented to new hires are approved by the President.
2. All new hires are required to submit medical results which state that they are physically fit for work before employment contract signing.

### RELATED DOCUMENTS

1. Employment Contract Template (Annex D)



## 4.4 Probationary and Regularization

### 4.4.1 Purpose

The purpose of this policy is to set out guidelines during employees' probationary period and their appointment to regular status.

### 4.4.2 Definition of Terms

1. Probation

Refers to the status appointed to newly hired staff.

2. Probationary Employee

A staff going under probationary period.

3. Probationary Period

Refers to the initial period of employment of six (6) months from date of hiring.

4. Regular Status

Refers to the status appointed to permanent employees entitled to full benefits as set out by this Manual.

5. Regularization

Refers to the process of appointment from probationary to permanent status.



#### 4.4.3 Policies

4.4.3.1 Unless otherwise stated in the Employment Contract, officers and up shall be hired with regular status, while staff shall be required to undergo a probationary period of six (6) months.

4.4.3.2 In order to obtain regular employee status, probationary employees shall meet the following criteria:

4.4.3.2.1 Performance Rating - On the 5th month, the probationary employee shall undergo a performance evaluation by his immediate superior and obtain a performance rating of at least MS (Meets Standards) or above.

4.4.3.2.2 Attendance - Probationary employee shall not have been absent for more than three (3) times during the probationary period. However, absences for ten (10) continuous working days may still be considered under the following circumstances:

Nature of Absence	Required Documents for Submission
Medical/Health Reason	Medical Certificate and proof of medication
Accident	Police Report
Natural Calamities	Barangay Certificate

4.4.3.2.3 Punctuality - Probationary employee shall not have incurred tardiness exceeding six (6) times or 60 minutes during the probationary period.

4.4.3.2.4 Disciplinary Records - Probationary employee shall not have exhibited actions requiring disciplinary action during probationary period.

4.4.3.2.5 Derogatory Records - Probationary employee shall not have any derogatory records during the probationary period, specifically:

- No active sanction (i.e., written reprimand or suspension), except a reprimand for first error correction commission
- No involvement in any civil/criminal case (as a respondent) prior to joining the Company



- c. No negative background investigation from previous employer
      - d. No false statements and declarations or omissions of material facts in the application for employment
- 4.4.3.2.6 In case of a pending investigation, the regularization letter shall not be released until full settlement/resolution of the case.
- 4.4.3.2.7 Pre-employment Requirements - Probationary employee shall have submitted all pre-employment requirements as oriented on hiring date.
- 4.4.3.3 Subject for review, probationary employees shall be confirmed as regular employees eligible for the employee benefits as appropriate. The regularized employee shall sign on the Regularization Letter.
- 4.4.3.4 If assessed that the employee has not met the criteria for regularization, a notice shall be given to him/her before the end of probationary period. In such case, the probationary employee shall be paid with the compensation and benefits earned during the probationary period pursuant to Company policies and the law.
- 4.4.3.5 Two (2) copies of regularization letter shall be prepared:
  - a. One (1) copy for the employee
  - b. One (1) copy for 201 file



#### 4.4.4 Procedures

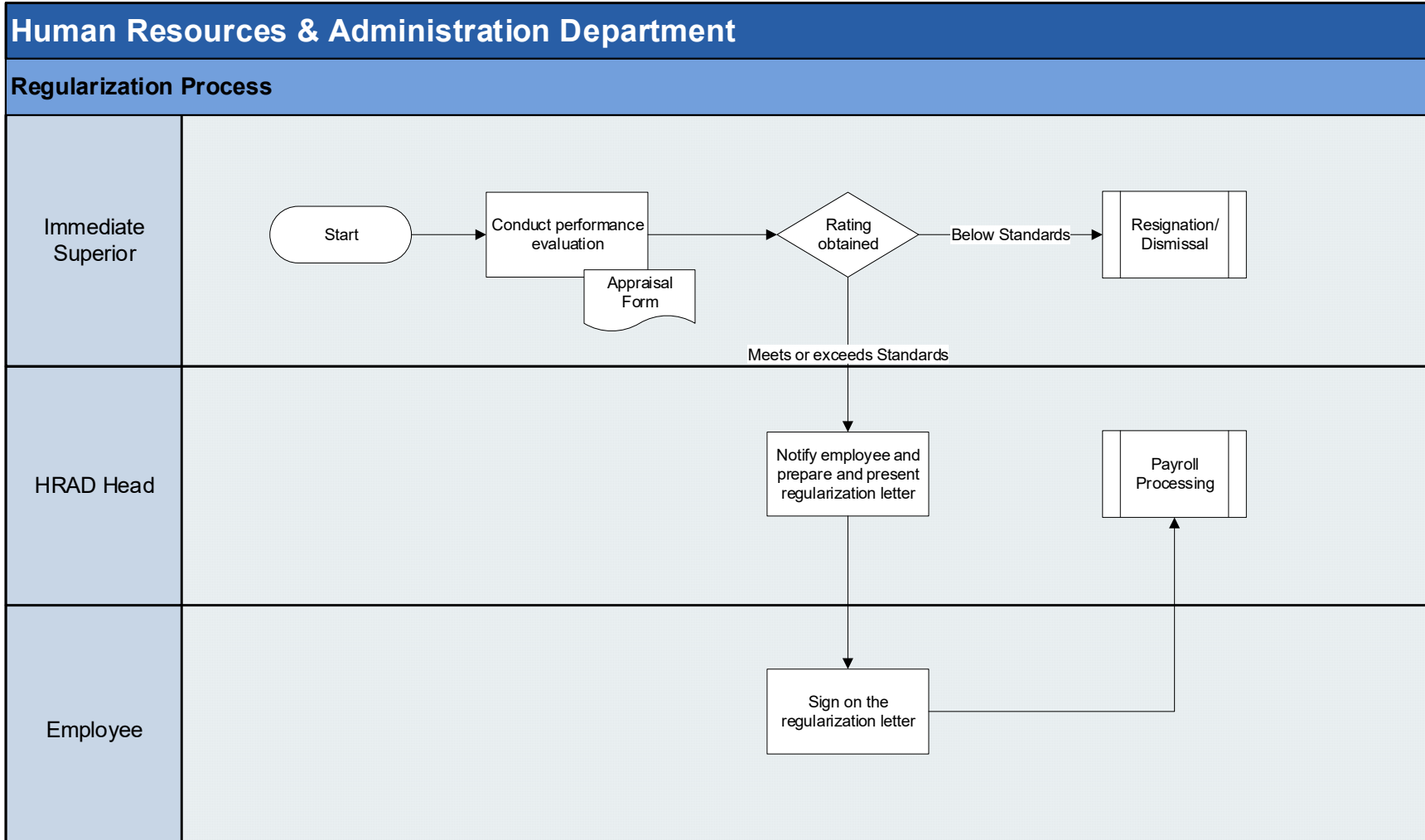


Figure 4.4-1 Regularization Process Map



Regularization Process	
Process Narratives	Responsible Person/s
1. Conduct performance evaluation and discussion with the probationary employee before the end of the probationary period.	Immediate Superior
2. If the rating obtained by the probationary employee is “Below Standards”, the probationary employee shall be advised on the results of the evaluation.	HR & Administration Head
3. If the rating obtained by the probationary employee is at least “Meets Standards”, notify employee and prepare regularization letter.	HR & Administration Head
4. Acknowledge and sign on the regularization letter. A copy of the regularization letter is provided to the employee.	Employee
5. Credit additional benefits pending to the employee’s payroll.	HR & Administration Head



## 4.5 Promotion

### 4.5.1 Purpose

The purpose of this policy is to layout the criteria for the promotion of employees and to assist the management in carrying-out the promotion process.

### 4.5.2 Policies

#### 4.5.2.1 TYPES OF PROMOTION

4.5.2.1.1 ACROSS-JOB-GRADE PROMOTION - An employee moves to a higher job grade position and assumes a higher responsibility.

4.5.2.1.2 IN-BAND PROMOTION - An employee's meritorious performance in the same function is recognized.

4.5.2.1.3 STRUCTURAL PROMOTION - A structural promotion is given to officers who are approved for promotion, despite not meeting all promotion criteria, under any of the following conditions:

- a. Officer assumes a higher job grade or takes on higher responsibility (across job grade promotion)
- b. Officer is under-ranked for the current position, provided the following conditions are met:
  - i. Performance Rating
    1. At least Meets Standard (MS)
    2. If the officer's rating is Barely Meets Standard (BMS), Group Head justification is required
    3. Does Not Meet Standard (DMS) is an automatic disqualifier despite incumbent's under-ranked status in present position
  - ii. A minimum tenure of one (1) year is required for the following:
    1. For newly appointed officers
    2. For processing of another structural promotion from the last structural promotion





#### 4.5.2.2 GENERAL GUIDELINES

4.5.2.2.1 The following guidelines shall apply for processing promotion of all levels:

- a. Performance rating - Employee's performance rating for the assessment years, last two (2) years, shall be at least Meets Standard (MS).
- b. Tenure in Rank - There shall be no tenure requirement for across-job-grade promotion. However, for in-band promotion, the employee shall have tenure in rank based on final performance rating/s, as follows:

Required Tenure in Rank	Final Rating
1 year	Far exceeds standard (FES), or Exceeds standard (ES) for 2 consecutive years
2 years	Exceeds standard (ES) for the recent year
3 years	Meets standard (MS) for the recent year

- c. Table of Organization - The proposed position shall be in the latest approved Company's Table of Organization.
- d. Job Levels - The recommended level shall be within the allowable range of ranks for the position. As a general rule, no skip level promotion shall be allowed.
- e. Attendance - A candidate for promotion shall not have any unauthorized absences during the semester prior to the processing of the promotion.
- f. Punctuality - Employee tardiness shall not exceed 18 times within the six (6)-month review period.
- g. Derogatory record - The employee shall not be the subject of any administrative investigation that may lead to disciplinary suspension or dismissal. The employee's promotion may be deferred while the disciplinary sanction is active and until it has been expunged. The table below shows the active period of a sanction during which a promotion may be deferred:

Disciplinary Sanction	Active Period of Sanction
Written Reprimand	6 months
Suspension	1 year

- h. Financial Accountability - the employee must not have any financial accountability arising out of any administrative case. If paying for a monetary liability, the employee shall not be considered for promotion for another six (6) months.



#### 4.5.2.3 PROMOTION OF SENIOR OFFICERS

- a. The HR and Administration Head and the President shall discuss any recommendation for promotion for the year.
- b. The HR and Administration Department Head shall check the senior officer's meeting the eligibility requirements according to the established promotion criteria.
- c. Recommendations that meet the criteria shall be endorsed to the President and shall be approved by the Board of Directors.
- d. Effective date of promotion shall take effect one month after the approval of the Board of Directors.
- e. The Office of the Assistant to the Group Chairman (OAGC) shall determine the promotion increase.

#### 4.5.2.4 PROMOTION OF JUNIOR OFFICERS AND STAFF

- a. All Department Heads shall submit their recommendations for promotion at the start of the year to HR and Administration Department. The HR and Administration Department shall check the eligibility of the candidates for promotion according to the established promotion criteria.
- b. Recommendations that meet the criteria shall be endorsed to the President.
- c. Effective date of promotion shall take effect one month after the approval of the President.
- d. The Office of the Assistant to the Group Chairman (OAGC) shall determine the officer's promotion increase; while for staff, it shall be the President.



## 4.6 Resignation

### 4.6.1 Purpose

The purpose of this policy is to provide guidance on the acceptable grounds and proper execution of the resignation process within the Company.

### 4.6.2 Definition of Terms

1. Resignation

Refers to the voluntary termination initiated by an employee.

2. Resigning employee

An employee who has given notification on his/her resignation.

### 4.6.3 Policies

#### 4.6.3.1 NOTIFICATION OF RESIGNATION

4.6.3.1.1 A resigning employee shall submit his/her resignation letter at least one (1) month or 30 days prior to the effective date of resignation to his/her immediate superior. Failure to do so, the resigning employee may be held liable for any damages suffered by the Company due to non-submission of resignation letter.

4.6.3.1.2 The contents of the resignation letter shall include, at the minimum, the following:

- a. Effective Date of resignation;
- b. Reason/s for the resignation; and
- c. Any other information that the resigning employee may deem necessary in the assessment and confirmation of his/her resignation.



- 4.6.3.1.3 A period of three (3) working days shall be given to the immediate superior of the resigning employee to endorse the resignation letter to the HR & Administration Head.
- 4.6.3.1.4 The resignation of an employee shall not be valid unless confirmed by his/her immediate superior and the HR & Administration Head.
- 4.6.3.1.5 Upon receipt of the resignation letter by the HR and Administration Department, the resigning employee's last fifteen (15) days of salary will be put on hold that may be applied and offset, fully or partially on any financial accountability that may be determined after routing the of Accountability Clearance Form (ACF)



#### 4.6.3.2 CLEARANCE PROCESS

4.6.3.2.1 HR and Administration Department shall initiate the routing of ACF form to the following Departments:

- a. HR and Administration Department
- b. The Department where the employee is assigned
- c. Accounting & Financial Control Department
- d. Other Departments identified by the HR & Administration Head

4.6.3.2.2 If there are pending accountabilities, the clearing Department Head shall:

- a. require the resigning employee to return any accountability identified or;
- b. make a list of all remaining accountabilities and attach supporting documents to the ACF as necessary.

4.6.3.2.3 The resigning employee will be required to fill out an Exit Interview form and may be requested to clarify some items indicated on the form through a validation meeting with the HRAD Head.

#### 4.6.3.3 FINAL PAY COMPUTATION AND GUIDELINES

4.6.3.3.1 The final pay of a resigning employee is usually comprised, as applicable, of the following:

- a. Last fifteen (15) days of salary
- b. Pro-rated 13th month pay, if any
- c. Pro-rated midyear bonus, if any
- d. Total unused leaves convertible to cash
- e. Tax due or refund
- f. Any allowances and benefits earned by the employee under the policy, but have not been paid

4.6.3.3.2 In the event that the final pay cannot cover all financial accountability as noted in the ACF, any unpaid amount shall be immediately communicated to the resigning employee for immediate settlement.

4.6.3.3.3 The final pay shall be given to the resigning employee within thirty (30) days subsequent to the effective date of resignation provided that all accountabilities have already



been settled. Immediately after the release of check to the resigned employee, a Waiver, Release and Quitclaim shall be executed, to be signed by both the resigned employee and the HR & Administration Head, in behalf of the Company.



#### 4.6.3.4 WITHDRAWAL OF RESIGNATION

- 4.6.3.4.1 In case a resigning employee wishes to withdraw his/her resignation, a notification in writing shall be prepared and submitted to his/her immediate superiors and/or relevant Department Head prior to effective date of resignation.
- 4.6.3.4.2 Withdrawal of resignation shall only be confirmed upon approval of relevant immediate superiors, Department Head and HR & Administration Head.
- 4.6.3.4.3 Should an employee desire to return after the effective date of resignation, he/she shall undergo the normal hiring process of the Company.

#### 4.6.3.5 OTHERS

- 4.6.3.5.1 HR & Administration Head shall conduct an exit interview with the resigning employee to elicit employee feedback generally on how the Company could further improve and to help both the Company and the employee prepare for the separation.
- 4.6.3.5.2 HR & Administration Head shall maintain copies of the relevant documents in the resignation process such as:
  - a. Original copy of fully accomplished ACF and supporting documents, if any
  - b. Copy of Acceptance Resignation Letter
  - c. Signed Waiver, Release and Quitclaim Form
  - d. Results of Exit Interview



#### 4.6.4 Procedures

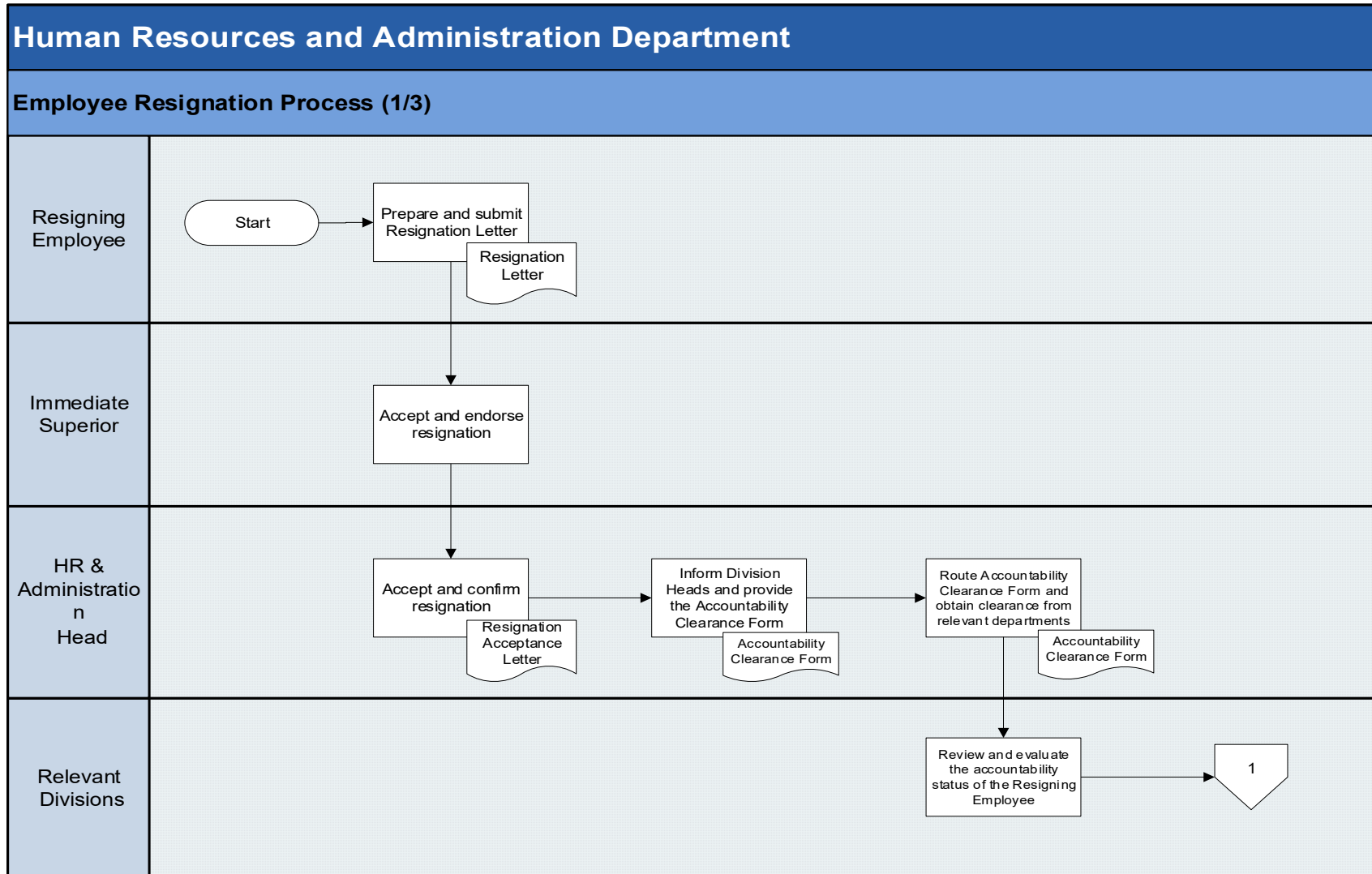


Figure 4.6-1 Employee Resignation Process Map





## Human Resources and Administration Department

### Employee Resignation Process (2/3)

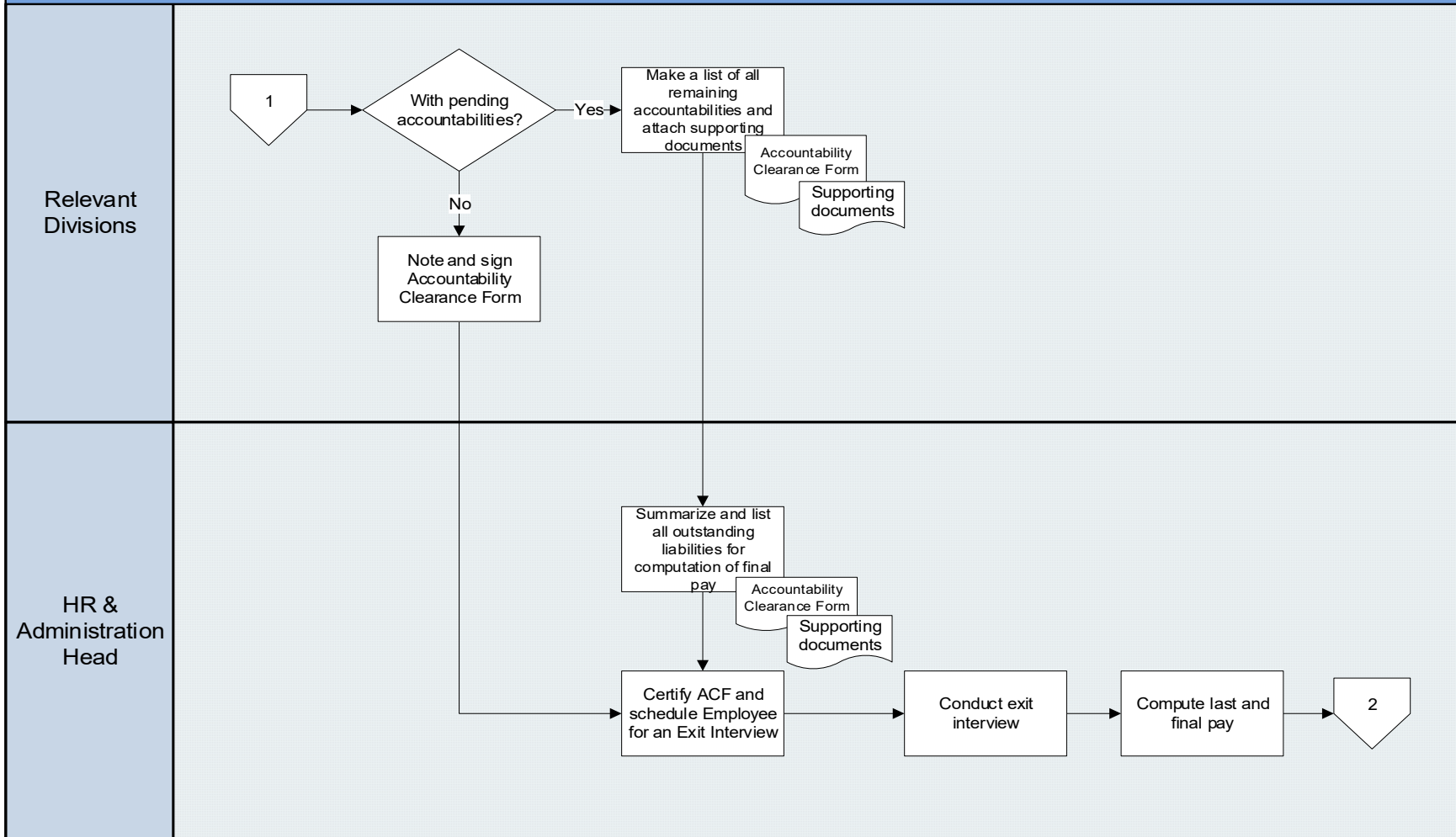


Figure 4.6-2 Employee Resignation Process Map



## Human Resources and Administration Department

### Employee Resignation Process (3/3)

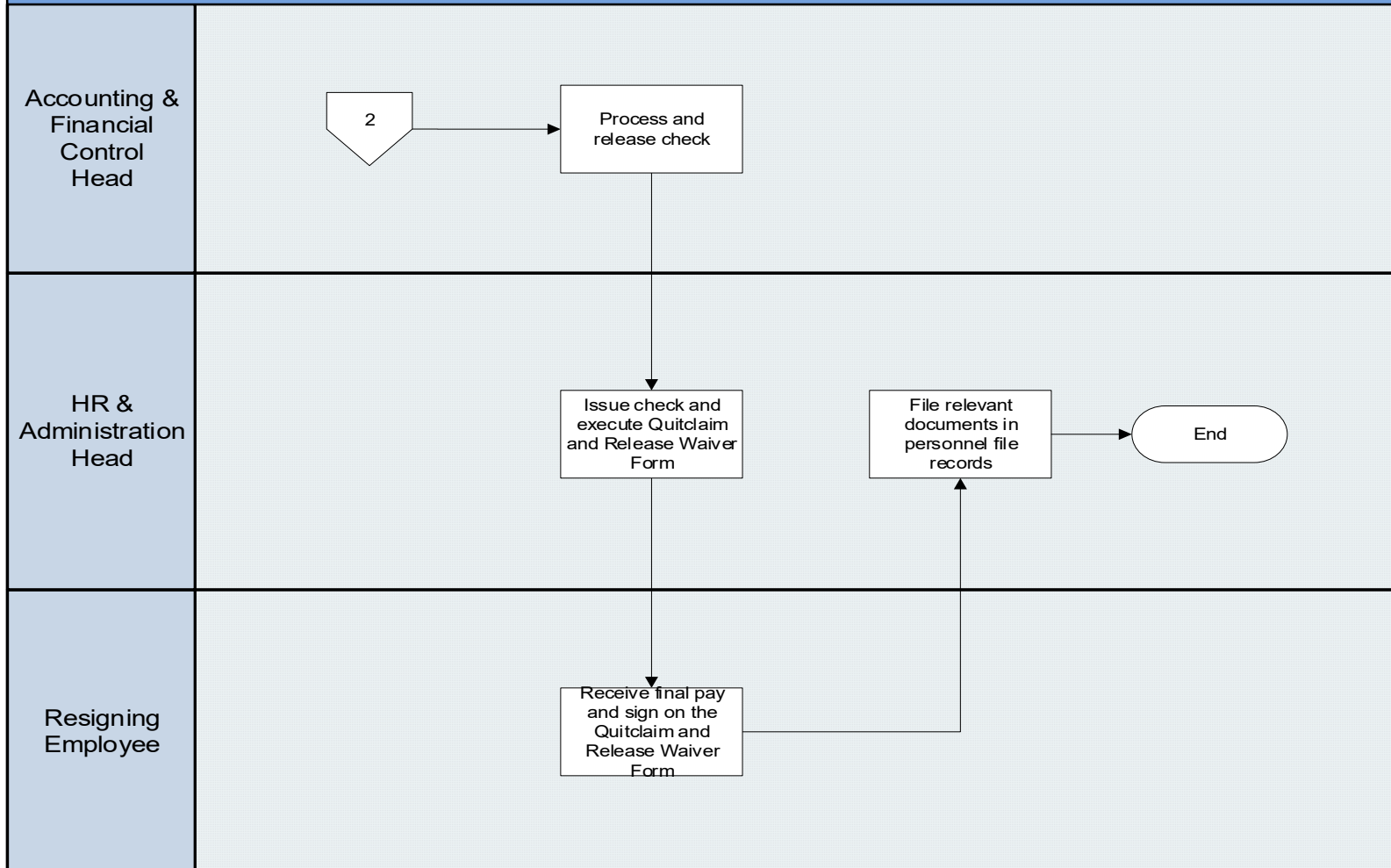


Figure 4.6-3 Employee Resignation Process Map



<b>Employee Resignation Process</b>	
<b>Process Narratives</b>	<b>Responsible Person/s</b>
1. Prepare resignation letter specifying, at the minimum, the reason/s and the effective date of the employee's resignation. The employee may include other information and/or attachments that he/she may deem necessary in the evaluation and approval of his/her resignation. Submit the accomplished resignation letter to the employee's immediate superior within one (1) month or 30 days prior to the effective date of the employee's resignation.	Resigning Employee
2. Accept the resignation letter and check the validity of the reason of the resignation and the completeness of the necessary information contained in the resignation letter. Once verified, sign and endorse the original copy of the resignation letter to the HR and Administration Department.	Immediate Superior
3. Accept the endorsed resignation letter and verify the viability of the effective date of the resignation. After verification, confirm the resignation by issuing an official Resignation Acceptance Letter.	HR & Administration Head
4. Release a memo informing the concerned Department Heads about the employee's resignation. Include in the memo the effective date of resignation as the deactivation date of the resigning employee's access to all related systems and/or log-in accounts. Provide the resigning employee with his/her Accountability Clearance Form (ACF) indicating the relevant Departments from which clearance is necessary.	HR & Administration Head
5. Route the ACF and obtain clearance from all the Departments concerned.	HR & Administration Head
6. Review Department records to ascertain any accountability of the resigning employee and evaluate the appropriate settlement procedure to be applied.  If there are pending accountabilities, the clearing Department head shall: <ul style="list-style-type: none"><li>a. require the resigning employee to return any accountability identified or;</li><li>b. make a list of all remaining accountabilities and attach supporting documents to the ACF as necessary.</li></ul> If no accountability remains, clear the employee by signing on the ACF.	Relevant Department Heads



<b>Employee Resignation Process</b>	
<b>Process Narratives</b>	<b>Responsible Person/s</b>
7. If there are pending accountabilities reflected in the ACF, summarize and list the monetary value of all outstanding liabilities for computation of the final pay then sign on the certification portion of the clearance.  If there are no identified impediments, sign on the certification portion of the clearance.	HR & Administration Head
8. Conduct an exit interview to elicit employee feedback and to help the employee prepare for the separation.	HR & Administration Head
9. Compute the resigning employee's final pay and forward to Accounting & Financial Control Department for further processing. Final pay includes payment of accrued salaries and benefits, bonuses and incentives among others.	HR & Administration Head
10. Handle processing of the final pay including recording and releasing of the check. Once the check is released, forward to the HR & Administration Head for issuance to the resigning employee.	Accounting & Financial Control Head
11. Issue check to the resigning employee and obtain acknowledgement of receipt. Subsequently, execute Waiver, Release and Quitclaim Form, to be signed by both the resigning employee and HR & Administration Head.	HR & Administration Head
12. Receive the last and final pay and sign on the Waiver, Release and Quitclaim Form.	Resigning Employee
13. File all relevant documents in the employee records such as: a. Original copy of fully accomplished ACF and supporting documents, if any b. Copy of Acceptance Resignation Letter c. Signed Waiver, Release and Quitclaim Form	HR & Administration Head



### **CONTROL FEATURES**

1. Resignation of an employee is not official unless confirmed by his/her immediate superior and accepted by the HR & Administration Head through a Resignation Acceptance Letter.
2. Fully accomplished Accountability Clearance Form (ACF) is required prior to resigning employee's effective date of resignation.
3. After release of last and final pay, the resigned employee signs on the Waiver, Release and Quitclaim Form to terminate the employment contract between the Company and the resigning employee.

### **RELATED DOCUMENTS**

1. Accountability Clearance Form or ACF (Annex E)
2. Waiver, Release and Quitclaim Form (Annex F)



## 4.7 Termination

### 4.7.1 Purpose

The purpose of this policy is to provide guidance on the proper basis for a just and fair employee termination as provided by the Labor Code of the Philippines and to set out the appropriate procedures to be followed for the execution of such termination.

### 4.7.2 Definition of Terms

1. Preventive Suspension

Refers to the temporary termination/suspension from work of an employee accused of being a threat against the safety and welfare of his/her employer and/or co-employees.

2. Serious Misconduct

Defined as grave non-conformity of an employee to the established Code of Discipline of the Company.

3. Willful Disobedience

An intentional insubordination of an employee to the Company's set rules and regulations.

### 4.7.3 Policies

#### 4.7.3.1 TERMINATION DUE TO JUST CAUSE

4.7.3.1.1 According to the Labor Code of the Philippines, the Company may terminate its employees for any of the following causes:

- a. Serious misconduct or willful disobedience by the employee of the lawful order of the Company or its representatives in connection with his/her work
- b. Gross and habitual neglect by the employee of his/her duties
- c. Fraud or willful breach by the employee of the trust reposed in him/her by the Company or duly authorized representative
- d. Commission of a crime or offense by the employee against the person of the Company or any immediate member of his/her family or his/her duly authorized representatives
- e. Other causes analogous to the foregoing



- 4.7.3.1.2 The Company shall place the employee concerned under preventive suspension if his continued employment poses a serious and imminent threat to the life or property of the employer or of his co-workers. No preventive suspension shall last longer than 30 days.
- 4.7.3.1.3 The Company shall thereafter reinstate the employee in his former or in a substantially equivalent position or shall extend the period of suspension provided that during the period of extension, the Company pays the wages and other benefits due to the employee. In such case, the employee shall not be bound to reimburse the amount paid to him/her during the extension if the Company decides, after completion of the hearing, to dismiss the employee.
- 4.7.3.1.4 Generally, employees who are terminated due to the above-mentioned causes are not entitled to separation pay.
- 4.7.3.1.5 Same clearance process for resigning employees shall apply to terminated employees. Refer to policies and procedures on *Resignation* for details.

#### 4.7.3.2 **TERMINATION DUE TO AUTHORIZED CAUSE**

- 4.7.3.2.1 According to the Labor Code of the Philippines, the Company may also terminate its employees for any of the following causes:
  - a. Installation of labor-saving devices
  - b. Redundancy
  - c. Retrenchment to prevent losses
  - d. Closing or cessation of operations
- 4.7.3.2.2 The Company may terminate the services of an employee who has been found to be suffering from any disease and whose continued employment is prohibited by law or is prejudicial to his/her health as well as to the health of his/her co-employees.



4.7.3.2.3 The Company may only terminate the employment of any employee due to the above-mentioned authorized causes by serving a written notice on the employee and the Department of Labor and Employment through its regional office having jurisdiction over the place of business at least one (1) month before the intended date.

4.7.3.2.4 Separation pay shall be given to employees in termination due to the above-mentioned authorized causes as follows:

Authorized Cause	Separation Pay Entitlement
Installation of labor-saving devices	One (1) month pay or one (1) month pay per Year of Service, whichever is greater*
Redundancy	
Retrenchment to prevent losses	One (1) month pay or one-half (1/2)-month pay per Year of Service, whichever is greater*
Closing or cessation of operations	
When an employee is suffering from disease	

\*A fraction of at least six (6) months shall be considered one (1) whole year.

4.7.3.2.5 The basis of the separation pay shall be his/her salary rate as of the date of termination.

4.7.3.2.6 Same clearance process for resigning employees shall apply to terminated employees. Refer to *Resignation* policies and procedures for details.





#### 4.7.4 Procedures

### Human Resources and Administration Department

#### Termination Due Process

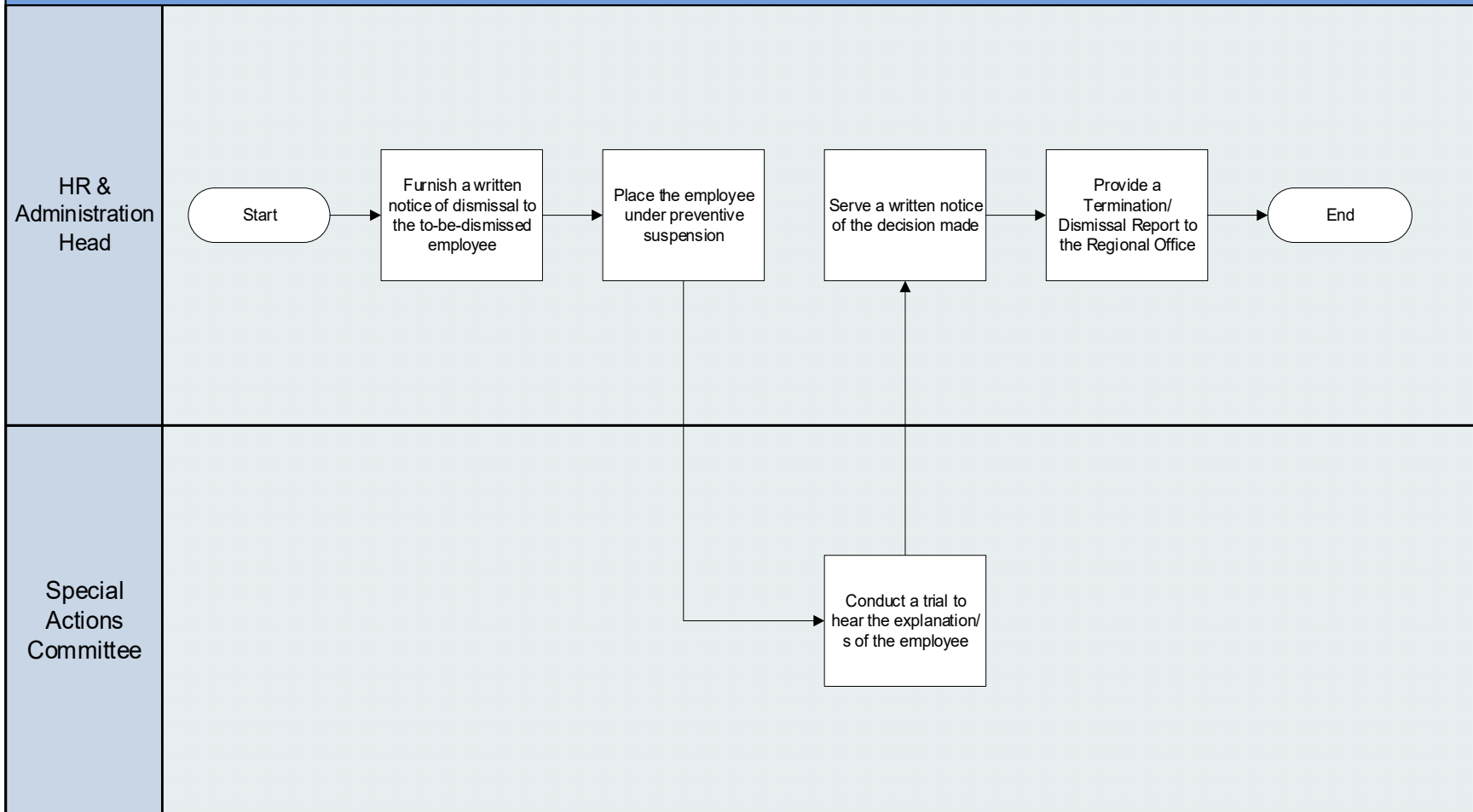


Figure 4.7-1 Termination Due Process Process Map



Termination Due Process	
Process Narratives	Responsible Person/s
1. Furnish a written notice of dismissal to the to-be-dismissed employee stating the particular acts or omission constituting the dismissal.  In cases of abandonment of work, the notice shall be served at the employee's last known address.	HR & Administration Head
2. If applicable, place the employee under preventive suspension.  The Company may suspend an employee for a period not longer than 30 days. Should the Company wish to extend the suspension period, it shall be required to pay the mandatory wages and benefits entitled to the employee.	HR & Administration Head
3. Conduct a trial to hear the explanation/s of the employee.  The Company may allow his/her employee to express himself or through a representative, as applicable.	Special Action Committee (SAC)
4. Serve a written notice of the decision made by SAC stating the specific grounds of such decision to the employee.  The employee may contest the decision made by filing a complaint with the Regional Branch of the Commission. The Labor Arbiter shall make a decision not later than 20 days after the receipt of the employee's complaint.	HR & Administration Head
5. If the committee decides that the termination/dismissal is without just cause, reinstate the terminated/dismissed employee. Upon the request of the terminated/dismissed employee, furnish a Certificate of Employment to such employee.	HR & Administration Head
6. At month-end, provide a Termination/Dismissal Report to the Regional Office having jurisdiction over the workplace of all terminated/dismissed employees for the month.	HR & Administration Head

### CONTROL FEATURES

1. The termination due process follows the procedures as prescribed by the Labor Code of the Philippines.
2. The process is documented through written notices to be prepared by the Company.



## **5 Remuneration**

The Company desires to provide its employees with compensations that are at a competitive market rate. The salary policy of the Company is designed to attract, motivate and retain a high-caliber workforce.

Both probationary and regular employees shall be provided with government mandated benefits. Regular employees shall be given additional Company-provided benefits.



## 5.1 Payroll Processing

### 5.1.1 Purpose

The purpose of this policy is to set out the guidelines and procedures in the payroll computation, processing, approval, recording and other payroll-related transactions.

### 5.1.2 Definition of Terms

1. Pro-rated Salary

Refers to the amount of compensation computed proportional to a specific base such as total working days or hours.

2. Overtime

Refers to the number of hours rendered beyond the regular working hours.

3. Statutory Deductions

The amounts deducted from an employee's gross compensation as mandated by the law.

4. PAG-IBIG or Home Development Mutual Fund

A government agency established to create benefit programs for affordable shelter financing for Filipino workers.

5. Philippine Health Insurance Corporation or PhilHealth

A government agency established to provide healthcare assistance for Filipino workers and other members.

6. Taxable Compensation Income

Refers to the total amount earned by an employee which is subject to compensation tax as mandated by law.



### 5.1.3 Policies

5.1.3.1 Employees shall be grouped for payroll purposes as follows:

5.1.3.1.1 Junior Officers and staff - includes all else below Senior Officers; payroll is processed by the Company's Human Resources and Administration Department

5.1.3.1.2 Senior Officers - includes Assistant Vice Presidents and up; payroll is processed in the Office of the Assistant to Group Chair

**This Manual shall cover the payroll process for Junior Officers and staff only.**

5.1.3.2 The following general guidelines shall be observed:

5.1.3.2.1 The Company shall observe applicable labor codes under the Philippine Law in providing compensation and benefits to its employees. In any situation wherein the Company policy is in contrary with the labor laws, the labor laws shall prevail.

5.1.3.2.2 Payroll shall be credited into employee bank accounts twice a month as follows:

Payroll Period	Credit Date
1 <sup>st</sup> to 15 <sup>th</sup> of the month	14 <sup>th</sup> day of the month
16 <sup>th</sup> to last day of the month	29 <sup>th</sup> day of the month

5.1.3.2.3 Note that if the credit date falls on a weekend or on a public holiday, the payout shall be made on the last banking day preceding the credit date.

5.1.3.2.4 In the case of resigning employees, HR & Administration Head shall suspend the payment of salary for a minimum of one (1) payroll period prior to effectivity date of resignation. Also, the resigning employee shall be cleared by all concerned units of accountabilities before the release of the final pay. Refer to policies and procedures on *Resignation* for details.



### 5.1.3.3 SALARY COMPUTATION GUIDELINES

5.1.3.3.1 The salary of employees shall be composed of the following:

- a. Earnings
  - i. Basic Pay
  - ii. Overtime Pay
  - iii. Allowances and Other Benefits
  - iv. Other Earnings
- b. Deductions
  - i. Statutory Deductions
  - ii. Voluntary Deductions
  - iii. Salary adjustments, if any

5.1.3.3.2 Earnings shall be computed as follows:

#### a. BASIC PAY

- i. In case an employee is entitled to a full month's pay, basic pay paid for one pay-out period shall be computed as follows:

$$\text{Semi-monthly pay-out} = \text{Monthly Basic Salary} / 2$$

e.g., Employee A has monthly basic salary of P30,000.00, Employee A shall receive P15,000 ( $P30,000/2=P15,000$ ) for the first pay-out of the month.

- ii. In case an employee is not entitled to a full month's pay, basic pay shall be pro-rated based on the number of days worked:

$$\text{Daily Rate} = (\text{MBS} \times 12 \text{ months}) / 261 \text{ days}$$

$$\text{Pro-rated Salary} = \text{Daily Rate} \times \text{No. of Days Worked}$$

e.g., Employee A has monthly basic salary of P30,000.00 and is only entitled for 10 days of salary, Employee A shall receive P13,793.10  $\{[(P30,000 \times 12)/261] \times 10 = P13,793.10\}$ .

- iii. In case an employee is not entitled to a full day's pay, basic pay shall be pro-rated based on number of hours worked:

$$\text{Hourly Rate} = \text{Daily Rate} / 8 \text{ hours}$$

$$\text{Pro-rated Salary} = \text{Hourly Rate} \times \text{No. of Hours Worked}$$

e.g., Employee A (see example in i.) has monthly basic salary of P30,000.00 and is only entitled for 4 hours of salary, Employee A shall receive P689.66  $[(P13,793.10/8) \times 4 = P689.66]$ .

**b. OVERTIME PAY**

- i. As exigency requires, the Company shall allow employees to render overtime (OT) work beyond their regular work schedule of eight (8) hours or during non-working days (Saturdays, Sundays and holidays). Employees who have rendered work in excess of regular work hours shall be entitled to an overtime pay.
- ii. The following requirements shall be followed for rendition of an overtime work:

1. Accomplishment by the employee of the Overtime Authorization Form which must be duly approved and signed by the immediate superior and/or respective Department Head before overtime is rendered.

The Overtime Authorization Form shall be submitted to HR and Administration Department as follows:

OT Period Covered	Deadline for Submission
1st to 15th of the month	22nd of the same month
16th to 31st of the month	7th of the following month

2. Presence of the employee's immediate superior during the overtime.
- iii. Overtime work shall start at 5:30 p.m. for employees who stay and continue to work after the official suspension of work due to inclement weather or other meritorious reasons as determined by the President.
- iv. Break periods of specified duration shall be deducted from the overtime work period before computing overtime payment as follows:

Overtime Period	Deductible Break Period
<b><i>On regular working day – For overtime work of :</i></b>	
1. Less than 2 ½ hours	No deduction
2. More than 2 ½ hours but less than 3 hours	Total minutes in excess of 2 ½ hours
3 Three to 5 ½ hours	Thirty (30) minutes
4. More than 5 ½ hours but less than 6 hours	Total minutes in excess of 5 hours
5. Six hours or more	One (1) hour
<b><i>On weekends or holidays:</i></b>	
If overtime work crosses over the lunch period of 12:00 noon to 1:00 p.m.	One (1) hour



- v. Overtime premium paid to the employees shall be as follows:

Day of OT work	Rate
Regular/ordinary working days	135 % of hourly rate
Saturday: 1st eight (8) hours	140 % of hourly rate
Saturday: in excess of eight (8) hours	150 % of hourly rate
Sunday: 1st eight (8) hours	175 % of hourly rate
Sunday: in excess of eight (8) hours	175% of hourly rate + 30% thereon
Legal/Regular holiday: 1st eight (8) hours	200% of hourly rate
Legal/Regular holiday: excess of eight (8) hours	230% of hourly rate
Special holiday: 1st eight (8) hours	130% of hourly rate
Special holiday: excess of eight (8) hours	130% of hourly rate +30% thereon

- vi. The payment of OT pay shall be credited into the employees' accounts as follows:

OT Period Covered	Credit Date
1st to 15th of the month	14th of the following month
16th to 31st of the month	29th of the following month

- vii. Queries, clarifications or requests for adjustment on overtime payments shall be emailed to the HR & Administration Head within two (2) weeks from release date of the OT pay. No request for overtime adjustments beyond the 2-week period from pay-out date shall be processed accordingly. On the other hand, all valid overtime adjustments shall be processed and paid-out as follows:

Overtime Pay-out Date	Period to Submit Queries	Release of Valid Overtime Adjustments
14th of the month	Before the 29th payroll date of the same month	On the 29th payroll date of the next month
29th of the month	Before the 14th payroll date of next month	On the 14th payroll date of the second month





- viii. Employees rendering overtime shall be entitled to overtime allowance as follows:

Condition	Officers	Staff
For work rendered for at least three and a half (3 ½) hours on a regular working day	P250	P130
For at least three (3) hours of work on Saturdays, Sundays & holidays	JAM-AM=P250	P130
	SAM and up = P300	
For at least six (6) hours of work on Saturdays, Sundays & holidays	JAM-AM=P350	P200
	SAM and up = P400	

**c. ALLOWANCES AND OTHER BENEFITS**

Allowances shall be credited to the employees' payroll as follows:

- i. Medical Allowance - The Company shall provide an annual medical allowance to be given every first payroll period of the months January and July based on the length of stay within the applicable semester.
- ii. Clothing Allowance - The Company shall provide an annual clothing allowance to be given every September 3 to regular employees to be pro-rated based on the length of stay within the applicable year.

Refer to *Benefits* policies and procedures for details.

**d. OTHER EARNINGS**

The Company shall provide bonuses to its employees as follows:

- i. Mid-year Bonus - The Company shall provide its employees a Mid-year Bonus equivalent to an employee's one (1) month gross salary as of release date. The bonus shall be credited in advance to the employees' payroll accounts on May 15. However, if it falls on a weekend or a public holiday, the payout shall be made on the last banking day preceding the credit date.
- ii. Christmas Bonus - The Company shall provide its employees a Christmas bonus equivalent to an employee's two (2) months gross salary as of December 16 (inclusive of 13th month pay in compliance with the law). The bonus shall be credited in advance to the employees' payroll accounts on November 15. However, if it falls on a weekend or a public holiday, the payout shall be made on the last banking day preceding the credit date.

Refer to *Benefits* policies and procedures for details.



5.1.3.3.3 Deductions shall be computed as follows:

**a. STATUTORY DEDUCTIONS**

- i. Social Security System (SSS) - As mandated by law, the Company shall deduct a corresponding amount of premium against employees' salary and remit accordingly. The Social Security Program provides a benefit package in the event of death, disability, sickness, maternity, and old age. Refer to *Annex G* for details.
- ii. PhilHealth - As mandated by law, the Company shall deduct a corresponding amount of premium against employees' salary and remit accordingly. The National Health Insurance Program (NHIP), formerly known as Medicare, is a health insurance program for SSS members and their dependents. It serves as a means for the healthy to help subsidize the sick who may find themselves in need of financial assistance when they get hospitalized. Refer to *Annex H* for details.
- iii. Pag-IBIG Fund/Home Development Mutual Fund (HDMF) - As mandated by law, the Company shall deduct a corresponding amount of premium against employees' salary and remit accordingly. The fund offers loans and access to housing programs to its contributory members. Refer to *Annex I* for details.
- iv. Income tax - Income tax is imposed on the compensation income earned within the Philippines, whether resident, non-resident, citizen or alien. The Company withholds such income tax by deducting from the employees' payroll.

The Company uses an annualized withholding tax method in the calculation of income tax to be withheld.

Projected total income tax of an employee for one calendar year is computed by HR & Administration Head on the first pay of the employee. The projected total income tax for a calendar year is then divided by the remaining payroll periods to arrive at the income tax to be withheld for each payroll period.

At the last quarter of the year, HR & Administration Head re-computes the tax due from each employee based on the total taxable compensation income for the entire taxable year. The difference between the tax due from the employee for the entire year and the sum of taxes withheld for the preceding months shall either be withheld from his salary of last payroll period or refunded not later than January 25 of the succeeding year. Refer to *Annex J* for details.



**b. VOLUNTARY DEDUCTIONS**

- i. Company Loans - The Company shall offer its employees various financial assistance programs such as emergency loan and car loan.
- ii. Loans with Government Agencies - Payments of loans obtained from government agencies (e.g., SSS, Pag-IBIG) shall be deducted from relevant employee's payroll based on their agreement.



### 5.1.4 Procedures

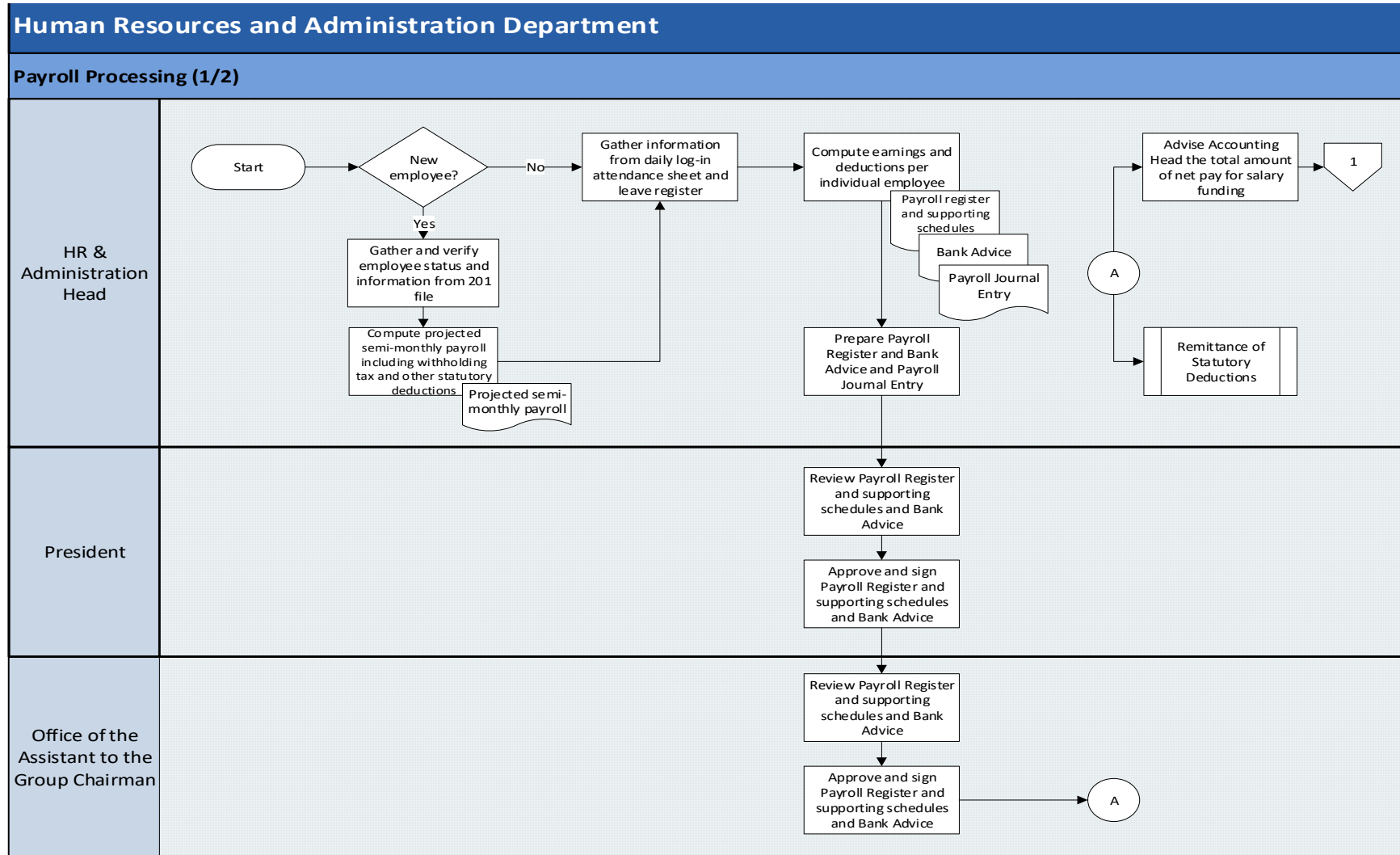
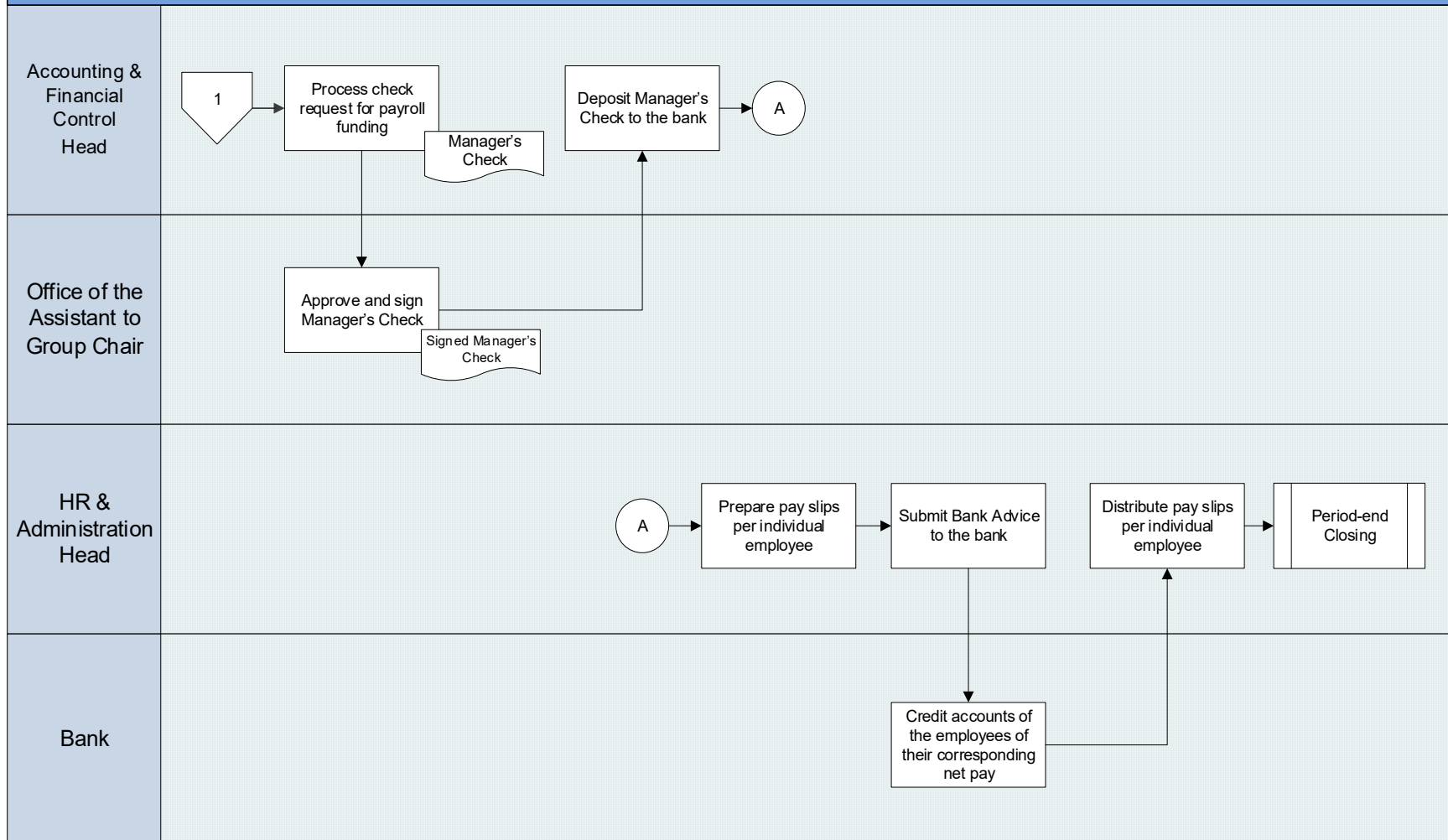


Figure 5.1-1. Payroll Processing Process Map

## Human Resources and Administration Department

### Payroll Processing (2/2)



**Figure5.1-2 Payroll Processing Process Map**



<b>Automated Payroll Processing for Junior Officer</b>	
<b>Process Narratives</b>	<b>Responsible Person/s</b>
<p>1. Gather information from the Time Keeping and Attendance System for the daily log-in attendance and the employees' leave register. The data obtained shall be the basis for corresponding other earnings and deductions.</p> <p>For new employees, verify employee status and information for encoding in the EasyPay, payroll system.</p> <p>Automated earnings shall include:</p> <ul style="list-style-type: none"><li>a. Basic pay</li></ul> <p>Automated deduction shall include:</p> <ul style="list-style-type: none"><li>a. Statutory deduction such as mandatory remittances</li><li>b. Voluntary deductions such as loans</li></ul>	HR & Administration Head
<p>2. Encoding in the payroll system other earnings such as overtime pay, allowances and other earnings that the employee shall be entitled and other deductions.</p>	HR & Administration Head
<p>3. Generate the Payroll Register from the EasyPay system and create proposed Journal Entry for recording of compensation expense and corresponding payables based on the totals of the payroll register.</p>	HR & Administration Head
<p>4. Convert the Payroll Register into a text file format through Metrobank Single Payroll and upload the Payroll Register in the Metrobank Direct for crediting of employees' payroll</p>	HR & Administration Head
<p>5. Review the Journal Entry other supporting schedules, if any. Note and sign on the aforementioned documents to evidence review and approval. Approve the online payroll crediting in Metrobank Direct.</p>	Assistant Treasurer
<p>6. Review the Journal Entry and other supporting schedules, if any. Note and sign on the aforementioned documents to evidence review and approval. Final approval of the online payroll crediting in Metrobank Direct.</p>	Chief Finance Officer
<p>7. Review the Payroll Register and other supporting schedules, if any. Note and sign on the aforementioned documents to evidence review and approval.</p>	President
<p>8. Advise Accounting &amp; Financial Control Head of the total amount of net pay for salary funding in the Company's payroll bank account at least five (5) working day prior to pay-out day.</p>	HR & Administration Head

**Automated Payroll Processing for Junior Officer**

<b>Process Narratives</b>	<b>Responsible Person/s</b>
9. Immediately upon advise, process check request for payroll funding.	Accounting & Financial Control Head
10. Generate employees' payslip from the EasyPay for distribution through electronic mail (e-mail)	HR & Administration Head

**Manual Payroll Processing for Junior Officer**

<b>Process Narratives</b>	<b>Responsible Person/s</b>
1. Gather information from the Time Keeping and Attendance System for the daily log-in attendance and the employees' leave register. The data obtained shall be the basis for corresponding other earnings and deductions. For new employees, verify employee status and information for encoding in the EasyPay, payroll system. Automated earnings shall include: a. Basic pay Automated deduction shall include: a. Statutory deduction such as mandatory remittances b. Voluntary deductions such as loans	HR & Administration Head
2. Encoding in the payroll system other earnings such as overtime pay, allowances and other earnings that the employee shall be entitled and other deductions.	HR & Administration Head
3. Generate the Payroll Register from the EasyPay system, prepare the Bank Advice, proposed Journal Entry for recording of compensation expense and other supporting schedules. Collate and submit for review the Payroll Register, proposed Journal Entry and Bank advice at least five (5) working days prior to pay-out date.	HR & Administration Head
4. Review the Payroll Register, proposed Journal Entry and Bank advice and other supporting schedules, if any. Note and sign on the aforementioned documents to evidence review and approval. Note and sign on the aforementioned documents to evidence review and approval.	Chief Finance Officer, Assistant Treasurer, or Treasurer (in order)



Manual Payroll Processing for Junior Officer	
Process Narratives	Responsible Person/s
5. Perform final review of the Payroll Register, proposed Journal Entry and Bank Advice and other supporting schedules, if any. Note and sign on the aforementioned documents to evidence review and approval.	President
6. Advise Accounting & Financial Control Head of the total amount of net pay for salary funding in the Company's payroll bank account at least one (1) working day prior to pay-out day.	HR & Administration Head
7. Immediately upon advise, process check request for payroll funding.	Accounting & Financial Control Head
8. Review the Bank Advice, approve and sign check for payroll funding.	Office of the Assistant to the Group Chairman
9. Upon obtaining approval signature, deposit the check to the bank.	Accounting & Financial Control Head
10. Submit Bank Advice to the bank in the morning of the pay-out date.	HR & Administration Head
11. Credit employee accounts of their corresponding net pay based on the Bank Advice.	Bank
12. Generate employees' payslip from the EasyPay for distribution through electronic mail (e-mail)	HR & Administration Head

Payroll Processing for Senior Officer	
Process Narratives	Responsible Person/s
1. Prepare the Senior Payroll Breakdown and Bank Advice	Office of the Assistant to the Group Chairman
2. Preparation of proposed Journal Entry for recording of compensation expense and other supporting schedules.	HR & Administration Head
3. Perform review of the Senior Payroll Breakdown, proposed Journal Entry and Bank Advice and other supporting schedules, if any. Note and sign on the aforementioned documents to evidence review and approval.	President
4. Advise Accounting & Financial Control Head of the total amount of net pay for salary funding in the Company's payroll bank account at least one (1) working day prior to pay-out day.	HR & Administration Head





<b>Payroll Processing for Senior Officer</b>	
<b>Process Narratives</b>	<b>Responsible Person/s</b>
5. Immediately upon advise, process check request for payroll funding.	Accounting & Financial Control Head
6. Review the Bank Advice, approve and sign check for payroll funding.	Office of the Assistant to the Group Chairman
7. Upon obtaining approval signature, deposit the check to the bank.	Accounting & Financial Control Head
8. Submit Bank Advice to the bank in the morning of the pay-out date.	HR & Administration Head
9. Credit employee accounts of their corresponding net pay based on the Bank Advice.	Bank
10. Distribute pay slips to Senior Officers	Office of the Assistant to the Group Chairman

### **CONTROL FEATURES**

1. Only the Human Resource and Administration Head, Chief Finance Officer and Assistant Treasurer has access to the payroll system for Junior Officers.
2. Online payroll crediting is subject to approval of Assistant Treasury and secondary approval of Chief Finance Officer prior to posting.
3. Only the Office of the Assistant to the Group Chairman has access to the payroll information of each Senior Officers.

### **RELATED DOCUMENTS**

1. Payroll Register
2. Bank Advice
3. Journal Entry
4. Employee Pay slip



## **6 Benefits**

In order to maintain a healthy working environment, the Company defines a benefit plan that will motivate its employees to achieve an improved work performance and efficiency. Additional benefits aim to develop defined performance recognition through proper employee compensation.

This Manual contains the list of benefits provided by the Company to its employees. It provides comprehensive description of each benefit and its corresponding policies and procedures. As explained in this Manual, employee benefits include basic allowances, leave credits, bonuses, loan assistance, medical and dental benefits, and insurance plans. It also covers description of employees who are entitled for such benefits including their allowed dependents. This shall serve as a guide in all issues concerning employee benefits.



## 6.1 Allowances

### 6.1.1 Purpose

The purpose of this policy is to provide an outline for allowances to be provided to eligible Company employees.

### 6.1.2 Definition of Terms

1. Clothing Allowance

A sum of money given to employees to cover their expenses on necessary apparel.

2. Medical Allowance

A sum of money given to employees to cover their healthcare expenses.

3. Gynecological Disorders

Refers to the disorders requiring surgical procedures such as, but not limited to, dilatation and curettage and those involving the female reproductive organs such as the vagina, cervix, uterus, fallopian tubes, ovaries, breasts, adnexa, and pelvic floor, as certified by a competent physician. It also includes hysterectomy, ovariectomy and mastectomy.

4. Regular Employee

An employee appointed with a regular status.

5. Probationary Employee

A staff going under probationary period.



### 6.1.3 Policies

#### 6.1.3.1 MEDICAL ALLOWANCE

6.1.3.1.1 The Company shall grant an annual medical allowance to all its regular employees as follows:

Date of Release	Period Covered	Medical Allowance	
		Officers and up	Staff
January 10	January to June of the current year	P 6,500.00	P 5,500.00
July 10	July to December of the current year	6,500.00	5,500.00
Total		P 13,000.00	P 11,000.00

6.1.3.1.2 The following policies for the full or pro-rata entitlement and deduction of the medical allowance shall apply:

<b>Full entitlement policy</b>	Regular employee as of January 1 and present at the time of release shall be given a full medical allowance.
<b>Pro-rata entitlement</b>	Newly hired officer or staff appointed to regular status after release date shall be given a pro-rata medical allowance reckoned from the date of regularization to the end of the semester, either on June 30 or December 31. Release date for pro-rata amount shall be on the nearest payroll period after hiring date (for officers) or regularization date (for staff).
<b>Deduction policy</b>	If an employee is separated after the release of the medical allowance and before the end of the corresponding semester, the un-served portion of the medical allowance shall be deducted from his/her separation pay.

6.1.3.1.3 The computation for the pro-rata amount of the medical allowance shall be as follows:

$$\text{Pro-rata Allowance} = \frac{\text{No. of days from hiring date to end of semester}}{182.5 \text{ days}} \times \text{Full Allowance}$$

**6.1.3.2 CLOTHING ALLOWANCE**

6.1.3.2.1 The Company shall grant an annual clothing allowance every September 3 to all its regular employees as follows:

Employee	Clothing Allowance
Officer	Amount varies according to the officer's rank and as approved by the Senior Executive Committee
Male Staff	P13,000
Female Staff	P8,000 or amount equivalent to four (4) sets of uniform and two (2) blazers in two distinct styles

6.1.3.2.2 Eligible employees shall submit valid official receipts (OR) on or before August 15 of the current year. The following policies for the full or pro-rata entitlement and deduction of the clothing allowance shall apply:

Employee	Condition for Full Entitlement	Condition for Pro Rata Entitlement	Deduction Policy in Case of Separation
Officer	a. Officer status as of September 1 and present at the time of release or; b. Newly appointed officer as of September 1 or; c. Newly hired officer as of September 1.	Newly hired or newly appointed officer after September 1 shall be given a pro-rata clothing allowance reckoned from hiring or appointment date to August 31 of the succeeding year.	If an employee is separated after the release of the clothing allowance, the unserved portion of the allowance shall be deducted from his/her separation pay. Also, female staffs shall be required to surrender the uniform provided by the Company upon separation.
Staff	Regular employee status as of September 1 and present at the time of release.	Staff appointed to regular status after September 1 shall be given a pro-rate clothing allowance reckoned from regularization date to August 31 of the succeeding year.	

6.1.3.2.3 The computation for the pro-rata amount of the clothing allowance shall be as follows:



$$\text{Pro-rata Allowance} = \frac{\text{No. of days from hiring date or regularization date to Aug. 31}}{365 \text{ calendar days}} \times \text{Full Allowance}$$

### 6.1.3.3 GASOLINE ALLOWANCE

- 6.1.3.3.1 The Company shall provide its eligible officers with a Fixed Monthly Gas Allowance (FMGA) as follows:

Rank	Monthly Gasoline Allowance
Senior Vice President	250 liters
Executive Vice President to President	300 liters

- 6.1.3.3.2 The FMGA shall be credited to the officer's payroll account every 14th of the month. Submission of supporting documents such as official receipts (ORs) shall not be necessary.
- 6.1.3.3.3 The allowance shall be based on the previous month's average price per liter of premium gasoline as reported by Metrobank's accredited gasoline station.
- 6.1.3.3.4 Eligible officer present on the 1st day of the month shall be given a full gasoline allowance.
- 6.1.3.3.5 Newly appointed or newly hired eligible officer after the release date shall be entitled to a pro-rated gasoline allowance up to the end of the month, which shall be released on the following month.
- 6.1.3.3.6 If an officer is separated after the release of the gasoline allowance and before the end of the month, the unserved portion of the allowance shall be deducted from his/her separation benefits.



#### 6.1.3.4 DRIVER'S ALLOWANCE

- 6.1.3.4.1 The Company shall grant its eligible officers with a Monthly Driver's Allowance, provided the services of a personal driver are engaged, (i.e., the driver is employed by the officer):

Rank	Monthly Driver's Allowance
Senior Vice President	P 10,000.00
Executive Vice President	11,000.00
President	12,000.00

- 6.1.3.4.2 The Company shall also grant the driver's 13th month pay, equivalent to the driver's corresponding monthly allowance.
- 6.1.3.4.3 The Driver's Allowance shall be credited to the officer's payroll account every 12th of the month.
- 6.1.3.4.4 Eligible officer present on the 1st day of the month shall be given a full driver's allowance.
- 6.1.3.4.5 Newly appointed or newly hired eligible officer after the release date shall be entitled to a pro-rated driver's allowance up to the end of the month, which shall be released on the following month.
- 6.1.3.4.6 If an officer is separated after the release of the driver's allowance, the unserved portion of the allowance shall be deducted from his/her separation benefits.
- 6.1.3.4.7 Eligible officers shall be required to report the driver's name and to submit a photocopy of the driver's valid Driver's License to HR and Administration Department.
- 6.1.3.4.8 In case of the driver's separation, HR and Administration Department shall be advised within 24 hours upon knowledge of the driver's separation date. Any subsequent replacement shall be advised to HR and Administration Department following the requirement in 6.1.3.4.7.



#### **6.1.3.5 SUMMER OUTING ALLOWANCE**

- 6.1.3.5.1 All employees shall be entitled to a summer outing allowance amounting to P800.00 each. The allowance shall not be convertible to cash when the employee opted to not join the summer outing activities.
- 6.1.3.5.2 The summer outing shall take place in any dates from the months of May to June for a duration of two (2) days and one (1) night or a day tour depending on the HRAD proposal. The summer outing shall be moved in case of busy season.
- 6.1.3.5.3 The HRAD shall be responsible in selecting the service provider including the transportation, food, and accommodation.
- 6.1.3.5.4 The HRAD Head shall present to the Management Committee the summer outing proposal which shall include the venue, date and time, food, transportation, and budget for approval.
- 6.1.3.5.5 A contribution depending on the employee's rank may be collected by the HRAD should the actual expenses exceed the approved budget.

#### **6.1.3.6 CHRISTMAS PARTY ALLOWANCE**

- 6.1.3.6.1 All employees shall be entitled to a Christmas Party Allowance amounting to P800.00 each. The allowance shall not be convertible to cash when the employee opted not to join the Christmas party activities.
- 6.1.3.6.2 The Christmas party shall take place every month of December.
- 6.1.3.6.3 The HRAD shall be responsible in selecting the service provider including the transportation, food, and venue.
- 6.1.3.6.4 The HRAD Head shall present to the Management Committee the proposal for the Christmas Party including the venue, food, date and time, and budget for their approval.





#### 6.1.3.7 FRUITS AND FLOWERS

##### Confinement

- 6.1.3.7.1 In any event that an employee has been confined for at least two (2) calendar days, the concerned department shall initiate a request for the provision of fruits and flowers to the sick employee. The requesting department shall initiate the purchase of fruits and flowers supported by a PR properly approved by the requesting department's Head. The procedure in requisition under this manual shall be followed.
- 6.1.3.7.2 The budget for the purchase of the fruits and flowers shall be for a reasonable amount within the company's annual budget.
- 6.1.3.7.3 The processing time from the preparation of the PR to the purchase of fruits and flowers shall not exceed two (2) business days.

##### Congratulatory

- 6.1.3.7.4 The requesting department shall initiate the purchase of fruits and flowers supported by a PR properly approved by the requesting department's Head upon the birth or adoption of a child, passing of examinations, completion of master's degree or doctoral program, and other congratulatory events recognized by the Company. The procedure in requisition under this manual shall be followed.



## 6.2 Leave Benefits

### 6.2.1 Purpose

The purpose of this policy is to give an outline on the process of providing leave benefits to eligible Company employee.

### 6.2.2 Definition of Terms

1. Emergency Leave

An authorized compensated absence granted for an unforeseen incident that require immediate action by the employee.

2. Leave Without Pay (LWOP)

An unauthorized absence that does not merit any compensation.

3. Parental or Solo Leave

An authorized absence granted to solo parents to enable them to fulfill parental responsibilities which require their presence.

4. Probationary Employee

Refers to the staff going under an initial period of employment of six (6) months from date of hiring.

5. Regular Employee

Refers to the permanent employee entitled to full benefits as set out by this Manual.



## 6.2.3 Policies

### 6.2.3.1 VACATION LEAVE

6.2.3.1.1 The Company shall grant 15 working days of vacation leave (VL) credits to all its regular employees per year.

6.2.3.1.2 Policies on VL credits:

- a. VL credits of regular employees shall accrue at the rate of 1.25 days upon completion of each month or a total of 15 days for one (1) year. The 15 days of accrued credits shall be given at the start of the year.
- b. VL credits of probationary employees shall accrue from the date of hiring, as follows:

Hiring Date	Entitlement to VL Credits
1st to 7th day of the month	1.25 days
8th to 22nd day of the month	0.625 days
23rd to end of the month	No credit

- c. Probationary employees can avail of their leaves with pay only upon their appointment to regular status.
- d. If an employee's VL credits have been exhausted, the excess leaves shall be considered as leave without pay (LWOP) and the equivalent amount shall be deducted from the employee's salary.
- e. An employee shall not earn VL credits while on leave without pay (LWOP). LWOPs shall be deducted from the 1.25 monthly VL credits as follows:

Leave Without Pay (LWOP) in a Month	Deduction from Leave Credits
1 to 7 days	None
8 to 22 days	0.625 days
23 days and up	1.25 days



6.2.3.1.3 Policies on reserve VL credits and availment:

- a. Employees shall be allowed to keep reserve VL credits up to a maximum of 15 days each year. Any unused VL earned in excess of the reserve shall be forfeited at the end of the year.
- b. Employees who have not earned the full 15 days of leave credits or who have not accumulated enough VL credits shall be exempted from the required availment of 15 working days of VL each year.
- c. The Application for Leave of Absence (AFLA) form shall serve as the official medium for filing of leaves.
- d. Filing of VL shall be done at least seven (7) working days prior to the date of scheduled leave.
- e. The VL may be taken straight or in a broken schedule to ensure that the requirements of operations are met and servicing of clients is maintained.
- f. The Company may require officers and staff to go on an unscheduled or unannounced VL, as deemed necessary, for control and audit purposes.
- g. The President's approval shall be required on Senior Officers' VL availment for a period of at least five (5) consecutive working days.
- h. All planned VL shall be availed as scheduled. Revision or cancellation of the scheduled leaves shall not be allowed except for justifiable reasons (e.g., work requirement).
- i. The supervising Department Heads shall be responsible for ensuring that the 15 days required leave, if work requirement allows, were availed.

6.2.3.1.4 Policy on forfeiture of unused VL credits for officers and staff:

VL credits in excess of 15 working days that remain unused by the end of the year shall be forfeited and shall not be converted to their cash equivalent. However, in special cases when an employee on scheduled leave is recalled to work due to exigency, the officer shall be allowed to reschedule the unused vacation leave/s to a later date (until first quarter of the succeeding year) before the leave credits are forfeited and shall be subject to approval by the President.



**6.2.3.1.5 Policy on extension of VL:**

All employees may be allowed to avail an extended leave of up to 120 calendar days for special reasons inclusive of VL with pay and without pay. This extended leave can be availed once every three (3) years and shall be subject to the President's prior approval.

**6.2.3.1.6 Effect of separation:**

Upon a staff's resignation or retirement, all his/her earned and unused VL credits shall be converted into their cash equivalent. Conversely, his/her used but unearned VL credits shall be deducted from the staff's last pay. For officers, only a maximum of 15 days can be converted to cash. Termination for just cause shall result into the forfeiture of all of the terminated employee's outstanding VL credits.



### 6.2.3.2 SICK LEAVE

6.2.3.2.1 The Company shall grant 15 working days of sick leave (SL) credits to all its regular employees per year.

6.2.3.2.2 Policies on SL credits:

- a. Regular employee's SL credits shall accrue at the rate of 1.25 days upon completion of each month or a total of 15 days for one (1) year. The 15 days of accrued credits shall be given at the start of the year.
- b. Probationary employees' SL credits shall accrue from the date of hiring, as follows:

Hiring Date	Entitlement to SL Credits
1st to 7th day of the month	1.25 days
8th to 22nd day of the month	0.625 days
23rd to end of the month	No credit

Probationary employees can avail of their leaves with pay only upon their appointment to regular status.

- c. If an employee's SL credits are exhausted, excess leaves shall be charged to his/her vacation leave (VL) credits.
- d. An employee shall not earn SL credits while on leave without pay (LWOP). LWOPs shall be deducted from the 1.25 monthly SL credits as follows:

LWOP in a Month	Deduction from Leave Credits
1 to 7 days	None
8 to 22 days	0.625 days
23 days and up	1.25 days



6.2.3.2.3 Policies on availment of SL:

- a. The Application for Leave of Absence (AFLA) form shall serve as the official medium for filing of leaves.
- b. An employee shall file his/her SL on the first working day of his/her return to work.
- c. An employee shall submit a medical certificate from his/her attending physician for a consecutive SL of more than three (3) days.

6.2.3.2.4 Policy on accumulation of SL credits:

SL credits shall be allowed to accumulate up to a maximum of 30 working days.

6.2.3.2.5 Policy on cash conversion of SL credits:

SL credits in excess of 30 working days shall be converted to their cash equivalent on February 7 of each year.

6.2.3.2.6 Effect of separation:

Upon an employee's resignation or retirement, all his/her earned and unused SL credits shall be converted into their cash equivalent. Conversely, his/her used but unearned VL credits shall be deducted from the employee's last pay. Termination for just cause shall result to the forfeiture of the terminated employee's outstanding SL credits.



### 6.2.3.3 EMERGENCY LEAVE

6.2.3.3.1 The Company shall grant all its regular employees with ten (10) working days of emergency leave (EL) per year for the following purposes:

Reason*	Maximum Number of Days in a Year
Confinement of an employee's parent/s, parent/s-in-law, spouse or child in a hospital, Intensive Care Unit (ICU) of a hospital or clinic due to an emergency, provided that the hospital or clinic is accredited by PhilHealth	Five (5) days of emergency leave
Death of an employee's parent/s, parent/s-in-law, spouse or child	
Natural calamities such as fire, heavy floods (provided said barangay has been declared under state of calamity) and similar occurrences or "General strike" as confirmed by Management	Five (5) days of emergency leave
*Supporting documents such Death Certificate, Medical Certificate or Barangay clearance shall be required as attachments when availed.	

6.2.3.3.2 Policies on EL credits:

- If an employee's EL credits are exhausted, excess leaves shall be charged to his/her vacation leave (VL) credits.
- An EL taken due to the death of a member of the employee's immediate family may last up to a maximum of seven (7) days, provided that the additional two (2) days shall be deducted from the employee's five (5) days of emergency leave for natural calamities.
- EL credits shall neither be cumulative nor convertible to cash.





#### 6.2.3.4 LEAVE WITHOUT PAY

6.2.3.4.1 As a general policy, an employee shall be considered on leave without pay (LWOP) if the employee's leave credits are already exhausted.

6.2.3.4.2 Computation of salary deductions for LWOP:

- a. For an employee with LWOP of at least six (6) working days crossing over a weekend, the deduction shall be based on calendar days.
- b. For illustration, employee A is on LWOP from January 5 (e.g., Monday) to January 12 (e.g., Monday of the following week) and reports back to work on January 13 (e.g., Tuesday). The number of days counted as LWOP shall be six (6) working days while the number of days for payroll deduction shall be eight (8) calendar days.
- c. An employee with at least eight (8) calendar days LWOP shall be excluded from payroll.



#### 6.2.3.5 MATERNITY LEAVE

The Company shall provide all its regular and probationary female employees with maternity leave in case of birth, delivery or miscarriage. Maternity leave shall be granted and compensated based on the Social and Security System (SSS)

1. Maternity leave of 105 days with full pay, whether the eligible female employee gives birth via caesarian section or natural delivery.
2. Maternity leave of 60 days with full pay in cases of miscarriages (i.e., pregnancy loss before the 20th week of gestation) or emergency termination of pregnancy (i.e., pregnancy loss on or after the 20th week of gestation and includes stillbirth).
3. Allocation of 7 days of maternity leave credits to the child's father or an alternate caregiver.
4. Additional maternity leave of 30 days without pay in case of live childbirth provided a written notice to the employer is given at least 45 days before the end of her maternity leave. In case of a medical emergency, prior notice is excepted but subsequent notice is required.
5. Additional maternity leave of 15 days with full pay in case the eligible female employee is also a solo parent as defined under Republic Act No. 8972
6. Female workers with pending administrative cases are entitled to the maternity leave benefits.
7. Post-termination maternity leave entitlement (i.e., in case the qualifying event occurs not more than 15 calendar days after termination of employment), except in cases of illegal dismissal.
8. Non-diminution of existing benefits including alternative working arrangements validly agreed upon and non-discrimination of female workers.
9. Security of tenure except in instances of transfer or reassignment within the same enterprise provided there is no reduction in rank, status, salary or otherwise amount to constructive dismissal.

The expanded maternity benefits apply regardless of female worker's employment status, civil status and legitimacy of her child, and frequency of pregnancy

Maternity leave benefits should be availed by the eligible female worker either before or after the actual period of delivery in a continuous and uninterrupted manner. Maternity leave can be used as combinations of prenatal and postnatal leave provided that postnatal care shall not be less than 60 days.

In cases of live births, maternity leaves credits of 7 days may be allocated to the following:

1. child's father, whether or not married to the female worker; or
2. upon election of the mother taking into account the best interest of the child, an alternate caregiver in case of death, absence, or incapacity of the child father who can be either
  - o a) a relative within the fourth degree of consanguinity; or



- b) the current partner, regardless of sexual orientation or gender identity, of the female worker sharing the same household.

The female worker shall notify her employer of her option to allocate with her application for maternity leave. Likewise, the child's father or the alternate caregiver shall notify his/her employer of the allocated leave and the inclusive dates.

## **PATERNITY LEAVE**

- 6.2.3.5.1 The Company shall provide all its regular and probationary married male employees with seven (7) working days of paternity leave when his legal wife gives birth or suffers a miscarriage.
- 6.2.3.5.2 An employee's paternity leave may be converted to cash when he cannot schedule said leave due to work exigency.
- 6.2.3.5.3 If the employee's paternity leave exceeds the maximum number of prescribed days, the excess leave/s shall be deducted from his vacation leave (VL) credits, if any. If the employee's VL credits are already exhausted, his excess leave/s shall be deducted from his salary as leave without pay (LWOP).
- 6.2.3.5.4 Paternity leave shall be availed before, during and after delivery of the employee's wife. In case the leave is availed after delivery, it shall be taken on staggered basis within two (2) months from the delivery date.
- 6.2.3.5.5 Paternity leave availment shall be filed using the Application for Leave Absence (AFLA) form upon the employee's return to work.



#### 6.2.3.6 PARENTAL OR SOLO LEAVE

- 6.2.3.6.1 The Company shall provide its regular employees who are solo-parents with seven (7) working days of parental leave to enable them to perform parental duties and responsibilities which require their physical presence.
- 6.2.3.6.2 The solo parent-employee shall have had at least one (1) year of service in the Company, whether continuous or broken, to avail the parental or solo leave.
- 6.2.3.6.3 The solo parent-employee shall submit a written advice and Solo Parent identification card (ID) issued by the Office of the City or Municipal Social Welfare and Development Office.
- 6.2.3.6.4 Parental leave shall be non-cumulative and non-convertible to cash.
- 6.2.3.6.5 If a solo parent-employee's parental leave exceeds the maximum number of prescribed days, the excess leave/s shall be deducted from the employee's vacation leave (VL) credits, if any. If the employee's VL credits are exhausted, excess days of leave taken shall be considered leave without pay (LWOP) and the equivalent amount shall be deducted from his/her salary.
- 6.2.3.6.6 If the solo parent leave is availed because of an emergency, he/she shall file his leave through the Application for Leave Absence (AFLA) upon return to work. For non-emergency purposes, such as school enrollment, Parent and Teachers Association (PTA) meeting, or other anticipated reason, the leave shall be filed seven (7) working days prior to the scheduled parental or solo leave.



#### 6.2.3.7 SPECIAL LEAVE FOR WOMEN

6.2.3.7.1 The Company shall provide its regular female employees, who will undergo surgery due to gynecological disorder, with a special leave of up to a maximum period of two (2) months per year with full pay based on her gross monthly compensation.

6.2.3.7.2 In cases of doubt as to the definition of gynecological disorders, the Company shall exercise final decision after proper consultation with a medical doctor/specialist.

6.2.3.7.3 Any female employee regardless of age and status with at least six (6) months continuous aggregate employment service with the Company for the last 12 months prior to surgery and has undergone surgery due to gynecological disorders as certified by a competent physician shall be eligible for the Special Leave for Women.

6.2.3.7.4 The employee shall submit the following documents within five (5) working days upon reporting to work:

- a. Copy of the Application for Leave of Absence (AFLA) form indicating the leave period duly approved by the supervising officer
- b. Certificate or schedule of confinement/hospitalization
- c. Medical certificate from the physician/surgeon accompanied by a clinical summary reflecting the following:
  - i. Gynecological disorder which was addressed by the said surgery
  - ii. Histopathological report
  - iii. The operative technique used for the surgery
  - iv. The duration of the surgery from admission to discharge from the hospital
  - v. The employee's estimated recuperation period as certified by the attending physician



6.2.3.7.5 Special Leave for Women shall be non-cumulative and non-convertible to cash.

6.2.3.7.6 If an employee's special leave exceeds the maximum number of prescribed period of two (2) months, the excess leave/s shall be deducted from the employee's sick leave credits.

6.2.3.7.7 If an employee's sick leave credits are exhausted, excess leave/s shall be charged to available vacation leave credits. If the employee's VL credits are exhausted, excess days of leave taken shall be considered leave without pay (LWOP) and the equivalent amount shall be deducted from the salary of the employee.

**6.2.3.8 VIOLENCE AGAINST WOMEN AND CHILDREN (VAWC) LEAVE**

6.2.3.8.1 The Company shall grant 10 working days leave for employees who are a victim of violence under the Violence Against Women Law (VAWC) in the Philippines or who has a child or any dependent/s who are victim of the same violence.

6.2.3.8.2 Availing employees shall present a certification from the Barangay Chairman (Punong Barangay) or any Barangay Councilor (Barangay Kagawad) or prosecutor or the Clerk of Court, as the case may be, that an action relative to the matter is pending.

6.2.3.8.3 Availing employees shall submit a police report should the requirements stated above are not available under the discretion of the Department Head.

6.2.3.8.4 In case of leave extension, as specified in the protection order issued by the Barangay Chairman (Punong Barangay) or Barangay Councilor (Barangay Kagawad) or prosecutor or the Clerk of Court, as the case may be, all other available leave shall first be exhausted. Shall the 15 working days of vacation leave, 15 working days of sick leave and 10 working days of emergency leave has been availed of by the employee, the succeeding leave within the working days shall be considered as leave without pay.

6.2.3.8.5 The HRAD shall be responsible in keeping the employee availing the VAWC leave confidential in any cases.



6.2.3.8.6 Unused VAWC leave shall be forfeited and shall not be convertible to cash.

**6.2.3.9 COMPENSATORY TIME OFF**

6.2.3.9.1 Officer-level employees shall be entitled to a Compensatory Time Off for the days worked on Holidays, Saturdays and/or Sundays.

6.2.3.9.2 Compensatory Time Off shall be converted into vacation leaves in accordance with the following scheme:

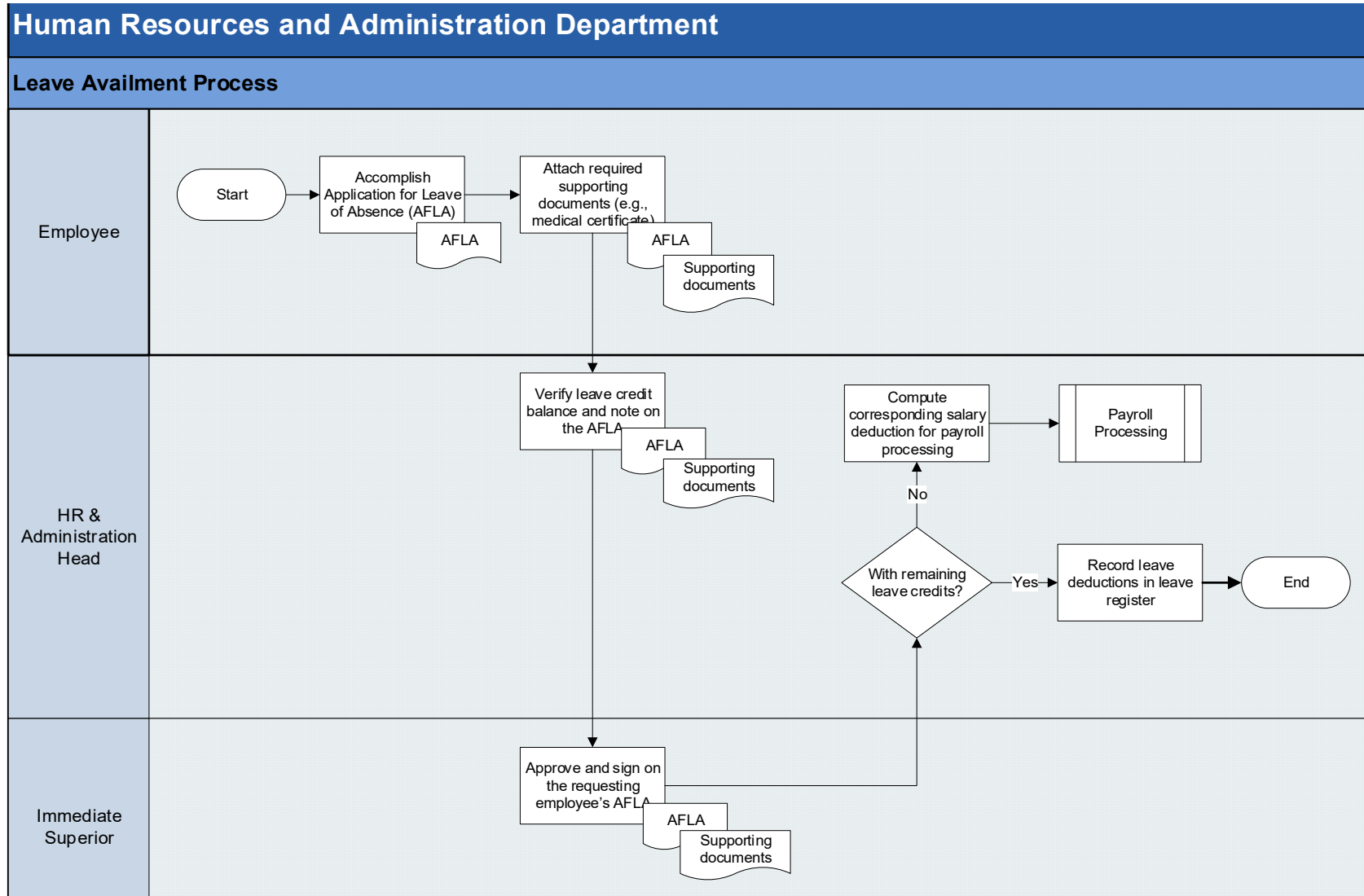
No. of hours worked	Compensatory Leave Credit (in hours)
At least 4.5	.5 days
At least 8	1 day

6.2.3.9.3 The Officer shall submit the Application for Leave Absence (AFLA) Form properly approved by the immediate supervisor to the HRAD.

6.2.3.9.4 The Application for Leave Absence (AFLA) Form shall indicate the date and time-in and out which shall be certified by the on-duty Security Guard.

6.2.3.9.5 The HRAD shall be responsible in the crediting of the compensatory time off.

## 6.2.4 Procedures



**Figure 6.2-1 Leave Availment Process Map**





<b>Leave Availment Process</b>	
<b>Process Narratives</b>	<b>Responsible Person/s</b>
1. Accomplish the AFLA form to file leave and attach required supporting documents depending on type of leave availed. Supporting documents may include Death Certificate, Medical Certificate stating ICU confinement, or Barangay Clearance, as applicable.	Employee
2. Verify with HR and Administration Department the requesting employee's leave credit balance and sign on the AFLA.	HR & Administration Head
3. Submit the fully accomplished AFLA form and the attachments for review and approval.	Employee
4. Review AFLA form then return to the requesting employee if needing revisions. Approve and sign AFLA Form then forward the same to the HR and Administration Department.	Immediate Superior
5. Receive AFLA Form and record information in the leave register. When the employee has no remaining leave credits, the corresponding salary deduction will be computed and processed in the next payroll period.	HR & Administration Head

### **CONTROL FEATURES**

1. All leave availment are documented through an AFLA Form and filed with required supporting documents.
2. Availment of emergency and prolonged sick leave is supported with documentary evidence to allow the approver to verify the veracity of the claim provided by the employee.
3. All AFLA Forms are approved by respective immediate superiors and verified by HR and Administration Department.

### **RELATED DOCUMENTS**

1. Application for Leave of Absence or AFLA Form (Annex K)



## 6.3 Bonuses

### 6.3.1 Purpose

The purpose of this policy is to govern the Company's bonus schemes for its eligible employees in addition to those required by law.

### 6.3.2 Policies

#### 6.3.2.1 MID-YEAR BONUS

6.3.2.1.1 The Company shall grant a mid-year bonus equivalent to an employee's one (1) month gross basic salary as at the time of the release.

6.3.2.1.2 The mid-year bonus shall be released in advance on May 15 of each year.

6.3.2.1.3 The entitlement and deduction shall be as follows:

Classification of Employee	Condition for Full Entitlement	Condition for Pro-rata Entitlement	Deduction Policy
Officer	Officer with at least six (6) months of service with the Company as of June 30 shall be given full entitlement for mid-year bonus.	a) Officer with less than six (6) months of service with the Company as of June 30 shall be given a pro-rata mid-year bonus.  b) Officer hired after May 15 shall be given a pro-rata mid-year bonus reckoned from hiring date to June 30.	If an officer is separated after May 15 but before July 1, the unserved portion of the bonus (computed by number of days before July 1) shall be deducted from the separation benefits.



Classification of Employee	Condition for Full Entitlement	Condition for Pro-rata Entitlement	Deduction Policy
Staff with regular employment status	<p>a) Regular staff with at least six (6) months of service with the Company as of June 30 shall be given full entitlement for mid-year bonus.</p> <p>b) Probationary staff appointed to regular employment status after May 15 but before July 1 shall be given full entitlement for mid-year bonus.</p>	Newly hired staff after the May 15 date shall not be entitled to a bonus.	If a staff is separated after May 15 but before July 1, the unserved portion of the bonus (computed by number of days before July 1) shall be deducted from the separation benefits.

6.3.2.1.4 Further explanation on corresponding deduction for unserved portion of bonus from separation benefits is explained below.

In case when an employee is separated May 23, the deduction shall be computed as follows:

$$\text{Amount of Deduction} = \frac{\text{Mid-year Bonus} \times 6}{182.5 \text{ days}} \times 37 \text{ days}^*$$

\*37 days = No. of days between May 23 to June 30



#### **6.3.2.2 CHRISTMAS BONUS**

- 6.3.2.2.1 The Company shall grant a Christmas bonus equivalent to an employee's two (2) months gross basic salary as of December 16 (inclusive of the 13th month pay, in compliance with the law).
- 6.3.2.2.2 The Christmas bonus shall be released in advance on November 15 of each year.



6.3.2.2.3 The entitlement and deduction shall be as follows:

Classification of Employee	Condition for Full Entitlement	Condition for Pro-rata Entitlement	Deduction Policy
Officers and staff	Employees who have rendered service for the whole calendar year shall be given full entitlement for Christmas bonus.	<p>a) An employee with less than one (1) year of service with the Company as of December 31 and present at the time of release shall be entitled to a pro-rata Christmas bonus based on two (2) months' salary.</p> <p>b) An employee hired after November 15 shall be entitled to a pro-rata Christmas bonus based on his/her two (2) months' salary reckoned from hiring date to December 31.</p> <p>c) An employee whose separation date is prior to November 15 shall be entitled only to a pro-rata 13th month pay equivalent to one (1) month basic pay, reckoned from January to the effectivity date of separation for the corresponding year.</p>	<p>If an employee is separated after November 15 but before December 31, the unserved portion of the bonus (computed by the number of days before December 31) shall be deducted from separation benefits.</p> <p>An employee's leave without pay of at least 15 calendar days during the year shall be deducted from the employee's tenure for that particular year, and the corresponding amount shall be deducted from the bonus.</p>



## 6.4 Travel Allowances

### 6.4.1 Purpose

The purpose of this policy is to provide limits and conditions on reasonable expenses to incur when an employee travels as demanded by business objectives. Also, this is to serve as a guide in the documentation and approval for official business trips.

### 6.4.2 Definition of Terms

#### 1. Official Business Travel

A travel conducted as needed in business operation which is to be done outside the office of the Company. Official business travel is further classified as follows:

- a. Home base - official business travel within the boundaries of Metro Manila or within 50-kilometer radius from the municipality of the Company.
- b. Domestic Travel - official business travel outside the home base and within the Philippines.
- c. Foreign Travel - official business travel outside of the Philippines.

#### 2. Travel Allowance

A sum amount of money provided by the Company to cover the costs to be incurred during an official business travel.

#### 3. Local Transportation

Refers to the cost of transportation expenses incurred during an official business travel.

#### 4. Work-related Incidental Expenses

Refers to various costs incurred as demanded by an employee's duties aligned with business objectives.

#### 5. Travelling Employee

Refers to an employee who goes for an Official Business Travel.



### 6.4.3 Policies

#### 6.4.3.1 GENERAL POLICIES

6.4.3.1.1 The travelling employee shall prepare the Official Business Travel form and submit to his/her immediate superior for approval.

6.4.3.1.2 The Official Business Travel form, at the very least, shall contain the following information:

- a. Name of Traveller
- b. Department
- c. Position
- d. Travel Details, and
- e. If necessary, details of Cash Advance.

6.4.3.1.3 The approved Official Business Travel Form shall be submitted to the Accounting and Financial Control Department to facilitate processing of the travel allowance.

6.4.3.1.4 The travelling employees shall have the option to claim the travel allowance either prior to his/her departure for each domestic or foreign travel assignment or to reimburse every 5<sup>th</sup> working day of the following month for crediting together with the 14<sup>th</sup> payroll schedule.

#### 6.4.3.2 DOMESTIC TRAVEL ALLOWANCE

6.4.3.2.1 Employees who are assigned to go to an official domestic travel shall be provided a daily travel allowance as follows:

Rank	Domestic Travel Allowance
Staff	P 350.00
Junior Assistant Manager to Assistant Manager	400.00
Senior Assistant Manager to Senior Vice President	500.00
Executive Vice President	600.00
President	1,000.00



- 6.4.3.2.2 The domestic travel allowance provided shall cover daily meal expenses only.
- 6.4.3.2.3 In case all expenses of the business trip are paid by a sponsoring company or when full board meals are provided, only P150.00 shall be provided to employees, regardless of rank, to serve as pocket money.
- 6.4.3.2.4 The allowance shall also be given for whole day trips that do not require an overnight stay but which require the officers/staff to return to home base after 3:00PM
- 6.4.3.2.5 In the computation of the daily travel allowance that may be claimed, the first day (i.e., date of departure from the office) shall be included while the last day shall be excluded. The last day may be included only if arrival at the home base is after 3:00PM.
- 6.4.3.2.6 The signatories of Official Business (OB) forms for domestic travel shall be as follows:

Description	Signatory
Endorsed by	Department Head
Noted by	HR & Administration Head





#### 6.4.3.3 FOREIGN TRAVEL ALLOWANCE

6.4.3.3.1 Employees who are assigned to go to an official foreign travel shall be provided a daily travel allowance as follows:

Rank	Japan and Europe	Asia (except Japan), Australia and United States of America
Staff	US\$ 60.00	US\$ 50.00
Junior Assistant Manager to Assistant Manager	70.00	60.00
Senior Assistant Manager to Senior Manager	80.00	70.00
Assistant Vice President	100.00	85.00
Vice President	110.00	95.00
First Vice President	120.00	100.00
Senior Vice President	130.00	110.00
Executive Vice President	140.00	120.00
President	160.00	140.00

6.4.3.3.2 The allowance provided shall cover daily meal expenses only.

6.4.3.3.3 In case all expenses of the business trip are paid by a sponsoring company or when full board meals are provided, only US\$35.00 shall be provided to employees, regardless of rank, to serve as pocket money.

6.4.3.3.4 The signatories of OB forms for foreign travel shall be as follows:

Description	Signatory
Endorsed by	Department Head
Approved by	President
Noted by	HR & Administration Head



#### 6.4.3.4 LODGING/ACCOMMODATION

- 6.4.3.4.1 When an employee is on an official business trip and requires an overnight stay, the Company shall shoulder the lodging/accommodation expense as follows:

Rank	Type of Hotel
Staff	3 stars
Junior Assistant Manager to Assistant Manager	3 stars
Senior Assistant Manager to Senior Vice President	4 stars
Executive Vice President to President	4 stars

- 6.4.3.4.2 In special cases when the actual accommodation exceeds the prescribed type of hotel, a documented endorsement from immediate superior and approval from the President shall be acquired.

- 6.4.3.4.3 As a general rule, if two (2) or more employees of the same gender are travelling together, room sharing shall be observed. Exception to the rule, are officers with the rank of Executive Vice President (EVP) and up are entitled to a single room.

- 6.4.3.4.4 The Administrative Assistant shall make all the necessary reservations.

- 6.4.3.4.5 The accommodation shall be arranged only through accredited hotels.



#### 6.4.3.5 FLIGHT SERVICES

6.4.3.5.1 The Company shall shoulder plane fares when employees go for an official business travel as follows:

Rank	Flight time is 5 hours or less	Flight time is more than 5 hours
Staff	Economy Class	Economy Class
Junior Assistant Manager to First Vice President	Economy Class	Economy Class
Senior Vice President	Economy Class	Business Class
Executive Vice President to President	Business Class	Business Class
Vice-Chairman to Chairman	Business Class	Business Class

6.4.3.5.2 Changes in flight schedule and/or route shall not be allowed after the airline tickets have been issued. If work constraints necessitate a change in flight schedule and/or route, exemption from any penalty/booking fee shall be justified and endorsed to the original approving authority upon the return of the travelling employee. If the travelling employee requests for a change in flight schedule and/or route due to personal reasons, any penalty/rebooking fee shall be charged to the personal account of the travelling employee.

6.4.3.5.3 Departing employees shall be required to report to the office if the check-in time is after 12:00 noon while arriving employees shall be required to report to the office upon arrival if the arrival time is before 3:00 P.M.

6.4.3.5.4 The Administrative Assistance shall make all the necessary flight bookings.



#### 6.4.4 Procedures

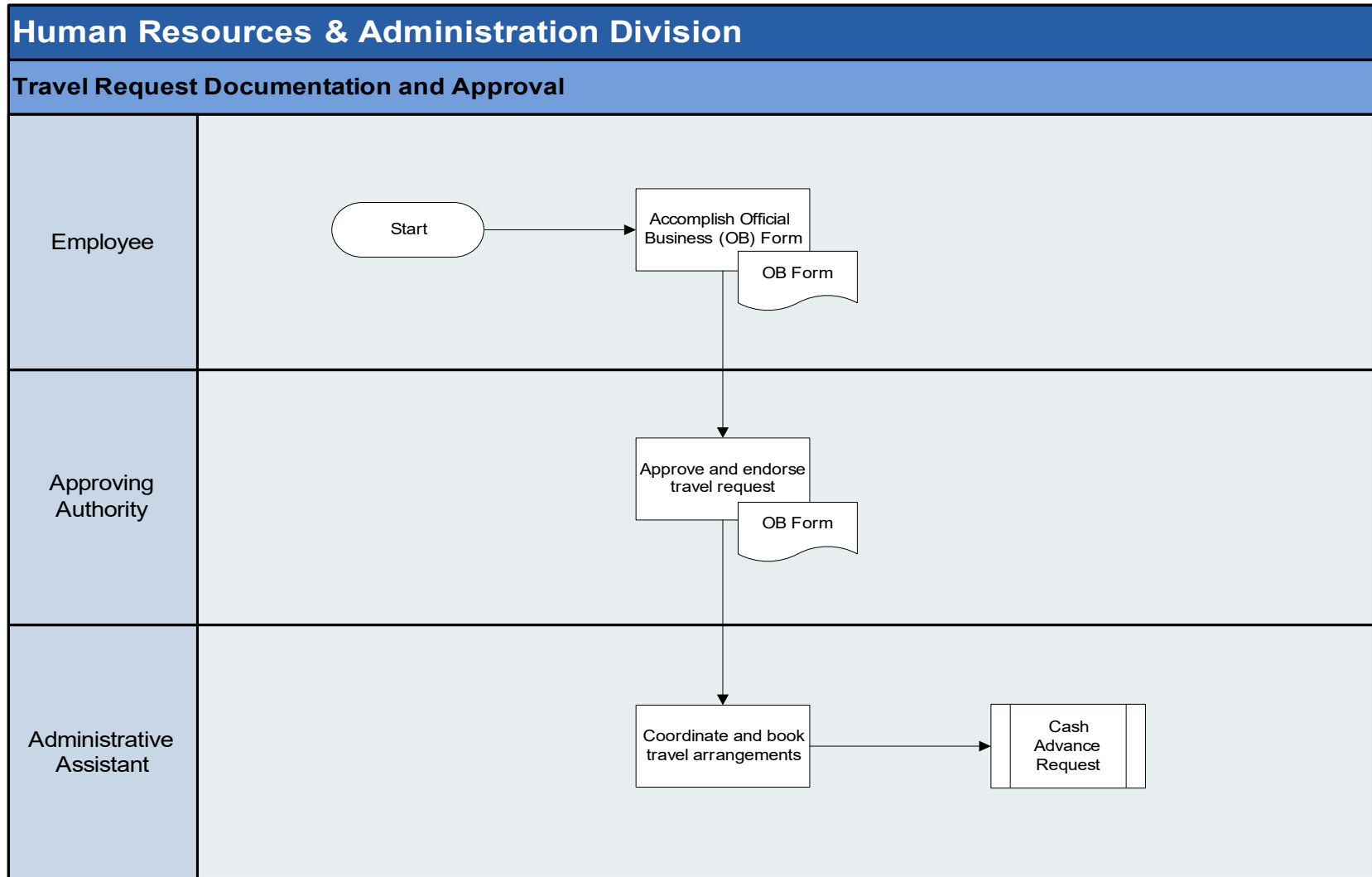


Figure 6.4-1 Travel Request Documentation and Approval Process Map



### Travel Request Documentation and Approval Process

Process Narratives	Responsible Person/s
<p>1. Accomplish the OB Form to initiate request for travel. The following details should be indicated:</p> <ul style="list-style-type: none"><li>• Name of Traveler</li><li>• Department</li><li>• Position</li><li>• Travel details (e.g., Date of Departure, Date of Return, Purpose of Travel)</li></ul> <p>Details on the cash advance, if needed, shall also be provided in the OB form.</p> <p>Submit the fully accomplished OB Form for approval.</p>	Requesting Employee
<p>2. Review OB form and then return to requesting employee if needing revisions. Approve OB Form by signing on it and forward the same to the HR and Administration Department.</p>	Approving Authority
<p>3. Receive OB Form and coordinate with requesting employee for travel arrangements</p> <p>Make flight bookings and hotel reservations in accordance with the limits and notify requesting employee on the final travel arrangements.</p>	Administrative Assistant
<p>4. Forward approved OB Form to Accounting Department for cash advance processing. For details, refer to policies and procedures on Reimbursements and Cash Advances.</p>	Administrative Assistant

### CONTROL FEATURES

1. All official business travel request are documented through an OB Form.
2. All OB Forms are reviewed and approved by appropriate level of management.
3. All changes to the OB Form require formal approval from management.

### RELATED DOCUMENTS

1. Official Business or OB Form (Annex L)



## 6.5 Emergency Loan

### 6.5.1 Purpose

The purpose of this policy is to serve as an outline on the limits and procedures in the availment of the financial support and assistance provided by the Company to its eligible employees in case of emergencies.

### 6.5.2 Definition of Terms

1. Place of dwelling

Refers to the current location where an employee resides.

2. Natural calamity

An event causing total or serious damage to an employee's properties and/or place of dwelling.

3. Credit Ratio Limit

The allowable amount of loan an employee can avail computed as a percentage of his/her monthly salary.

4. Loan Amortization

A method of repaying a loan on an instalment basis.

### 6.5.3 Policies

6.5.3.1 The Company shall provide loan opportunities to its eligible employees with the amount subject to 40% credit ratio limit. Thus, an employee's total monthly loan amortization should not be more than 40% of the employee's gross monthly salary, computed as follows:

- a.  $\text{Gross monthly salary} \times 40\% = \text{Total monthly amortization available for loan amortization}$
- b.  $\text{Total monthly amortization available for loan amortization less existing loan deductions including insurance premium} = \text{Remaining monthly amortization available for loan}$



- 6.5.3.2 The following criteria shall be met for an employee to be eligible to apply for an emergency loan:
- Either regular employees with at least six (6) months tenure or re-hired employees with at least two (2) years of re-hire period at the time of availment; and
  - Employees without pending administrative case punishable by termination or civil or criminal cases at the time of loan application.

- 6.5.3.3 Emergency loan available for officers and staff shall be in the following maximum amounts:

Rank	Maximum Amount
Staff	P 40,000.00
Junior Assistant Manager -Assistant Manager	40,000.00
Senior Assistant Manager - Senior Manager	60,000.00
AVP-President	120,000.00

- 6.5.3.4 An employee may avail an emergency loan within the month of the emergency incident, subject to the approval of the HR & Administration Head. The reasons allowed and documents required are as follows:

Reasons Allowed for Emergency Loan	Required Documents
Hospitalization of the employee or an immediate family member (parents, spouse, children), or of the employee's siblings	Certificate of confinement / medical certificate from the attending physician stating prognosis and nature of illness
Death of an immediate family member (parents, spouse, children), or of the employee's siblings	Death certificate
Natural calamities	Official declaration/pronouncement of national/local government that said area is under "state of emergency or calamity"  Barangay Certificate indicating the nature and causes of damage to property

- 6.5.3.5 The interest rate for the emergency loan shall be at eight percent (8%) per annum for three (3) years.
- 6.5.3.6 In case of separation, interest rate shall be automatically adjusted to Metrobank's prevailing lending interest rate fixed during the term of the loan and a penalty rate of two percent (2%) per annum shall be charged on any past-due principal amount.
- 6.5.3.7 The emergency loan shall be immediately released on the next payroll period subsequent to application.



## 6.6 Car Loan

### 6.6.1 Purpose

The purpose of this policy is to serve as a guide in the availment of the finance scheme offered by the Company which is to grant a sum of money as an assistance in purchasing a car.

### 6.6.2 Definition of Terms

1. Car Loan

A sum of money granted as an assistance to an employee to purchase a car.

2. Past Due

Refers to any amount of loan unsettled after the due date.

3. Principal amount

The amount of the loan excluding interests accrued.

### 6.6.3 Policies

6.6.3.1 The following criteria shall be met for a Senior Officer to be eligible to apply for a car loan:

- a. He/she must be an officer with a rank of at least Senior Vice President;
- b. He/she must have rendered at least two (2) years of service to the Company; and
- c. He/she must be an officer without pending administrative case punishable by termination or civil or criminal cases at the time of loan application.





- 6.6.3.2 The maximum loanable amount shall be P850,000.00 at ten percent (10%) interest per annum for five (5) years.
- 6.6.3.3 In case of separation, interest rate shall be automatically adjusted to Metrobank's prevailing lending interest rate fixed during the term of the loan and a penalty rate of two percent (2%) per annum shall be charged on any past-due principal amount.
- 6.6.3.4 Car loan proceeds shall be used strictly for brand new Toyota models only.
- 6.6.3.5 Loan re-avilment shall be allowed after five (5) years and the full settlement of the loan balance.



## 6.7 Company-assigned Car

### 6.7.1 Purpose

The purpose of this policy is to serve as a guide on the assigned car benefits to the Company's senior officers as part of their employment package.

### 6.7.2 Definition of Terms

#### 1. Fair Market Value

Refers to the price at which a knowledgeable and unpressured buyer is willing to pay to a knowledgeable and unpressured seller in the market.

#### 2. ROPA or Real and Other Properties Acquired

Refers to real and other properties, other than those used for banking purposes or held for investment, acquired by Metrobank and its subsidiaries in settlement of loans through foreclosure or dation in payment and/or for other reasons, whose carrying amount will be recovered principally through a sale transaction.

### 6.7.3 Policies

6.7.3.1 Senior Officers shall be provided a Company-assigned car. All Company-assigned cars shall be strictly brand-new Toyota models only. Senior Officers shall not share in the cost of the car. The term of the Company-assigned car shall be five (5) years. Second-hand Toyota and non-Toyota brands shall only be allowed if:

- a. The car is not more than three (3) years old;
- b. The car is under real and other properties acquired (ROPAs) of Metrobank and its subsidiaries; and/or
- c. It is part of a new hire senior officer's employment package as carryover of his car benefit from the previous employer.

#### 6.7.3.2 ENTITLEMENT

6.7.3.2.1 Senior Officers shall be entitled to a Company-assigned car as follows:

Rank	Car Model
Vice President	P 900,000
First Vice President	P1,000,000
Senior Vice-President (SVP)	Toyota Camry 2.4G
Executive Vice-President (EVP)	Toyota Camry 2.4V



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**Policies and Procedures Manual**

President

Toyota Camry 3.5Q



A Senior Officer may be allowed to choose a higher car model from a Metrobank-accredited Toyota car dealer/subsidiary/affiliate provided any amount in excess of the approved ceiling/limit and related expenses (i.e., car insurance/registration) shall be debited from the account of the requesting officer.

6.7.3.2.2 HR and Administration Department shall handle the purchase of the vehicle and processing of the car insurance from Metrobank-accredited Toyota car dealers and insurance companies.

6.7.3.2.3 The five (5)-year term of the Company-assigned car shall commence upon the delivery of the vehicle to the senior officer.

6.7.3.2.4 For newly-hired Senior Officers, the Company may assume existing car benefits/outstanding liability with the previous employer (regardless of car brand) provided the age of the car is not more than three (3) years old.

#### 6.7.3.3 REPAIRS AND MAINTENANCE ALLOWANCE

6.7.3.3.1 The Company shall shoulder the repair and maintenance cost of the Company-assigned car (i.e., brand new car, car assumed from previous employer) until the expiration of the five (5)-year term of the benefit subject to the following ceiling amounts per year:

Maintenance Cost Ceiling per Year	
1 <sup>st</sup> year	P 5,000.00
2 <sup>nd</sup> year	10,00000
3 <sup>rd</sup> year	15,00000
4 <sup>th</sup> year	20,00000
5 <sup>th</sup> year	30,00000

6.7.3.3.2 For Senior Officers with car plan that have been converted to Company-assigned car due to promotion, the Company shall shoulder the repairs and maintenance cost for the remaining term of the car subject to the above limits.

6.7.3.3.3 The semi-annual repairs and maintenance allowance shall be credited to the officer's payroll account every January 12th and July 12th of the current year.

6.7.3.3.4 If a Senior Officer is separated after the release of the repairs and maintenance allowance and before the end of the applicable semester, the unserved portion of the allowance shall be deducted from his/her separation benefits.



#### 6.7.3.4 UPGRADE OF COMPANY-ASSIGNED CAR DUE TO PROMOTION

- 6.7.3.4.1 In case of promotions, Senior Officers with Company-assigned car shall be allowed to upgrade their car benefits as follows:

Promotion	From	To
FVP to SVP	None	Toyota Camry 2.4G
SVP to EVP	Toyota Camry 2.4G	Toyota Camry 2.4V

- 6.7.3.4.2 The upgrade of Company-assigned car of promoted FVPs and SVPs shall be subject to the following conditions:

- Full payment of existing Company-assigned car at Fair Market Value (FMV); and/or
- The existing Company-assigned car is at least two (2) years old.

#### 6.7.3.5 RE-AVAILMENT OF THE COMPANY-ASSIGNED CAR BENEFIT

- 6.7.3.5.1 Re-availment shall be allowed provided that the five (5)-year term of the existing Company-assigned car has been completed.
- 6.7.3.5.2 For Senior Officers with car plan that have been converted to Company-assigned car due to promotion, re-availment shall be allowed upon completion of the remaining term of the existing Company-assigned car.

#### 6.7.3.6 OPTION TO PURCHASE

Senior Officers shall be given the option to purchase the Company-assigned car once the five (5)-year term of the assignment has elapsed.

#### 6.7.3.7 EFFECT OF SEPARATION

- 6.7.3.7.1 If a Senior Officer fails to complete the five (5)-year term of the assigned car due to separation, the following policies shall apply:
- The vehicle, including the tools and accessories, shall be surrendered to HR and Administration Department on or before the effective date of separation.
  - The Company may allow the Senior Officer to buy the vehicle at FMV. If the officer put up equity for his assigned car, the amount to be paid by the officer shall be computed as follows:

FMV – Adjusted Equity = Amount Payable



### 6.7.3.8 SURRENDERED COMPANY-ASSIGNED CAR

6.7.3.8.1 If the surrendered Company-assigned car has equity, refund shall be given to the Senior Officer based on the current FMV and shall be released within 60 calendar days after the surrender of the vehicle (whether the Company-assigned car has been disposed or not), provided all accountabilities of the officer (i.e., monetary or work-related) are settled.

6.7.3.8.2 Officer's equity (for refund) shall be reduced or increased in proportion to the resale value of the car as follows:

$$\frac{\text{FMV}}{\text{Acquisition Cost}} \times \text{Equity} = \text{Adjusted Equity (Amount of Refund)}$$

6.7.3.8.3 The HR and Administration Department shall inspect the surrendered vehicle and shall ensure that the complete set of tools and accessories are also surrendered and that these are not damaged.

6.7.3.8.4 A Senior Officer shall be allowed to assume another Senior Officer's Company-assigned car at FMV and shall be given the corresponding repairs and maintenance allowance subject to Management Committee's approval. If the latter does not complete the five (5)-year term of the car due to any of the following reasons:

- a. Separation from the Company
- b. Retirement with no "rehiring"
- c. Promotion where the Senior Officer exercises the option to get a higher-priced brand/car model

6.7.3.8.5 The Senior Officers who have assumed existing Company-assigned cars (surrendered by other Senior Officers) shall be allowed to re-avail the benefit only after the remaining term of the assumed Company-assigned car has elapsed.

6.7.3.8.6 In case more than one (1) Senior Officer is interested in assuming a surrendered Company-assigned car, the following priority scheme shall apply:

- a. Rank
- b. Performance (if the same rank)
- c. Tenure (if same performance and rank)



### 6.7.3.9 ENTITLEMENT OF RE-HIRED SENIOR OFFICERS

6.7.3.9.1 Re-hired Senior Officers shall be entitled to the Company-assigned car benefit under the following conditions:

- a. If the five (5)-year term of the Company-assigned car benefit has not elapsed yet at the time of normal retirement (age 55 or 30 years of service), the existing Company-assigned car benefit shall continue to apply during the re-hire period.
- b. If the five (5)-year term of the Company-assigned car benefit has elapsed prior to the re-hire period, the senior officer shall have the following choices for his assigned car during the re-hire period:
  - i. A Company service car of not more than two (2) years old, subject to availability of a unit. The car assigned to the Senior Officer shall be surrendered to the Company upon expiration of the re-hire period; or
  - ii. A brand-new car. In case the term of the Company-assigned car benefit has not elapsed yet at the end of the re-hire period, the Senior Officer shall purchase the Company-assigned car at FMV.
- c. If the five (5)-year term of the Company-assigned car benefit has elapsed and the Senior Officer's re-hire period has not expired, item 6.7.3.9.1.b shall apply.



## 6.8 Car Plan

### 6.8.1 Purpose

The purpose of this policy is to provide an outline on the car plan available for the Company's officers as part of their benefit plan.

### 6.8.2 Definition of Terms

1. Accelerated Amortization

Refers to the payment of additional amount, in excess of billings, to pay off a loan before the due date.

2. Credit Ratio Limit

The allowable amount of loan an employee can avail computed as a percentage of his/her monthly salary.

3. Fair Market Value

Refers to the price at which knowledgeable and unpressured buyer is willing to pay to a knowledgeable and unpressured seller in the market.

4. Net Book Value

Refers to the purchase price or capitalized cost less its accumulated depreciation.

5. ROPA

Refers to real and other properties, other than those used for banking purposes or held for investment, acquired by Metrobank and its subsidiaries in settlement of loans through foreclosure or dation in payment and/or for other reasons, whose carrying amount will be recovered principally through a sale transaction.





### 6.8.3 Policies

#### 6.8.3.1 ENTITLEMENT

- 6.8.3.1.1 Only officers with rank of Manager and up to Assistant Vice President shall be entitled to avail the car plan.
- 6.8.3.1.2 Availment of the car plan shall be subject to the following conditions:
- a. Availability of funds at the time of application
  - b. Officer's position and function
  - c. Performance rating of at least Meets Standards (MS), or its equivalent
  - d. Officers must have no pending administrative case punishable by termination or civil or criminal cases at the time of application
  - e. Amount of the loan should be within the 40% credit ratio limit
  - f. Priority in car plan availment is given to first-time applicants
  - g. Officer with an approved car plan is given 90 days from date of approval to avail the benefit, otherwise, re-application is required

#### 6.8.3.2 TYPE OF VEHICLE

- 6.8.3.2.1 The following types of vehicles that can be availed are as follows:
- a. Brand new Toyota car
  - b. Real and Other Properties Acquired (ROPAs) of the Metrobank or any of its subsidiaries and affiliates, provided that the age of the car shall not be more than three (3) years old (regardless of brand)
  - c. For newly-hired officers, existing car plan with previous employer, provided that the age of the car shall not be more than three (3) years old (regardless of brand)



#### 6.8.3.3 CAR PLAN CEILING

6.8.3.3.1 The car plan entitlement corresponding to an officer's rank shall be as follows:

Rank	Maximum Amount
Manager	P 600,000.00
Senior Manager	700,000.00
Assistant Vice President	800,000.00

6.8.3.3.2 The officer-assignee and the Company shall shoulder 50% each in paying the car plan ceiling and the cost of insurance and registration.

6.8.3.3.3 The officer-assignee shall bear any amount in excess from the approved car plan ceiling/limit.

6.8.3.3.4 The officer-assignee shall bear the freight-related costs, repairs and maintenance expenses for the vehicle.

#### 6.8.3.4 TERM OF THE CAR PLAN LEASE (AMORTIZATION)

6.8.3.4.1 The officer-assignee shall execute a Lease Purchase Agreement (LPA) upon release of the car vehicle. The lease contract shall have the following terms commencing on the first monthly rental:

- a. Brand-new car - zero interest (0%) over five (5) years
- b. Second-hand car - zero interest (0%) over three (3) years or five (5) years at the option of the lessee

#### 6.8.3.5 EFFECT OF OFFICER'S PROMOTION

Promoted officers with outstanding car plan availment shall be allowed to accelerate the monthly amortization of the car plan based on the prescribed ceiling for the higher rank.



#### 6.8.3.6 RE-AVAILMENT OF CAR PLAN

- 6.8.3.6.1 Re-availment of the car plan benefit shall be allowed provided that the lease term of the existing car has elapsed.
- 6.8.3.6.2 In case of accelerated amortization due to promotion, re-availment shall be allowed upon full payment of the existing car plan.

#### 6.8.3.7 EFFECT OF SEPARATION

- 6.8.3.7.1 If the officer-assignee fails to complete the lease term of the car plan due to separation, the vehicle including the tools and accessories shall be surrendered to HR and Administration Department on or before the effective date of separation.
- 6.8.3.7.2 The Company may allow the officer-assignee to buy the vehicle at any of the following prices:
  - a. At Net Book Value (NBV) provided, 80% of the lease term is completed
  - b. At Fair Market Value (FMV) or NBV, whichever is higher, if the completed lease term is less than 80%
  - c. At NBV, regardless of completed lease term, if officer-assignee reaches his compulsory retirement

#### 6.8.3.8 SURRENDERED CAR PLAN

- 6.8.3.8.1 If the surrendered car plan has equity, refund shall be given to the officer-assignee based on the current FMV and shall be released within 60 calendar days after the surrender of the vehicle (whether the Company-assigned car has been disposed or not), provided all accountabilities of the officer (i.e., monetary or work-related) are settled.
- 6.8.3.8.2 Officer's equity (for refund) shall be reduced or increased in proportion to the resale value of the car as follows:

$$\frac{\text{FMV}}{\text{Acquisition Cost}} \times \text{Equity} = \text{Adjusted Equity (Amount of Refund)}$$



6.8.3.8.3 The HR and Administration Department shall inspect the surrendered vehicle and shall ensure that the complete set of tools and accessories are surrendered and undamaged.

**6.8.3.9 ENTITLEMENT OF RE-HIRED OFFICERS**

6.8.3.9.1 Re-hired officers shall be entitled to the car plan program under the following conditions:

- a. If the lease term of the car plan has not yet been completed at the time of normal retirement (age of 55 or 30 years of service), the existing car plan shall continue to apply during the re-hire period.
- b. Re-hired officers have the option to acquire a brand new car plan provided with at least two (2) years re-hire period at the time of availment. A letter of undertaking shall be executed prior to the release of the vehicle.
- c. In case the term of the car plan has been completed at the end of the re-hire period, the officer shall purchase the car at net book value.
- d. If the five (5)-year term of the car plan has been completed and the officer's rehire period has not expired, item 6.8.3.9.1.b shall apply.



## 6.9 Housing Assistance

### 6.9.1 Purpose

The purpose of this policy is to provide an outline on the granting of cash assistance to Company officers to help defray their housing expenses.

### 6.9.2 Definition of Terms

1. Adjoining Residential House and Lot

Two (2) properties intended to be a person's main dwelling place which shares a common part of their respective structures.

2. Balloon Payment

An oversized payment due at the end of the loan. It also serves as the final repayment of the loan since the entire loan amount is not amortized over the life of the loan.

### 6.9.3 Policies

6.9.3.1 The Company shall provide loan opportunities to its officers subject to a 40% credit ratio limit. Thus, an employee's total monthly loan amortization should not be more than 40% of the employee's gross monthly salary, computed as follows:

- a.  $\text{Gross monthly salary} \times 40\% = \text{Total monthly amortization available for loan amortization}$
- b.  $\text{Total monthly amortization available for loan amortization less existing loan deductions including insurance premium} = \text{Remaining monthly amortization available for loan}$

6.9.3.2 The eligibility of an officer to apply for a salary loan shall be subject to the following criteria:

- a. The officer shall have at least two (2) years tenure
- b. The officer shall have no pending administrative case punishable by termination or civil or criminal cases at the time of loan application
- c. The officer shall not own a residential house and lot prior to application for housing loan if the purpose of such loan is to purchase/acquire a house and lot



- d. The officer shall have a performance rating of at least Meets Standard (MS) or its equivalent



- 6.9.3.3 The Officer shall use the loan proceeds only for the following purpose/s:
- Purchase of residential house and lot
  - Purchase of adjoining residential lot (once only)
  - House construction
  - Renovation/expansion or improvement of an existing house owned by the officer or his spouse
  - Re-financing of real estate loan
- 6.9.3.4 The maximum loanable amount shall be P1, 500,000.00 for Senior Officers while P1,000,000.00 for Junior Officers.
- 6.9.3.5 Interest shall be applied at a rate of nine percent (9%) per annum over 15 years. Also, balloon payment shall be applied upon retirement.
- 6.9.3.6 In case of separation, interest rate shall be automatically adjusted to Metrobank's prevailing lending interest rate fixed during the term of the loan and a penalty rate of two percent (2%) per annum shall be charged on any past-due principal amount.
- 6.9.3.7 Loan re-avilment shall be allowed after five (5) years from release date of loan.
- 6.9.3.8 The following conditions shall be observed in securing the loan:
- The officer and his family shall be required to occupy the residential property acquired through the loan.
  - An employee or his/her spouse, who already owns a residential house and lot, shall not be qualified to avail of the housing loan if the purpose is to acquire a new/additional residential house, unless the old/existing residence is absolutely sold to a third party.
  - The purchase of a lot and the subsequent construction of a house on it shall be considered as a single avilment of the loan privilege.
  - If the loan is made for house construction/renovation, the loan proceeds shall be released on an installment basis based on the completion stage.
  - The borrowing officer shall shoulder all expenses in connection with the documentation, title verification, annotation and registration of real estate mortgage, made in connection of the loan.



## 6.10 Retirement Benefits

### 6.10.1 Purpose

The purpose of this policy is to set out options for Company employees who are planning on their retirement. Also, it is to value the contributions made by employees during their service with the Company and to provide benefits at their retirement.

### 6.10.2 Definition of Terms

#### 1. Period of Continuous Service

Refers to the number of completed years, months and days an employee has rendered service to the Company for the purpose of determining the applicable vesting schedule or percentage of final salary to be used in computing the benefits under the plan. The period is determined from the records of the Company, counted from date of employment without break in service, and excluding any service rendered after his retirement date.

A break in service occurs whenever an employee is on unauthorized leave of absence from work for 30 consecutive calendar days, or in other analogous cases. Unauthorized leaves of absence of 30 or more consecutive calendar days are excluded in determining the Period of Continuous Service.

#### 2. Credited Service

Refers to the number of completed years, months and days an employee has rendered service to the Company for the purpose of computing the benefits under the plan. Credited service is the employee's Period of Continuous Service, but excluding leave of absence without pay (LWOP) for at least 15 calendar days, and any service rendered after his retirement date.

#### 3. Normal or Compulsory Retirement

Defined as the retirement for employees who reached the age of 55 or those who have completed the Period of Continuous Service of 30 years, whichever comes first.

#### 4. Optional retirement

Defined as the retirement for employees who decided to end their employment earlier than the compulsory retirement, provided he/she has completed a Period of Continuous Services of not less than 10 years.





### 6.10.3 Policies

#### 6.10.3.1 TYPES OF RETIREMENT

##### 6.10.3.1.1 NORMAL OR COMPULSORY RETIREMENT

Under normal or compulsory retirement, retiring employees shall be entitled to a retirement pay equivalent to 200% of their final salary multiplied by the number of years of Credited Service.

##### 6.10.3.1.2 OPTIONAL RETIREMENT

Under optional retirement, the retiring employee shall be entitled to an amount equivalent to the applicable vesting percentage of his final salary multiplied by the number of years of Credit Service. The applicable vesting percentage shall vary based on the retiring employee's years of Credited Service as follows:

Years of Credited Service	Applicable Vesting Percentage of Final Salary
Below 10	0%
10 but less than 15	140%
15 but less than 20	150%
20 but less than 25	160%
25 but less than 30	180%
30 and above	200%



### 6.10.3.2 PERMANENT TOTAL DISABILITY AND DREADED ILLNESS BENEFIT

6.10.3.2.1 An employee, who is separated from service by reason of permanent total disability or dreaded illness as defined by pertinent laws, shall be entitled to a disability benefit equivalent to 200% of gross monthly pay for each of the employee's years of service on top of the SSS Disability Benefit and ECP Disability Benefit.

6.10.3.2.2 The Company appointed physician or a competent public health authority, whoever is applicable, shall certify the proof of permanent total disability or dreaded illness of an employee.

6.10.3.2.3 The following shall be the list of the diseases eligible to avail the permanent total disability and dreaded illness benefit:

Dreaded Disease	Dismemberment
Cancer	Amputation (upper extremity radial bone)
Kidney diseases	Loss of vision
Diabetes mellitus	Loss of both hands
Cerebrovascular diseases	Loss of both eyes
Neuro-surgical condition	Loss of one hand and one foot
Blood dyscrasias	Loss of one hand and sight of one eye
Cirrhosis of the liver	
Poliomyelitis	
Encephalitis	
Meningitis	
Myasthenia gravis	



#### **6.10.3.3 TERMINATION OF EMPLOYMENT DUE TO DISEASE NOT CONSIDERED AS PERMANENT TOTAL DISABILITY AND DREADED ILLNESS**

An employee, who is separated from service by reason of ailment, infectious disease or due to disability for a lingering illness not considered as permanent total disability or dreaded illness, and after availing of six (6) months of continuous sick leave of absence, shall be entitled to an amount equivalent to the applicable vesting percentage of the employee's final salary multiplied by the number of years of Credited Service or to such amount as provided by law, whichever is applicable. The aforementioned vesting percentage varies based on the employee's years of Credited Service.

#### **6.10.3.4 DEATH BENEFITS**

In the event of an employee's unexpected death, his/her beneficiary shall be entitled to a death benefit equivalent to 200% of gross monthly pay for each of the deceased employee's years of service on top of the SSS and ECP Death Benefits. Provided, the deceased employee has not received his retirement or disability benefits under this policy.

#### **6.10.3.5 TERMINATION OF EMPLOYMENT DUE TO AUTHORIZED CAUSE**

Any employee who is involuntarily separated from the service of the Company for authorized causes such as but not limited to retrenchment, redundancy, closure or cessation of business units or disease under the Labor Code, shall be entitled to the accrued benefits under this policy, or the Labor Code, whichever is more favorable to the terminated employee.



#### **6.10.3.6 TERMINATION OF EMPLOYMENT DUE TO JUST CAUSE**

If any employee:

- a. is dismissed from service of the Company for just cause as defined by law; or
- b. leaves the service of the Company in order to avoid termination of service based on just cause; or
- c. leaves the service of the Company in breach of the terms of his employment; or
- d. commits any act inimical or prejudicial to the interest of the Company; or
- e. commits acts or omissions analogous to the foregoing,

then, all the accrued benefits under this policy shall be deemed forfeited. Further, the Company has the first and paramount lien on the amounts standing to the credit of the employee to answer for all claims which the Company may have against such employee or against his estate, arising out of any criminal, fraudulent, or dishonest act committed or done by the employee or with his privity or participation, or in respect of any amount paid or liable to be paid by the Company on account of such employee, or in respect of any other indebtedness which the employee has to the Company.

#### **6.10.3.7 BENEFIT COMPUTATION**

6.10.3.7.1 A fraction of at least six (6) months shall be considered as one (1) whole year for the purpose of computing the benefits due under this policy.

6.10.3.7.2 Authorized leave of absence without pay for a period of 15 calendar days or more shall be excluded from the employee's Credited Service to compute for the benefits under the plan.



## 6.11 Burial Assistance

### 6.11.1 Purpose

The purpose of this policy is to serve as a guide in providing support to the family of a deceased employee through financial assistance.

### 6.11.2 Definition of Terms

1. Legitimate Spouse

Refers to the husband/wife who is acknowledged through a lawful marriage.

2. Civil Status

A status of an individual in relation to marriage.

3. Legitimate Children

Refers to the children conceived during the marriage of the parents.

### 6.11.3 Policies

- 6.11.3.1 The Company shall provide burial assistance to help a deceased regular employee's family in defraying their burial expenses. The benefit shall be released to the deceased employee's family or designated beneficiary/ies. Also, a small amount of money shall be given to pay the burial expenses of an employee upon the death of his/her qualified dependent. The amounts of burial assistance shall be as follows:

Rank	For Deceased Employee	For Dependent of Deceased Employee
Officer	P 175,000.00	P 10,000.00
Staff	130,000.00	10,000.00

- 6.11.3.2 The following shall be the qualified dependents under this policy:

- Legitimate spouse
- Biological parents, regardless of employee's civil status
- Legitimate or legally adopted children, regardless of age and civil status



## 6.12 Employee Medical and Dental Benefits

## 6.13 Employee Medical and Dental Benefits

### 6.13.1 Purpose

The purpose of this policy is to promote good health and welfare of the employees by providing a non-contributory medical and dental coverage.

### 6.13.2 Definition of Terms

1. Dreaded Disease

Refers to a medical condition that requires critical care and intensive treatment.

2. In-Patient

Refers to a patient who is hospitalized for at least an overnight.

3. Out-Patient

Refers to a patient who visits a medical clinic for treatment not requiring overnight stay.

### 6.13.3 Policies

#### 6.13.3.1 GENERAL GUIDELINES

6.13.3.1.1 The Company shall provide its employees with a comprehensive in-patient and out-patient hospitalization benefits under a Health Maintenance Organization (HMO) agreement.

6.13.3.1.2 The medical and dental services covered shall be subject to review of the Company and the healthcare service provider upon renewal of the plan. Changes or revisions may be made as appropriate.

6.13.3.1.3 All regular officers and staff shall be covered by the Company's medical plan with a healthcare service provider.

6.13.3.1.4 An employee shall not be required to pay any contribution if availment is within the defined limits and network of hospitals and doctors of the healthcare service provider.



- 6.13.3.1.5 An employee shall be charged for expenses incurred outside the allowable limits and services under the Company's medical and dental plan.
- 6.13.3.1.6 An employee shall be required to settle any outstanding balance in excess of the benefits limits. The settlement shall be made within 30 calendar days from date of receipt of notice and billing from the healthcare service provider. Card suspension may be imposed on both the employee and their dependents if the outstanding balance remains unsettled after the 30-day grace period.
- 6.13.3.1.7 Hospital confinement must be recommended by an Affiliated Physician and approved by the duly authorized representative of the Provider in that Affiliated Hospital prior to confinement. The hospitalization coverage under the Company's medical and dental plan shall exclude paid by other health plans or insurances.
- 6.13.3.1.8 In-patient and out-patient limits under the Company's medical and dental plan shall be separate and not interchangeable.
- 6.13.3.1.9 The subsequent medical and dental plan limit shall apply for promoted employees.
- 6.13.3.1.10 The amount of hospitalization expenses shall be net of the employee's PhilHealth benefit.



### 6.13.3.2 IN-PATIENT BENEFITS

#### 6.13.3.2.1 ANNUAL BENEFIT LIMITS

The following shall be the annual in-patient limits and additional in-patient coverage cumulative for three (3) years for dreaded diseases/illnesses subject to medical confirmation of the dreaded disease:

In-patient Maximum Limits or Annual Benefit Limits (ABL)	
Rank	Allowance for Non-Dreaded Diseases per Year (Includes Allowance for Maternity Cases)
President	P 500,000.00
Senior Vice President - Executive Vice President	300,000.00
Assistant Vice President – First Vice President	260, 000.00
Senior Assistant Manager – Senior Manager	260,000.00
Junior Assistant Manager – Assistant Manager	230, 000.00
Staff	190, 000.00

The following are classified as dreaded diseases:

- Neurological conditions: seizure disorder (secondary to space occupying lesions);
- stroke;
- Poliomyelitis;
- Neurosurgical conditions: brain tumors, arteriovenous fistula, aneurysm and others;
- Cardiovascular Diseases: coronary/hypertensive heart diseases, valvular heart disease except Mitral Valve Prolapse;
- Chronic pulmonary diseases: Chronic and Organic Pulmonary Disease (emphysema/chronic bronchitis),
- Sleep apnea;
- Liver parenchymal diseases: Cirrhosis, Hepatitis, New growth;
- Chronic Kidney/ Urological diseases and its complications;
- Collagen immunologic diseases: Systemic Lupus Erythematosus, scleroderma, rheumatoid arthritis;
- Diabetes and its complications;





- l. Blood dyscrasias: includes leukemia, lymphoma; and
- m. Malignant tumor

#### 6.13.3.2.2 ROOM AND BOARD LIMITS

The following shall be the in-patient room and board limits inclusive of PhilHealth subsidy:

In-patient Room and Board Limits		
Rank	Room Category	Room and Board Limit
President		P 4,000.00
Senior Vice President - Executive Vice President		3,000.00
Assistant Vice President - Vice President		2,500.00
Senior Assistant Manager - Senior Manager		2,000.00
Junior Assistant Manager - Assistant Manager		1,800.00
Staff		1,200.00

The following shall be the guidelines in the application of room and board limits:

- a. Room categories and peso limits shall be followed strictly.
- b. The employee shall pay for the excess amount, if the room rate is more than the peso limit.
- c. The employee shall pay for the excess amount, if he/she occupies a room with a higher room rate (whether by choice or by necessity in case a lower-priced room is not available). The employee shall transfer when a lower-priced room becomes available.

#### 6.13.3.2.3 ALLOWANCE FOR MATERNITY CASES

The female employee's in-patient benefit limit entitlement shall include maternity benefits as follows:

Type of Delivery	Maximum Amount per Delivery
Caesarian Operation	P 50,000.00
Miscarriage/Abortion	25,000.00
Normal delivery	20,000.00

- a. The female employee shall be charged for expenses incurred in excess of the maximum amount provided in this policy. Expenses for other confinements resulting from complications of pregnancy shall be allowed to be charged to in-patient benefits.



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**Policies and Procedures Manual**

- b. Normal pregnancy-related treatment (e.g., consultation) and diagnostic tests shall be charged to out-patient benefits.



### 6.13.3.3 OUT-PATIENT BENEFITS

Regular employees shall be allowed to avail of out-patient medical services under the HMO agreement, subject to the corresponding limits

- i. All out-patient consultations and out-patient procedures (as long as it is medically necessary) subject to MBL
- ii. Speech Therapy for stroke patients only. Covered as charged up to twelve (12) subject to MBL on reimbursement basis. Note: Consultations shall be treated as sessions.
- iii. Electrocauterization of skin lesions such as plantar warts, flat warts, periungual warts, filiform warts and molluscum contagiosum, in any part of the body prescribed by an Affiliated Physician/Specialist up to P2,500 / member /year Eye laser therapy only for retinal tear, retinal hole, retinal detachment and glaucoma prescribed by an Affiliated Physician/Specialist. Eye correction such as Lasik, PRK and the like are not covered subject to MBL Sclerotherapy for varicose veins (except medicines and for cosmetic purposes) as prescribed by an Affiliated Physician, to be availed through affiliated vascular surgeons. Up to P20,000/ leg/ member / year
- iv. Allergy Testing/ allergy screening and other related examinations prescribed by an Affiliated Physician. Up to P2,500/ member/ year
- v. Tuberculin test up to P1,000/ member/ year



**a. EXCLUDED IN-PATIENT AND OUT-PATIENT MEDICAL SERVICES**

Notwithstanding any provisions to the contrary, the following shall not be covered:

a. Services obtained for non-emergency conditions from Physicians and Hospitals in any of the following circumstances:

- a) Non-Affiliated Physicians in non-Affiliated Hospitals
- b) Non-Affiliated Physicians in Affiliated Hospitals
- c) Affiliated Physicians in non-Affiliated Hospitals or other non-Affiliated healthcare facility

b. Additional hospital charges and physician's professional fees resulting from:

- a. Room-upgrading beyond Member's allowable time during emergency care
- b. Extension of hospital stay despite release of discharge order from Member's attending physician
- c. Fees of the assistant surgeons / resident doctors who assisted the Attending Physician in the process of rendering the medical services shall not be chargeable to the Member and/or Provider except for hospitals that do not have resident physicians to assist during surgeries subject to the prior approval of Provider
- d. Use of extra bed, TV, electric fan, DVD/ VCD, and other similar items unless such appliances and items are necessarily and ordinarily included in the Member's Room & Board Accommodation
- e. Extra food
- f. Toilet articles like face towel, soap, toothbrush and the like
- g. Difference in room and board, the incremental rate differences for professional fees, diagnostic and laboratory examinations, and other ancillary medical services brought about by obtaining a room accommodation higher than the Member's Room and Board Accommodation limit
- h. Services of a private or a special nurse



- i. All other items not medically necessary in the medical management of the patient
- c. Custodial, domiciliary, convalescent and intermediate care.
- d. Long-term rehabilitation and psychiatric and/or psychological illnesses and conditions including neurotic and psychotic behavior disorders; anxiety disorders.
- e. Treatment for injury and its complications resulting from self-inflicted injuries including infections as a result of tattoos, piercing of the ear or in any body part, whether self-inflicted or done by a third party or attempted suicide or self-destruction, whether sane or insane.
- f. Developmental disorders including functional disorders of the mind, such as but not limited to Attention Deficit Disorder (ADD)/Attention-Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders, Bipolar Disorders, Central Auditory Processing Disorder (CAPD), Cerebral Palsy, Down Syndrome, Neural Tube Defects, and Mental Retardation.
- g. Treatment of any injury received when there is:
  - a. Negligence
  - b. Unauthorized use of prohibited drugs or regulated drugs
  - c. Alcoholic liquor intake
  - d. Direct or indirect participation in the commission of a crime whether consummated or not e.g., Violation of a law or ordinance
  - e. Unnecessary exposure to imminent danger, knowingly or unknowingly or hazard to health, by the member
- h. Aesthetic, cosmetic and reconstructive surgery or any consultation or treatment for any beautification purposes except if necessary to treat a functional defect due to accidental injury within the initial confinement.
- i. Oral surgery following accidental injury to teeth for purposes of beautification. Dental examinations, extractions, fillings, other dental treatment and their complications except to the extent that are medically necessary for repair or alleviation of damage to the



Member caused solely by an accident. Medical care resulting from any dental related conditions.

- j. Maternity care and all other conditions (except pre and post natal consultations) related to and/or resulting from pregnancy and/or delivery which affect the conditions of the Member and the unborn child.
- k. Circumcision (except for treatment of urological conditions)
- l. Sex Transformation
- m. Diagnosis, treatment and procedures related to fertility or infertility, artificial insemination, sterilization or reversal of such and their complications
- n. Experimental medical procedures and its complications.
- o. Acupuncture, chirotherapy and other forms of therapies and its complications.
- p. All expenses incurred in the process of organ donation and transplantation if the Member is the donor of such donation or transplantation, and its complications.
- q. Routine physical examinations required for obtaining or continuing employment, requirement in school, insurance/travel or government licensing, health permit and other similar purposes
- r. Purchase or lease of durable medical equipment, oxygen dispensing equipment, and oxygen except during covered in-patient care
- s. Corrective appliances, prosthetics and orthotics such as but not limited to eye glasses and contact lenses, hearing aids, pacemaker, artificial limbs, valves, knee-tibial insert for total knee arthroplasty, vascular grafts, titanium thread, myringotomy tube, intravascular catheters, vascular stents, bone screws/plates, pins, wires, balloons, orthopedic internal fixator/fixation systems, orthopedic external fixator or fixation systems, intraocular lens, braces, crutches
- t. Take-home medicine and out-patient medicine
- u. Congenital, genetic and hereditary diseases and their complications (except for hernias) affecting functions of individuals.
- v. All physical deformities prior to enrollment.



- w. Treatment of injuries/illnesses caused directly or indirectly by engaging in any professional sport or hazardous activity such as but not limited to scuba diving, surfing, water skiing, mountain climbing, rock climbing, mountaineering, parachuting, airsoft, drag racing, paintballing, wakeboarding and bungee jumping, except for activities under company-sponsored sports activities
- x. Injuries resulting from direct participation in riots, strikes, and other civil disturbances.
- y. Treatment of injuries or illnesses resulting from war or any combat-related activities while in military service.
- z. . Sexually transmitted diseases, genital warts, AIDS and AIDS related diseases
- aa. Pre-existing Conditions Dreaded Non-Dreaded
- bb. Treatment for chronic dermatoses (except consultations)
- cc. Infectious diseases (i.e. Avian Flu, Meningococcemia, etc.) that are declared epidemic or pandemic by the Department of Health, World Health Organization or any recognized health authority.
- dd. Pre-existing Hepatitis B Screening and vaccines for all types of Hepatitis
- ee. Speech therapy for developmental and congenital diseases.
- ff. Weight reduction programs, surgical operation or procedure for treatment of obesity, including gastric stapling or balloon procedures and liposuction.
- gg. Administration of vaccines for immunization
- hh. Cost of vaccines for immunization
- ii. Cost of medico-legal cases
- jj. Routine medical examination or check up or medical examination for employment or medical examination for travel.
- kk. Intravenous Immunoglobulin (IVIG)
- ll. Treatment of work-related injuries of high-risk occupations such as but not limited to construction workers, miners, loggers and drillers.



mm. Cost of the medical services and professional fees in excess of the MBL





#### **6.13.3.4 REIMBURSEMENT OF MEDICAL EXPENSES**

6.13.3.4.1 The claims for reimbursement shall apply only in emergency treatments, whether outpatient or in-patient, rendered in non-Affiliated Hospitals

6.13.3.4.2 All claims for reimbursement must be filed using the Provider's reimbursement form and submitted to their accredited Offices within thirty (30) calendar days from the date of availment for out-patient availment or from date of discharge for in-patient availment.

**6.13.3.5 ANNUAL PHYSICAL EXAMINATION (APE)**

The Company shall provide its employees with APE to promote health awareness and maintain work efficiency which includes the following tests:

Staff	Junior Assistant Manager - Senior Manager	Assistant Vice President - President
i. Stool		i. Hematology
ii. Urine		ii. Blood Chemistry
iii. Blood Count		iii. Urinalysis
iv. Physical Check-up		iv. Fecalalysis
v. Medical History		v. X-ray
i. Stool		vi. Ultrasound
ii. Urine		vii. Electrodiagram
iii. Blood Count		viii. Proctosigmoidoscopy
iv. Physical Check-up		ix. Tread mill
v. Medical History		x. Endocrine Work - up
		xi. Consultations (every 2 years)

Procedures shall be conducted only in designated / selected clinics and hospitals affiliated or managed by the healthcare service provider.

The benefit limit for AVP- President shall be equivalent to the highest Executive Check-up Package of Manila Doctors Hospital. The availing officer may utilize the entire amount once every two (2) years, or may opt for yearly check-up provided that the total cost does not exceed the maximum benefit limit that is good for two years.

**6.13.3.6 DENTAL BENEFITS**

Regular employees shall be entitled to dental benefits through accredited dental clinics of the healthcare service provider, as follows:

- Unlimited dental consultation and treatment planning
- Oral prophylaxis, maximum of two (2) times a year
- Simple tooth extraction, maximum of four (4) times a year
- Unlimited permanent tooth filling (lightcure)



## 6.14 Group Life Insurance Plan

### 6.14.1 Purpose

The purpose of this policy is to serve as a guide for the life insurance plan available to the Company's employees.

### 6.14.2 Definition of Terms

1. Group Life Insurance

Refers to a type of insurance covering the Company where in the insurance provider grants benefit to covered employees in case of death or dismemberment.

2. Working hours

The hours spent while reporting on work. Refer to Work Schedule policy manual.

### 6.14.3 Policies

6.14.3.1 The Company shall provide comprehensive group life insurance coverage for all regular employees. It shall be non-contributory on the part of the employees and shall apply to them within and outside Company working hours. Also, the Company shall provide a double indemnity benefit in case of accidental death and dismemberment.

6.14.3.2 The amounts of insurance coverage per position shall be as follows:

Rank	Coverage
President	P 5,000,000.00
Executive Vice President	3,500,000.00
Senior Vice President	2,800,000.00
Assistant Vice President - First Vice President	2,200,000.00
Senior Assistant Manager - Senior Manager	800,000.00
Junior Assistant Manager - Assistant Manager	700,000.00
Staff	500,000.00



## **7 Talent Management & Succession Planning**

This section of the manual focusses on developing existing talents and building deep bench strength throughout the Company in preparation to the eventually when advancement to assume key leadership position is necessary.



## 7.1 Objectives

Succession management program shall be guided by the following objectives:

1. To implement a leadership competency model and identify critical success factors.
2. To objectively assess employees' ability, potential, and aspiration for leadership positions within the Company in order to come up with an available talent pool who could assume higher positions in the event of resignation, retirement, or lateral transfer within the GT Capital Group.
3. To identify individualized development initiatives for each employee to ensure effective closure of competency gap from current to future states; determine stopgap measures for the Company in case there is a wider competency gap and no ready employees are immediately available.
4. To serve as guidance in implementing an effective retention tool to ensure employee engagement and commitment.

## 7.2 Definition of Terms

### 1. Retirement Age

Based on Company policy, it is either the employee's attainment of 55 years of age or a service tenure of at least 30 years, whichever comes first.

### 2. Organizational Assessment

Involves the Company's strategic goals and objectives, vision and mission statement, organizational structure, manpower composition, and possible movements of talents within the GT Capital Group.

### 3. Vertical Succession Planning

Pertains to assumption of critical position/role within the talents' current department.

### 4. Horizontal Succession Planning

Pertains to assumption of critical position/role outside the talents' current department.

### 5. Individual Development Plan

A tool to assist employees in charting their short and long-term career and personal goals.



## 7.2.1 General Policies

- 7.2.1.1 The Company's succession management processes shall be based on the Succession Management Framework as shown in the figure below:



- 7.2.1.2 Succession framework, plans and nominees shall be approved by the Senior Executive Committee annually.

- 7.2.1.3 An HR Committee shall be formed to oversee the implementation of the Succession Management process. The committee shall be composed of the following:

- President
- Chief Financial Officer
- Head of Investor Relations, Strategic Planning, and Corporate Communications
- Head of Human Resources and Administration

- 7.2.1.4 Management may consider the extension of service of retiring Senior Officers for a limited period of time or until the identified talent is ready to assume the role or a qualified external candidate is hired. Extension of service shall be available to Senior Officers in the following situations:

- Retiring Senior Officer is still capable and productive
- Retiring Senior Officer is on the lookout for another employment



7.2.1.5 The following positions shall be considered “Critical Roles” within the Company:

- a. President
- b. Chief Financial Officer
- c. Head of Corporate Planning
- d. Head of Corporate Finance and Business Development
- e. Controller/Head of Accounting and Financial Control
- f. Head of Strategic Planning, Investor Relations, and Corporate Communications
- g. Head of Legal, Compliance, and Corporate Governance
- h. Chief Risk Officer
- i. Head of Human Resources and Administration
- j. Chief Audit Executive
- k. Analysts Pool
- l. Accountants Pool

## 7.2.2 Talent Assessment

7.2.2.1 Potential talents for consideration as future senior leaders of the Company must possess the following competencies:

- a. Competence (Intellectual and Technical: Analytical Thinking, Paying Attention to Details)

This encompasses mental agility, quickness and creativity, depth of knowledge and common sense. This factor is a combination of a person’s unique mix of skills and abilities and how well she or he uses them. People who make smart decisions and who use their talents effectively are more successful over time than those who make bad decisions and/or squander their intellectual resources.

- b. Compassion (Interpersonal: Develops Relationships, Expressive and Outgoing, Adaptability, Innovative and Creativity, and Needs Structure)

This is the key that unlocks the door of influence. It enables an individual to communicate their ideas. This competency includes general social and persuasive skills, social insight and intuition, likeability and persuasiveness. Intellectual competency enables a person to solve problems. The interpersonal competency enables one to convince other people that the solution is the right one, or at least a good one. People who have good social skills and who get



along with other people are much more successful as a group than those who don't have as many talents in this area.

c. Intensity (Leadership Aspiration, Engagement, Competitiveness)

This includes energy, stamina, drive, and the ability to get fully engaged. People with high intensity are active, not passive. They are driven by a need to get things done and to see results. With the proper control and focus, people with high intensity will achieve at higher levels than those with only average levels of stamina and energy. This is the gasoline that drives the engine providing the fuel for achieving goals and for staying motivated in the face of obstacles. It is often manifested in an organization or team setting as general motivation.

d. Character (Leadership Promise)

This refers to the ability to use appropriate methods and flexible interpersonal style to help build and maintain effective teams for the achievement of business goals. It entails adopting a facilitating process of working in teams which leverages people strengths, uniqueness and diversity.





e. Conscience (Corporate Citizenship)

This refers to the candidate's compatibility with the organization's values and mode of operation. These involve competencies that have to do with the ability to function and contribute within the social structures of an organization. This involves the action component of one's ability. However, this competency is not included in the objective online assessment since this information can only be derived from a thorough assessment of one's personal dynamics or observable behavior within the workplace.

7.2.2.2 All employees shall be assessed according to the following workplace competencies:

Leadership Factors	Definition
Coaching and Developing Others	Ability to identify the development needs of others and coaches, mentors, or otherwise help others to improve their knowledge and skills.
Exercising Political Savvy	Ability to understand how to position and communicate self and objectives in the context of organizational issues and other personnel, aimed at maximizing outcomes both for one's group and the organization.
Guiding, Directing, and Motivating Others	Ability to provide direction and guidance to subordinates, including setting performance standards and monitoring performance; coordinate the work and activities of others; encouraging goal accomplishment.
Resolving Conflicts and Meeting Customer Needs	Ability to handle complaints, settle disputes and resolve grievances and conflicts, or otherwise negotiate with others.
Team Building	Ability to engage and participate in activities that support improved team relations, building mutual trust, respect, communication, understanding and cooperation among team members.



7.2.2.3 The Nine (9) Box Grid shall be used in assessing employees' current performance and potential level of contribution to the organization. Figure below is a visual representation of the Nine (9) Box Grid including descriptions of each box in the grid:

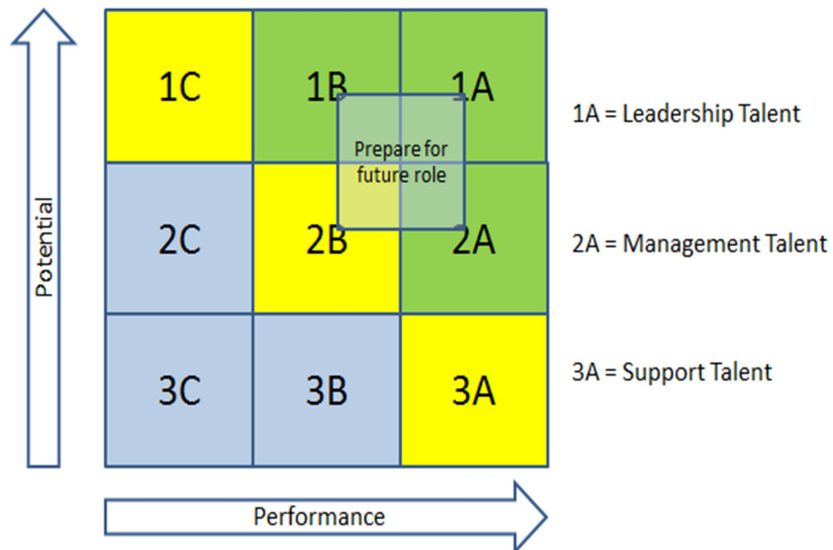


Figure 1.1.5.4.1 Nine (9) Box Grid

Box	Description
1A: Outstanding Performance / High Potential	This individual is a high performer with high potential. The individual has been given additional challenges and achieved excellent results. The individual is ready to broaden the scope of their work. <b>Development ideas for 1A's:</b> give them stretch targets, switch to a new job in a different functional unit, or perhaps give them ownership of a new start-up idea. Also consider finding them a mentor or provide access to 'privileged' training.
1B: Good Performance / High Potential	This individual has put in a good performance and has high potential. They are a strong performer who meets the expectations placed upon them. They should be ready to broaden the scope of their work in the next 12 months. <b>Development ideas for 1B's:</b> the development ideas should be similar to that of 1A's, but additionally pay attention to competency gaps in their current role so they can move to 1A in the next assessment.



Box	Description
1C: Poor Performance / High Potential	The individual is not meeting the targets in their current role; however, they have a high potential. It could be that they would be better suited to a different role, or perhaps they just need increased supervision and guidance in their current role. <b>Development ideas for 1C's:</b> if the person has the potential but isn't performing then you need to identify the cause of the poor performance and build together an action plan to rectify the problem. This frequently includes moving the person to another role if they are not a good fit for their current role.
2A: Outstanding Performance / Moderate Potential	The individual is exceeding targets in their current role; however, their line manager is unsure they would be able to handle increased responsibility or complexity. Perhaps more training and monitoring is needed over the coming months before determining if they are ready to step up a level. <b>Development ideas for 2A's:</b> this should be similar to 1A's, however, take time to assess their ability to progress. One way to do this over the medium term is to assign a mentor who can both develop them and gauge their readiness to advance.
2B: Good Performance / Moderate Potential	The individual is currently meeting the targets required of them but may not be either willing or able to take on more responsibility or complexity. This individual may be putting in a solid performance, but they may be missing communication skills, or strategic alignment, or may simply just be happy where they are. <b>Development ideas for 2B's:</b> people in this category often make good solid team members and you can typically leave them in their current position, but do from time to time offer stretch assignments to test their desire to advance.
2C: Poor Performance / Moderate Potential	Individuals in this box may not have been doing their current role long enough to be meeting expectations, or may have been doing it too long, such that things have moved on around them. <b>Development ideas for 2C's:</b> as this category is typically used for people too new to a role to rate it can often be useful to assign a same-level peer to act as a mentor for this person.



Box	Description
3A: Outstanding Performance / Limited Potential	It is quite common for individuals in this category to have fantastic technical skills, but display limited aptitude or desire for leadership. Another characteristic of individuals in this category is that although they perform above expectations, and they understand the organizational values, they have difficulty implementing them into their work day to day. <b>Development ideas for 3A's:</b> provide recognition through rewards for the current job they are doing, allow them to broaden the scope of their current role. Consider asking them to mentor others. Be honest and open yet sensitive about their potential for advancement.
3B: Good Performance / Limited Potential	This person is putting in a solid performance, however, it is felt that at this time this person would be unable to handle additional complexity or responsibilities. <b>Development ideas for 3B's:</b> Again, you need to be honest about potential, but use some form of training to help them increase their performance.
3C: Poor Performance / Limited Potential	This individual is not meeting their current targets. Additionally, there are concerns that this person may not be able to handle the complexity the role requires. <b>Development ideas for 3C's:</b> use a performance management approach rather than a career development approach to manage their poor performance.



### Individual Development Plan

- 7.2.2.4 HRAD shall create an Individual Development Plan (IDP) using the talent assessment results to be conducted by an external assessment center to maintain objectivity of the exercise. The IDP will indicate the individual areas of development (AOD) and competency gaps in order to serve as a guide to properly identify the specific development interventions for each employee with its own timeline covering a period of three (3) years. Development interventions may include one (1) or a combination of the following:
- a. Enrolment in high-impact trainings and continuing education
  - b. Cross-posting
  - c. Stretch assignments
  - d. Leading an ad-hoc team/club
  - e. Executive coaching and/or mentoring
  - f. Job transfers
  - g. Job shadowing and assimilation
- 7.2.2.5 The Individual Development Plans must not only be aligned with the employee's performance and career goals, but more importantly it should support the Company's business directions and strategies particularly in terms of leadership requirements and continuity of business operation.



- 7.2.2.6 The Individual Development Plans shall be discussed between the employee and the Head of Human Resources and Administration. Both parties shall sign off on the document to evidence discussion, agreement, and commitment to the attainment of the development plans.
- 7.2.2.7 The HR Committee shall review and approve the Individual Development Plans.
- 7.2.2.8 All approved Individual Development Plans shall be discussed with the talents, immediate superiors, and mentors, if talent has opted for this intervention.
- 7.2.2.9 For employees who will be identified by the HR Committee for succession planning, they may be required to go through a more rigid and comprehensive competency assessment process in order to determine the competency gaps, readiness level, and targeted interventions to ensure that the talent has acquired the necessary technical and leadership competencies and is prepared to assume a higher responsibility.
- 7.2.2.10 The Individual Development Plans shall be subjected to a regular review by the Human Resources Committee, a casual one-on-one meeting with the Head of Human Resources and Administration, a continuing discussion between the talent and his/her immediate superior, and an agenda in the annual strategic planning of the Company.

#### Succession List Selection

- 7.2.2.11 The Human Resources Committee shall be responsible in nominating talents to be included in the succession list. The committee shall use the following criteria in nominating talents for inclusion in the succession plan:
- Minimum rank of Manager
  - Minimum one (1) year of continued service
  - Performance rating for the past year is at least "Exceeds Standards"
  - No pending administrative sanction
  - Active involvement in the Corporate Social Responsibility (CSR) activities
  - Turn 1 and Growth 2-3 categories in the Nine (9) Box Matrix
  - Display of leadership skills in internal activities
  - Evidence of strategic thinking through active participation in high-level discussion



- i. Modeling GT Capital Corporate Values (Integrity, Excellence, Respect, Entrepreneurial Spirit, Commitment to Value Creation)

7.2.2.12 Each critical role shall have at least three (3) identified successors that can be at varying readiness level. Successors may be internal talents or targeted external candidates.

7.2.2.13 Each identified talent shall be slotted in at least two (2) critical roles for both vertical and horizontal succession planning.

### 7.2.3 Communication Plan

7.2.3.1 Selected talents for inclusion in the succession plan shall be informed with confidentiality.

7.2.3.2 Communication shall include the process of annual review, retention, and delisting from the succession plan.

### 7.2.4 Development Initiatives

#### Executive Coaching and Mentoring

7.2.4.1 Each identified Talent shall select at least one mentor who will guide them through to improve on technical and leadership competencies, and eventually to reach their performance and career goals.

7.2.4.2 For the critical roles of President and Chief Financial Officer, identified talents/successors shall be provided with an executive coaching as prerequisite for succession.

7.2.4.3 A regular one-on-one session shall be carried out between mentor and mentee. The sessions shall last for a period of 45 to 60 minutes at a time.

7.2.4.4 The Mentors shall undergo a formal training and workshop on facilitating a productive mentoring session.

7.2.4.5 The HR Committee shall provide updates to the immediate superior and mentors as regards the talents especially those with major impact on their Individual Development Plan.

This program shall be subject to an annual evaluation depending on the need of the talents and the organization.



### Development & Engagement of Employees Program (DEEP)

7.2.4.6 Development & Engagement of Employees (“DEEP”) is part of Talent Management Strategy with the primary objective of developing, engaging, and retaining high potential employees to become the next senior executives of the Company or its component companies. The DEEP covers the following programs:

- a. Leadership Development Programs (e.g. AIM - Basic Management Program)
- b. Non-degree diploma courses (e.g. Basic Management Program, SBEP, Diploma on Corporate Finance)
- c. Certification Programs (e.g. CFA, CIA, CISA)
- d. Master’s degree in reputable educational institutions that are aligned with their functions and the business of the Corporation. (e.g. MBA, MA, MS)

#### Scope

7.2.4.7 This policy applies to all employees who are eligible to qualify and who have qualified for the DEEP.

#### Eligibility and Program Requirements

7.2.4.8 The following criteria must be met by the employee in order to qualify for the post graduate program:

- a. At least two (2) years of service with the Corporation
- b. With a rank of at least Senior Assistant Manager (SAM)
- c. Performance rating for the past two (2) years should be at least Exceeds Standards
- d. No derogatory record or active sanction
- e. Enrolment in postgraduate studies must be for a minimum of six (6) units per semester/trimester and for a maximum period of five (5) years or the school residency requirement, whichever is shorter.
- f. The employee should have a grade point average (GPA) of at least 88% or its equivalent and have no failing grade in any academic subject.





- g. Shifting courses or transferring to other schools is not allowed.
- h. An employee who is currently taking up postgraduate studies under the DEEP will not be eligible for another leadership development programs, diploma or certification courses within the same period.

#### Approval of the Management

##### 7.2.4.9

- a. The employee should submit a signed Training and Development application form.
- b. The Human Resources (HR) Department will secure the approval of the HR Committee by indicating the educational institution, course/program, eligibility of employee, period of study, approximation of the full training cost that will be incurred for the duration of the program.
  - i. Training cost includes but is not limited to registration or tuition fee, miscellaneous, conferences, thesis writing fees, and study leaves with pay, if applicable.
  - ii. Any amount of increase above 10% of the approximated training cost that may be incurred over the course of the program must be reapproved by the HR Committee.
- c. For postgraduate program, the training cost every semester/trimester will be approved for reimbursement upon submission of the following documents to HR Department: assessment of fees, most recent official grades, and original copy of official receipt.
- d. For certification courses (e.g., CFA, CIA, CISA), the employee is required to successfully pass the examination in order to get the full reimbursement of the training costs.

#### Training Contract

##### 7.2.3.10

- a. Contract Price and Tenure of Service

Contract Price / Training Cost	Service Tenure	Reckoning Date
P100k – P120k	2 years	a. For postgraduates, on the



>P120k – P200k	3 years	employee's graduation day
>P200k	3 years	b. For certifications, upon reimbursement of training cost provided that the employee passed the examination c. For leadership development and diploma courses, upon successful completion of the program

#### b. Code of Conduct

- i. The employee who is a participant in any DEEP is on official business, thus representing the Corporation. As such, the employee is expected to abide by the policies, rules and regulations of the Corporation.
- ii. During the period of employment with the Corporation and within a period of one (1) year from resignation or termination, the employee shall not divulge any knowledge or information acquired from the training program to any third person outside the Corporation and shall take measures to maintain the confidentiality of the knowledge/skills gained therein.
- iii. Within one (1) year from completion of the program, the employee may be required to impart the knowledge and skills acquired therefrom to his/her direct reports, peers and to other personnel as determined by the Company.

#### Withdrawal of the Program and Separation from the Corporation

##### 7.2.3.11

- a. Should the employee decide to **discontinue the course/program** for any personal reason during the period of study and prior to commencement of the service tenure as provided in Section 4-A, the employee shall reimburse 100% of the accumulated training cost. Payment may be staggered according to the terms approved by HR Committee and through issuance of an Authority to Deduct form by the employee.
- b. In the event that the employee **fails to meet the eligibility requirements** in the succeeding semester/trimester screening (e.g., GPA, performance rating) and the accumulated training cost has reached Pesos: One Hundred Thousand (P100,000.00), the reckoning date of the service tenure shall take effect on the last day of the recently completed semester/trimester.
- c. Should the employee decide to **resign voluntarily** or should the Corporation **terminate the employee for any just cause** during the period of study and prior



to commencement of service tenure as provided in Section 4-A, the employee shall reimburse 100% of the accumulated training costs to the Corporation.

- d. The said contract price shall be doubled if, within one (1) year from voluntary resignation from the Corporation, the employee has **joined a competitor company** or any related financial institution whose business competes with that of the Corporation.

#### Payment Scheme

##### 7.2.3.12

- a. In the cases contemplated in Section C above, the contract price shall be automatically deducted from the accrued benefits, if any. Should the accrued benefits become insufficient to cover the contract price or any balance, the employee should reimburse the balance within thirty (30) days from receipt of written advice from the Corporation.
- b. In the event of failure to settle in full within the period stated above, the Corporation shall charge interest on the full amount of the contract price or the remaining balance, as the case maybe, computed at the prevailing commercial interest rate.

7.2.4.13 Any exception to this policy requires the approval of the HR Committee.

### 7.2.5 Assessment of Effectiveness

7.2.5.1 Talent assessments shall be done every three (3) years to measure progress, update the data on competency levels of all employees, and review the talents on the succession list for possible additions and/or deletions.

7.2.5.2 The Human Resources Committee and the Talent Management and Organizational Development Officer shall be responsible in assessing the talents' performance and involvement against their respective Individual Development Plans.



- 7.2.5.3 The following key performance indicators may be used in assessing effectiveness of the Talent Management Program:
- a. Number of vacant positions
  - b. Average days elapsed for each position vacancy
  - c. Ratio of key positions for which no internal replacement can be found relative to the total number of key positions (Bench strength)
  - d. Average performance rating of new employees in key positions
  - e. Turnover statistics within key areas (look at change over time)
  - f. Percentage of key positions that are filled internally
  - g. Dropout rates in accelerated development programs
  - h. Designated group representation among feeder groups and participation in accelerated development programs
- 7.2.5.4 Program assessment shall be performed at least once every two (2) years.



## **8 Administrative Services**

Aside from employee and workplace management, the HRAD is also responsible in overseeing and performing administrative tasks needed in the business operations. These tasks may include procurement among others.



## 8.1 Procurement

### 8.1.1 Overview

Procurement of goods and services is essential to the operations of the Company. This process involves obtaining goods and services that are necessary for daily business transactions, such as but not limited to purchase of office supplies, repairs and maintenance, personnel and professional fees. It is considered as one of the most crucial business processes since it poses risk exposures on substantial spending. Thus, established policies and procedures are needed to prevent impropriety in the process.

All purchases require review and approval of the Requesting Department Head and the Chief Financial Officer (CFO) before they are processed. Transactions are then assessed as to the need for a formal bidding and undergo strict compliance with the policies and procedures prescribed by the Bids and Awards Committee (BAC). This section contains basic guidelines on transactions involving requisition, ordering, and receiving of goods and services.

### 8.1.2 Definition of Terms

1. Procurement

Act of obtaining or acquiring goods and/or services for a company through a defined purchase process.

2. Fortuitous Events

Refers to events which are not only unforeseeable but also inevitable. These could either be “act of God” (i.e., natural occurrences such as floods or typhoons) or “act of man” (i.e., riots, strikes or wars).

3. Quorum

Defined as the majority of an entire body or group which shall be 50% + 1 of the total number of members.

4. Independent Unit

A group other than the Department who requested for such goods/services.

5. Original Equipment Manufacturer (OEM)

A company that manufactures products or components that are purchased by another company and retailed under the latter’s purchasing brand name; The company that originally manufactured the product.



**6. Bid**

A signed offer or proposal to enter into a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents.

**7. Formal Bidding**

Refers to the procurement method in which bids from participating contractors, suppliers, or vendors are invited and the sealed bids are received and opened only in the presence of the BAC.

**8. Informal Bidding**

Refers to the procurement method in which bids from participating contractors, suppliers, or vendors are invited and bids may be submitted through letter, fax, or email, in response to an invitation to bid (ITB).

**9. Qualified Bid**

A bid received from a supplier that meets the minimum standards of the proposed contract in terms of scope of work, fees, terms and conditions as determined by the BAC

**10. Qualified Bidder**

Potential bidder who meets the minimum standards of experience, financial ability, reputation, and work history for a specified class of goods, services, or projects as determined by the BAC.

**11. Management Committee**

The Management Committee is composed of all Department Heads in the GT Capital Holdings, Inc.

**12. Executive Committee**

Executive Committee provides guidance to GT Capital's Management by discussing and evaluating significant acts or courses of action to be taken by the Management before endorsement to the Board.



## 8.1.3 Policies

### 8.1.3.1 GENERAL GUIDELINES

- 8.1.3.1.1 HR and Administration Department (HRAD) shall oversee all transactions involved in the procurement process.
- 8.1.3.1.2 The Accounting and Financial Control Department shall be responsible for payment processing of all obligations arising from procurement.
- 8.1.3.1.3 Administration Officer shall obtain the updated list of accredited suppliers of Metropolitan Bank & Trust Company and other GT Capital, Inc. component companies for standard items such as stationary, office supplies, computers, etc. and shall obtain the published rates every month of February.
- 8.1.3.1.4 In case the GT Capital, Inc. shall not meet the required quantity and/or the purchase price exceeds the budget for the accredited suppliers, the HRAD shall open the bidding to other suppliers. Provided that the supplies for purchase are not available in the listed accredited suppliers.
- 8.1.3.1.5 Service provider for legal consulting, financial consulting and other consulting services capped and approved by the Executive Management shall be exempted from the canvassing or bidding processes.

### 8.1.3.2 PROCUREMENT ETHICS

- 8.1.3.2.1 GT Capital Holdings, Inc., including its employees and the Bids and Awards Committee (BAC), as well as the bidders and suppliers shall observe the highest standard of ethics during the procurement and execution of the contract. They shall prohibit from engaging in the following behaviors:
  - a. **corrupt practice** - means behavior on the part of the management by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any in the procurement process or in contract execution or entering, on behalf of the Company, into any contract or





transaction manifestly and grossly disadvantageous to the same

- b. **fraudulent practice** - means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the disadvantage or damage of the Company, and includes collusive practices among the Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Company of the benefits of free and open competition
- c. **collusive practice** - means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Company, designed to establish bid prices at artificial, non-competitive levels
- d. **coercive practice** - means harming or threatening persons, or their property to influence their participation in a procurement process, or affect the execution of a contract
- e. **obstructive practice** - deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceeding or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Company or any party; and/or threatening, harassing or intimidating any party to prevent it from disclosing the latter's knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation

8.1.3.2.2 All Bidders found to have conflicting interests shall be disqualified to participate. A Bidder may be considered to have conflicting interests with another Bidder in any of the following events:

- a. A Bidder has controlling shareholders in common with another Bidder
- b. A Bidder receives or has received any direct or indirect subsidy from any other Bidder
- c. A Bidder has the same legal representative as that of another Bidder for purposes of this bid



- d. A Bidder has a direct or indirect relationship that puts them in a position to have access to information about or influence on the bid of another Bidder or influence the decisions of the Company. This shall include any firm or organization who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project if the personnel would be involved in any capacity on the same project
- e. A Bidder submits more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one (1) bid
- f. A Bidder who participated as a consultant in the preparation of the design or technical specifications of the goods and related services that are the subject of the bid

#### 8.1.3.3 REQUISITION

- 8.1.3.3.1 All purchases of goods and services shall be initiated by the requesting Department and supported by a Purchase Request (PR) form, duly approved by the requesting Department's Head.
- 8.1.3.3.2 At the minimum, the PR shall contain the following information:
  - a. PR number and preparation date
  - b. Product and/or service requested to be purchased
  - c. Requesting person and Department
  - d. Date when the purchase is needed
  - e. Description of the product and/or service
  - f. Justification/Reason for the purchase
  - g. Preference as to quality, price, brand, after-sales support and availability



8.1.3.3.3 All PR shall be pre-numbered.

8.1.3.3.4 The Administrative Assistant shall be responsible for the custody of the PR.

8.1.3.3.5 The HR & Administration Head shall verify the validity of purchase requests to ensure the need for such goods/services.

#### 8.1.3.4 **FORMAL BIDDING PROCESS**

##### A. GENERAL GUIDELINES

8.1.3.4.1 Purchases of goods and service with purchase requisition worth P100,000.00 and above shall be subjected to formal bidding. The criteria limit shall be reviewed annually by the Management Committee.

8.1.3.4.2 Competitive bidding may be waived under the following conditions:

- a. Emergency due to fortuitous events, such as:
  - i. Breakdown in building facilities (air conditioning, electrical, mechanical, plumbing, etc.) which require immediate repair to prevent disruption of operations or minimize business losses
  - ii. Hazardous events which might result to injury or loss to human life, major disruption of operations or loss of business
  - iii. Urgent need to install protective measures on damages caused by calamities
- b. Severe time constraints persist which cannot otherwise be solved as authorized by the President
- c. Exclusive distributor or sole vendor or service provider provided that a copy of the Certificate of Exclusive Distributorship from the principal shall be submitted
- d. Original Equipment Manufacturer
- e. Supplier, contractor or service provider whose previous contract or work was approved by the BAC and whose quality of work, including turnaround time, is



determined above satisfactory by the requesting  
Department Head

- f. Repeat order for items which were previously approved by the BAC or the appropriate authority provided there are no changes in specifications and pricing or unless otherwise favorable to the Company (i.e., freebies, lower price)

**B. BIDS AND AWARDS COMMITTEE (BAC)**

8.1.3.4.3 The BAC shall be set-up to be responsible for the following:

- a. Promulgation of rules and regulations on the accreditation of suppliers, formal bidding and selection of the winning bidder
- b. Approval and annual review of accredited suppliers
- c. Review of pricing on an annual basis or as deemed necessary
- d. Opening of bids, evaluation of proposals and awarding of contracts

8.1.3.4.4 The Executive Committee (EXCOM) shall designate in writing the Chairman and members of the BAC. The members shall elect the Vice-chairman and the Secretary.

8.1.3.4.5 The BAC members shall strictly adhere to the following ethical standards:

- a. The BAC member shall not place himself/herself under any obligation to any bidder that may affect his/her freedom of action
- b. He/she shall not behave or allow himself/herself to be used in a manner, which shall compromise his/her integrity and credibility
- c. Solicitation of gifts, entertainment or favors from bidders shall not be allowed
- d. Bidders and their representative shall be treated fairly by extending time and attention to their queries
- e. Competition shall be kept open and fair. Competing bidders shall be given equal treatment and opportunities for doing business. Prices or quotations shall not be disclosed to the competing bidders



- f. Bidding requirements shall be made complete and clear for the bidders and shall not be customized or negotiated for any specific bidder
- g. Bids shall be treated as confidential and exclusively for the Company's use. Details of a winning bid shall never be disclosed to a losing bidder
- h. The BAC members shall adhere to the Company's Conflict of Interest policy.

**C. SUBMISSION AND OPENING OF BIDS**

8.1.3.4.6 For purchases requiring formal bidding, a Letter of Invitation signed by the proponent and the HR & Administration Head shall be distributed to the qualified bidder which, shall contain the following information:

- a. Scope of work to be done
- b. Detailed specifications and requirements
- c. General and special terms and conditions of the proposed contract
- d. Instructions on how the bid will be presented
- e. Other requirements depending on the type of work
- f. Deadline of submission of bids



- 8.1.3.4.7 All bids shall be submitted in a sealed envelope with the project name indicated and addressed to Chairman of the BAC within the deadline set in the Letter of Invitation. An unsealed or incomplete bid shall automatically be disqualified.
- 8.1.3.4.8 Bids shall be opened only when the Committee has a quorum and in the presence of an audit representative or a representative from an independent unit to ensure compliance with the bidding procedures. There shall be a quorum when more than half of all members of the BAC are present.
- 8.1.3.4.9 The qualified bids shall be tabulated and signed by the Committee members present during the bid opening.
- 8.1.3.4.10 Clarifications or cost details may be requested from the qualified bids to make them comparable. All responses to requests for clarification shall be in writing.
- 8.1.3.4.11 For specialized purchase requirements (e.g., construction or technology-related), the BAC may request the assistance of an expert when evaluating bids to ensure that the proposal meets the requirements of the work.
- 8.1.3.4.12 There shall be a failure of bidding under the following circumstances:
- a. less than three (3) bids are received
  - b. less than three (3) bids are qualified

In either case, the Chairman shall declare that there was a bidding failure, which shall be concurred upon by the majority of those, present. HRAD shall then be instructed to negotiate with the lower responsive bidder, which shall be evaluated and approved by the BAC.

- 8.1.3.4.13 The BAC reserves the right to reject any or all bids, accept bids after the deadline for submission, or waive the requirement for supplier accreditation whenever the best interest of the Company shall be served by doing so.



#### **8.1.3.5 SELECTION PROCESS**

- 8.1.3.5.1 Other factors such as supplier's proximity, reserve stock, warranty and service offered, terms, existing good relationship with the component companies, good financial condition, reciprocity of business shall also be considered.
- 8.1.3.5.2 Whenever necessary, a site visit may be conducted to the supplier's office or plant, completed or ongoing projects, by a representative from HRAD to verify the adequacy of facilities and determine capability of the potential supplier to deliver quality items and provide excellent service. The results of the site visit shall be documented by HRAD and presented in the final recommendation.
- 8.1.3.5.3 For transactions involving audit and non-audit services provided by external auditors, the terms of agreement and related audit fees shall be reviewed and approved by the Audit Committee.

#### **D. AWARDING OF CONTRACT/PURCHASE ORDER**

- 8.1.3.5.4 Upon approval of the BAC, a notice to proceed shall be issued to the supplier or service provider. The notice shall contain the contract amount, terms of payment and completion date and signed by the Secretary of the BAC and HR & Administration Head.
- 8.1.3.5.5 Awarding of contract, where feasible, shall be distributed among suppliers with matching quotations to assure continuous supply.
- 8.1.3.5.6 A contract shall be drafted and reviewed by the Company's Legal and Compliance Department and signed by the authorized signatories. Refer to Contract Management policies and procedures for details.
- 8.1.3.5.7 The BAC shall determine on a case-to-case basis the necessity of requiring down payment and/or surety bond or insurance.
- 8.1.3.5.8 Awards or decisions that are being contested shall be referred to the BAC for resolution.



#### 8.1.3.6 ACCREDITATION AND RENEWAL

- 8.1.3.6.1 All prospective suppliers and service providers shall be required to apply for accreditation by accomplishing the Supplier Information Sheet and submitting the necessary documents as required in the Accreditation Document Checklist to HRAD within three (3) working days upon receipt by the winning bidder of the notice to proceed.
- 8.1.3.6.2 HRAD shall recommend the bidding and accreditation of suppliers to the BAC.
- 8.1.3.6.3 The following shall be considered in the accreditation of suppliers:
  - a. Financial stability and brand value
  - b. Availability of resources to deliver quality products and services
  - c. Technical know-how to deliver the services required including after sales support specifically for equipment and/or IT software and hardware
  - d. Good relationship with other companies within the Metrobank group
- 8.1.3.6.4 All accredited suppliers and service providers shall be subjected to an annual review and re-accreditation to assess their compliance with the sustainability standards rating of the Company.
- 8.1.3.6.5 All accredited suppliers will be required to assign a Contractor/Supplier's Sworn Declaration
- 8.1.3.6.6 The Company shall exercise the option of delisting any suppliers and service providers found to be negligent in its commitment with the Company. Delisting shall be based on the following grounds:
  - a. Irregularities such as but not limited to product misrepresentation, product substitution with inferior quality, overpricing and negative feedback from other companies within the Metrobank group.
  - b. Fraudulent or unethical practices such as but not limited to bribery, sudden price changes, unexplained





withdrawal from bidding process and refusal to honor signed agreement with the Company.

**E. SUBCONTRACTS**

8.1.3.6.7 Unless otherwise specified in the contract, the Supplier may subcontract portions of the Goods to an extent as may be approved by the BAC. However, subcontracting of any portion shall not relieve the Supplier from any liability or obligation that may arise from the contract.

8.1.3.6.8 Subcontractors shall comply with the eligibility criteria and the documentary requirements specified in the contract. In the event that any subcontractor is found by the Company to be ineligible, the subcontracting of such portion of the goods/services shall be disallowed.

**8.1.3.7 INFORMAL BIDDING PROCESS**

8.1.3.7.1 Purchases not subject to formal bidding shall undergo informal bidding process in which at least three (3) bids/quotations shall be obtained from different suppliers.

8.1.3.7.2 The HR & Administration Head or the requesting Department's Head and the CFO shall be responsible in selecting the best bidder.

8.1.3.7.3 In the event that there is only one bidder, the requesting department's Head shall provide a sufficient justification for awarding the contract to the sole bidder.

8.1.3.7.4 The selected bidder shall submit the following documents:

- a. Accomplished Supplier Information Sheet
- b. BIR Form 2303 (Certificate of Registration)



#### 8.1.3.8 SUPPLIER MASTER FILE MAINTENANCE

- 8.1.3.8.1 The Accounting and Financial Control Department shall be in-charge of the data set-up and maintenance of the supplier master file in the NOAH Accounts Payable module.
- 8.1.3.8.2 Additions, changes and revisions in the master file shall be supported by a Supplier Master Request Form, duly reviewed and approved by the Accounting & Financial Control Head.
- 8.1.3.8.3 Addition or set-up of new suppliers shall be supported by the following documents:
- a. Request Form
  - b. Bidding and accreditation documents (e.g., Supplier Information Sheet, Award of Contract, bids)
  - c. BIR Form 2303 (Certificate of Registration)
  - d. Other supporting documents, as required in the Accreditation Documentation Checklist
- 8.1.3.8.4 Complete names of vendors shall be encoded in the master file to avoid possibility of confusion if acronyms are used.
- 8.1.3.8.5 A complete list of the supplier master file shall be regularly reviewed to detect missing or duplicate vendor data and to monitor status of suppliers and to specifically identify and tag inactive vendors.
- 8.1.3.8.6 Inactive vendors shall be cleared from the supplier master file.
- 8.1.3.8.7 A report on all changes in the master file shall be regularly prepared and reviewed by the Accounting & Financial Control Head.

#### 8.1.3.9 ORDER PROCESSING

- 8.1.3.9.1 Preparation of Purchase Orders (PO) shall be restricted to HRAD. All PO shall be created only based on an approved PR.
- 8.1.3.9.2 PO shall contain the following information:
- a. PO Number



- b. Supplier name and address
- c. Shipment address
- d. Delivery Date
- e. Payment terms
- f. Item Description and quantity
- g. Terms and conditions
- h. Name, signature and position of preparer and approvers



- 8.1.3.9.3 The Legal and Compliance Department shall be consulted for all requisition of services. Contracts to be entered into shall comply with the Company's policies and procedures for Contract Management.
- 8.1.3.9.4 The HR & Administration Head shall review all POs to ensure consistency with the supporting PR.
- 8.1.3.9.5 All POs, regardless of amount, shall be reviewed and approved by the CFO.
- 8.1.3.9.6 Transmittal of POs to selected supplier shall be through an electronic mail or by facsimile.
- 8.1.3.9.7 Acknowledgement of receipt of PO by suppliers shall be documented.

#### 8.1.3.10 RECEIVING

- 8.1.3.10.1 Goods received shall be properly inspected by the Administrative Assistant and the representative from the requesting Department before acceptance to ensure completeness of the items delivered and standard quality of goods are met.
- 8.1.3.10.2 Acceptance of goods/services purchased shall be properly documented, as follows:
  - a. For goods, sign and indicate date in the supporting Delivery Receipt (DR). Any error and/or discrepancy noted shall be investigated and noted in the DR countersigned by both parties
  - b. For services, the Head of the requesting Department shall acknowledge satisfactory completion of services received in accordance with agreed terms and conditions by countersigning the Certificate of Completion or its equivalent document provided by the supplier



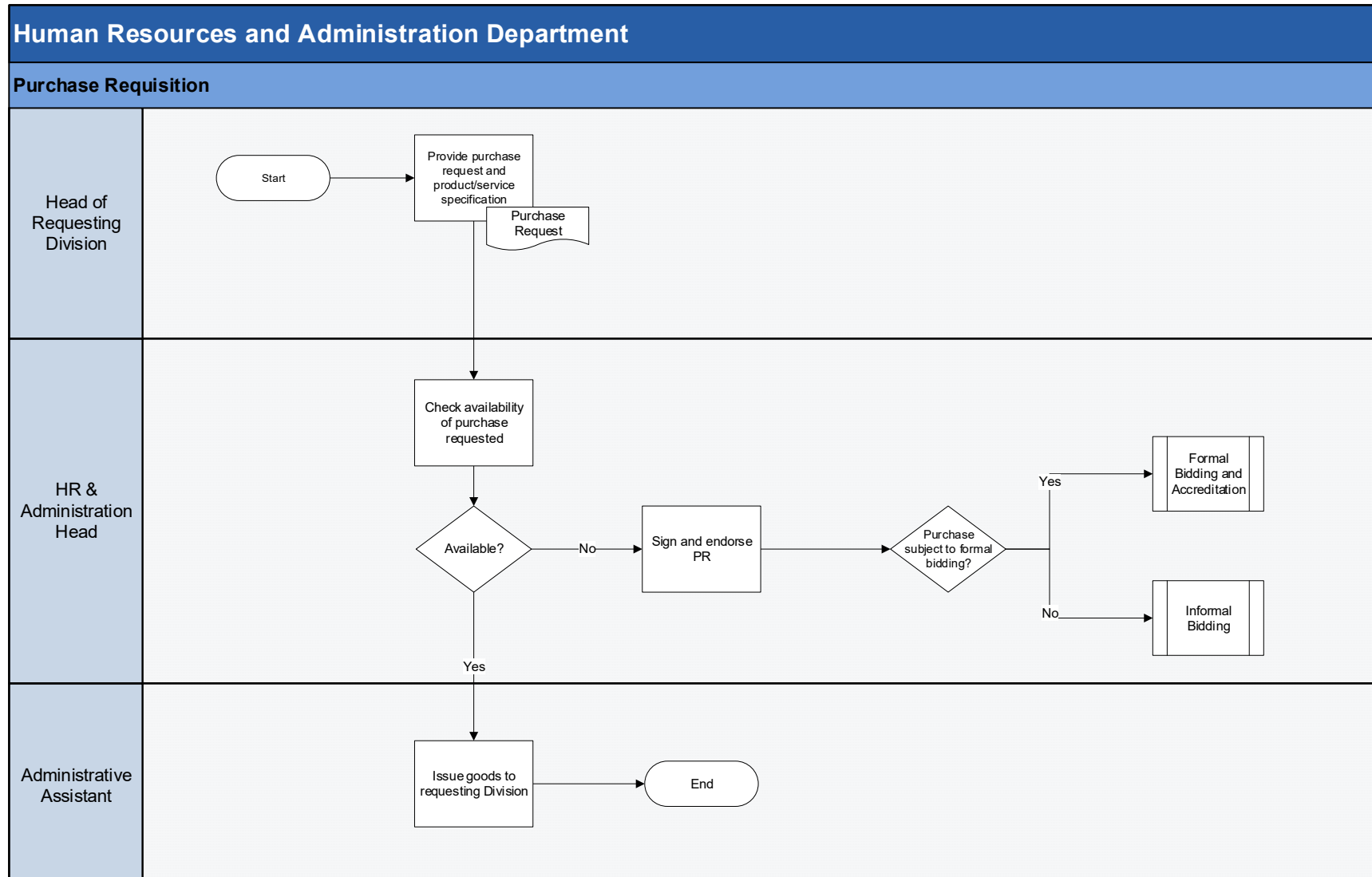
8.1.3.10.3 Purchases determined as unacceptable shall be rejected and immediately communicated to the supplier in writing.

8.1.3.10.4 The Company shall safekeep rejected goods until the supplier picks up the goods.

8.1.3.10.5 For discrepancies on the quantity of purchase delivered:

- a. If purchases received exceed the quantity ordered, excess items shall be returned to the supplier
- b. If purchases received is less than the quantity ordered, the Company may request the supplier to deliver remaining goods without additional costs, accept part order and cancel the balance, or reject the part order and cancel the balance
- c. Accepting part order and rejecting the remaining balance shall only be done upon assessing that the quantity of purchases delivered is sufficient for its intended use
- d. The Company shall source from the next lowest bidder to cover rejected part order and remaining balance as needed

## 8.1.4 Procedures



**Figure \_-.1 Purchase Requisition Process Map**



Purchase Requisition	
Process Narratives	Responsible Person/s
1. Prepare Purchase Request Form (PR) to initiate purchase requisition. The form includes the following details: a. Product/service requested to be purchased b. Quantity and unit of measure c. Type of purchase (one-time purchase or recurring) d. Reason for the Purchase	Head of Requesting Department
2. Check availability of purchase requested. If items requested are not available on stock, review and approve PR Refer to <i>Formal Bidding and Accreditation</i> policies and procedures if the purchase requires formal bidding, otherwise refer to <i>Informal Bidding</i> policies and procedures.	HR & Administration Head
3. If purchase requested is available, provide goods to the related Department.	Administrative Assistant

### CONTROL FEATURES

1. Prior to processing of PR, requests are reviewed and approved by the HR & Administration Head.
2. All purchases are supported by an approved PR.

### RELATED DOCUMENTS

1. Purchase Request (PR) Form



## Formal Bidding and Accreditation (1/2)

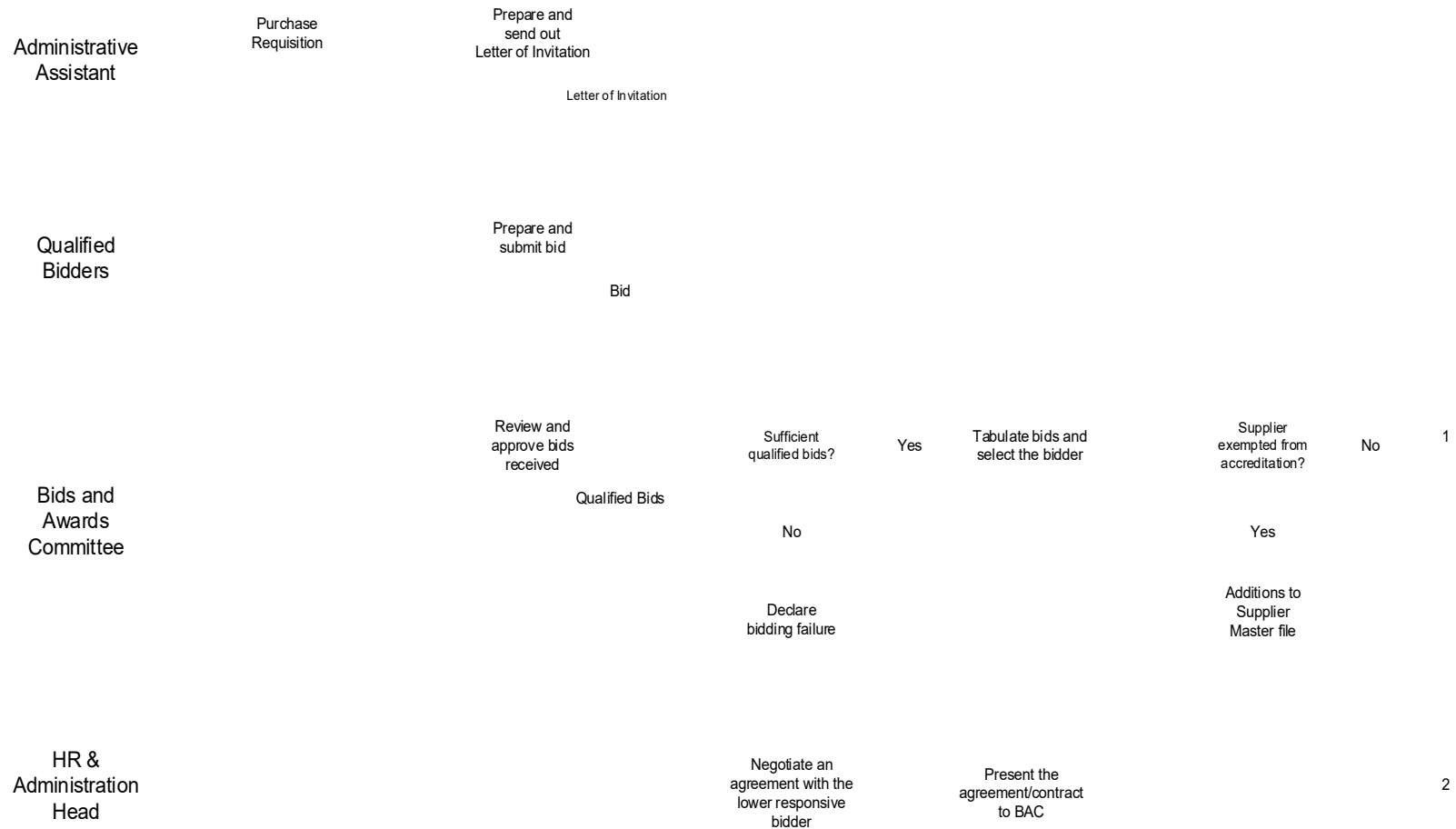


Figure \_\_.1 Formal Bidding and Accreditation Process Map





## Human Resources and Administration Department

### Formal Bidding and Accreditation (2/2)

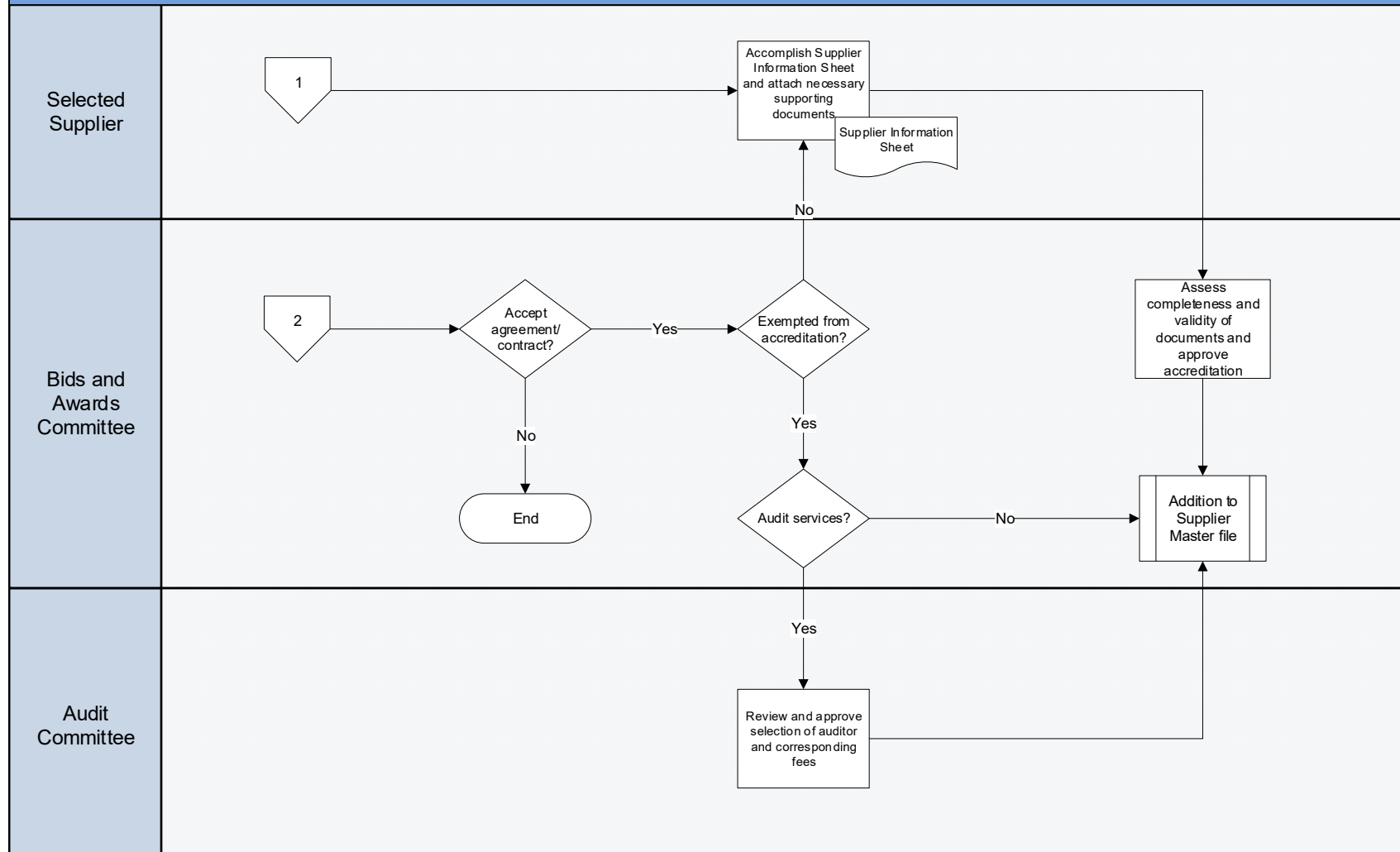


Figure \_ \_2 Formal Bidding and Accreditation Process Map



Formal Bidding and Accreditation	
Process Narratives	Responsible Person/s
1. For purchases requiring a formal bidding, prepare and send a Letter of Invitation, signed by the HR & Administration Head, to prospective bidders. The letter contains the following information: <ul style="list-style-type: none"><li>• Scope of work to be done</li><li>• Detailed specifications and requirements</li><li>• General and special terms and conditions of proposed contract</li><li>• Instructions on how the bid will be presented</li><li>• Other requirements depending on the type of work</li><li>• Deadline of submission of bids</li></ul>	Administrative Assistant
2. Prepare and send bid containing the following information: <ul style="list-style-type: none"><li>• Unit Price</li><li>• Product Specifications</li><li>• Discount, if any</li><li>• Shipping terms</li><li>• Terms and conditions</li></ul>	Bidders
3. Evaluate all bids received as to completeness and reasonableness of quoted price and quality of product/service. Select and approve qualified bids.	Bids and Awards Committee (BAC)
4. Assess sufficiency of approved bids. If there are at least three (3) bids obtained, summarize bids and select the best bidder according to specified criteria. Otherwise, declare a failure of bidding.	BAC
5. Upon declaration of failure of bidding, negotiate an agreement with the lower responsive bidder and present the contract to the BAC.	HR & Administration Head
6. Review details of the negotiated contract with the lower responsive bidder. Decide by majority votes on whether to accept or reject the contract.	BAC



Formal Bidding and Accreditation	
Process Narratives	Responsible Person/s
<p>7. If the selected bidder needs to undergo accreditation process, accomplish Supplier Information Sheet and attach necessary supporting documents such as, but not limited to:</p> <ul style="list-style-type: none"><li>• Certificate of Registration (BIR Form 2303)</li><li>• Shipment Terms</li><li>• Payment Terms</li></ul> <p>If accreditation process is not needed, check if selected supplier is included in the existing Supplier Master File. For audit services and non-audit services provided by internal and external auditors, endorse selected bidder to the Audit Committee. Refer to <i>Addition to Supplier Master File</i> policies and procedures for details.</p>	Selected Supplier
<p>8. Review credentials of selected auditors and details of corresponding fees for requested services. Approve selection of auditors.</p> <p>Check if selected supplier is included in the existing Supplier Master File. Refer to <i>Addition to Supplier Master File</i> for details.</p>	Audit Committee
<p>9. Review Supplier Information Sheet as to validity and completeness of details. Check its consistency with the attached supporting documents.</p>	BAC
<p>10. Once proven to be valid, approve accreditation. Refer to <i>Addition to Supplier Master File</i> policies and procedures for details.</p>	BAC



### **CONTROL FEATURES**

1. At least three (3) suppliers are required before proceeding to a formal bidding.
2. Qualified bids are assessed and approved by the members of the BAC before a supplier is selected.
3. Acceptance of negotiated contract resulting from a failure of bidding is assessed by the HR & Administration Head and selected by a majority vote of the BAC members.
4. Accreditation of suppliers requires review and approval of the BAC.

### **RELATED DOCUMENTS**

1. Letter of Invitation to Bid
2. Supplier Information Sheet



## Human Resources and Administration Department

### Informal Bidding

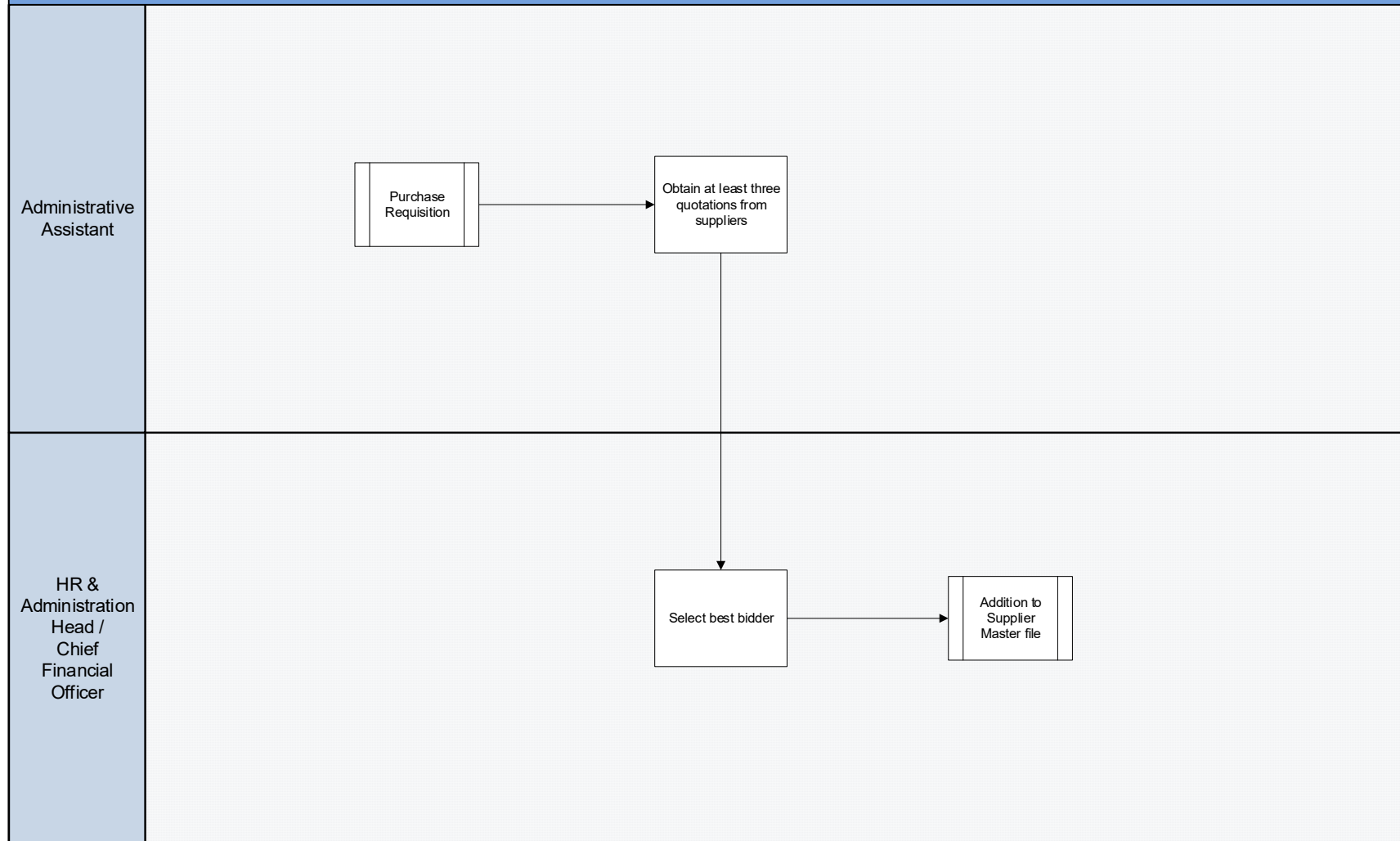


Figure \_ \_1 Informal Bidding Process Map



Informal Bidding	
Process Narratives	Responsible Person/s
1. Obtain at least three (3) bids/quotations including details such as offered price and payment terms from different suppliers. The quotations may be sent through e-mail, fax or delivery of printed copy of the quotation.	Administrative Assistant
2. Review bids/quotations as to reasonableness and validity of quoted prices. Select the best bidder according to the specified criteria in the PR considering the Company's best interest.	HR & Administration Head/ Chief Financial Officer

CONTROL FEATURES
1. Selection of suppliers for purchases without formal bidding requires a four-eye review and approval process by HR & Administration Head and CFO.
2. At least three (3) bids are obtained and evaluated prior to selection of supplier.





Additions to Supplier Master File	
Process Narratives	Responsible Person/s
1. For suppliers where formal bidding was not required, request a copy of the vendor's BIR Certificate of Registration Form 2303 to obtain information on the supplier's registered name, address, line of business, Tax Identification No. (TIN), and taxpayer type.	Administrative Assistant
2. For all selected suppliers, accomplish a Request for Supplier Set-up Form to facilitate encoding in the system.	Accounting Officer
3. Review the request form as to the validity and completeness of vendor details. If revisions are needed, send back to Accounting Officer for editing. Upon confirmation of the validity and completeness, approve request for endorsement.	Accounting & Financial Control Head
4. Review the request form as to the validity and completeness of supplier details. If revisions are needed, send back to Accounting Officer for editing. Otherwise, affix signature to signify approval.	Chief Financial Officer
5. Encode details in NOAH General Ledger (GL) module to complete creation of new supplier. Refer to <i>Awarding of Contract/PO</i> policies and procedures for details.	Accounting & Financial Control Head

CONTROL FEATURES
1. Review and approval of the Chief Financial Officer is required before changes are made in the Supplier Master File.
2. Functions for authorization and execution of changes in the master file are segregated from each other.

RELATED DOCUMENTS
Supplier Master File Form





## Human Resources and Administration Department

### Awarding of Contract/Purchase Order

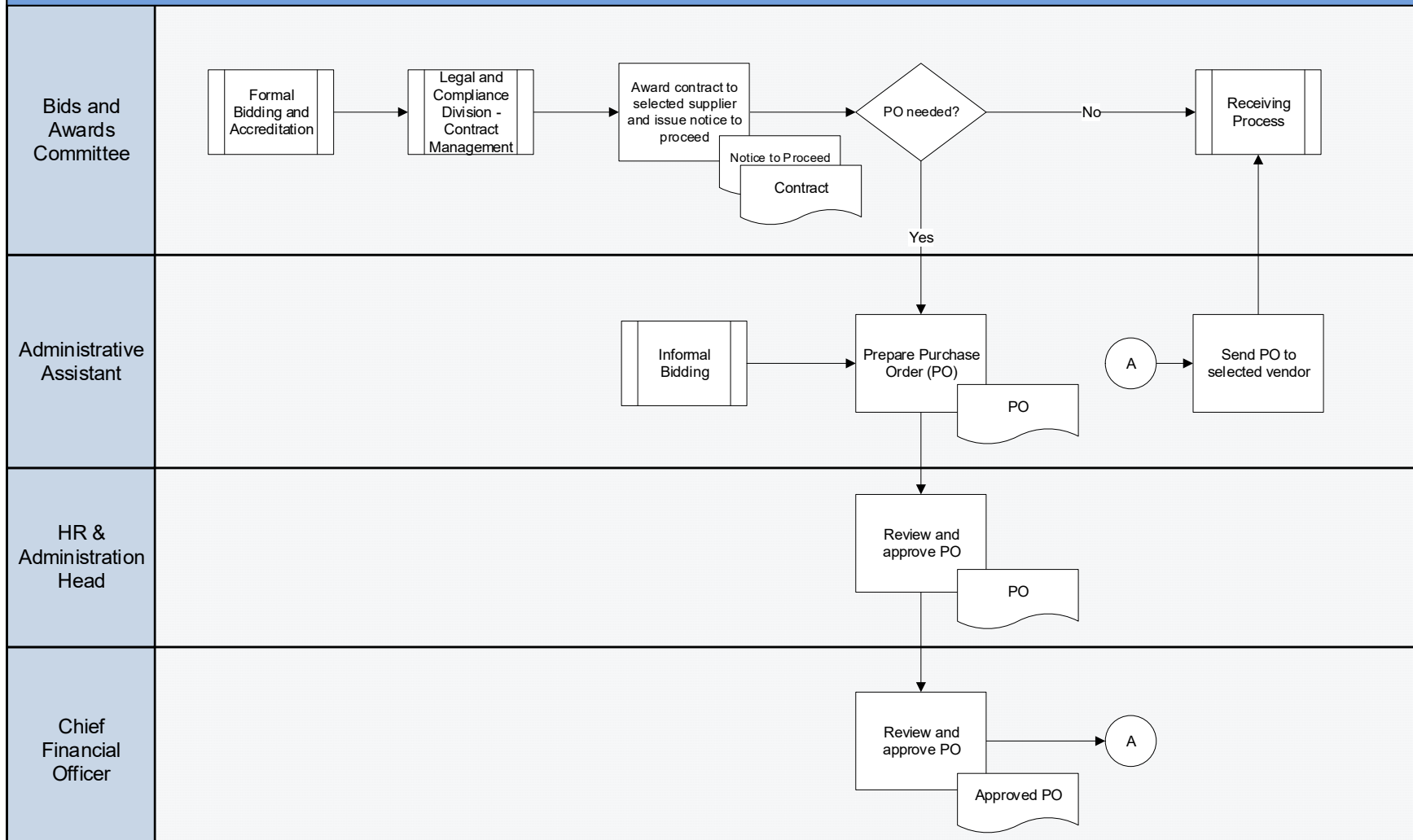


Figure \_\_.1 Awarding of Contract/Purchase Order Process Map



Awarding of Contract/ Purchase Order	
Process Narratives	Responsible Person/s
1. Draft a contract for the selected supplier. Refer to <i>Legal and Compliance: Contract Management</i> policies and procedures for details.	Legal and Compliance Department
2. Award contract to the selected supplier and issue notice to proceed with the purchase of goods/services.  Assess if preparation of separate PO is needed for processing of purchase. If an approved contract is sufficient, refer to <i>Receiving of Goods/Services</i> for details.	BAC
3. Prepare PO indicating the following details: a. Description of purchase b. Quantity c. Unit price and total amount billable d. Terms and conditions of purchase	Administrative Assistant
4. Review PO as to the completeness and validity of purchase details. If needing revisions, send back to Administrative Assistant for editing. Once PO is assessed to be valid and acceptable, approve and sign the PO.	HR & Administration Head
5. Review PO as to the completeness and validity of purchase details. If needing revisions, send back to Administrative Assistant for editing. Once PO is assessed to be valid and acceptable, approve and sign the PO.	Chief Financial Officer
6. Send a copy of the approved PO to the selected vendor. Transmittal of PO may be done through electronic mail or fax. Refer to <i>Receiving of Goods/Services</i> for details of succeeding transactions.	Administrative Assistant



### **CONTROL FEATURES**

1. All purchases are covered by an approved Purchase Order and/or signed contract.
2. Processing of PO requires review and approval of HR & Administration Head and Chief Financial Officer.

### **RELATED DOCUMENTS**

1. Notice to Proceed
2. Purchase Order (PO)

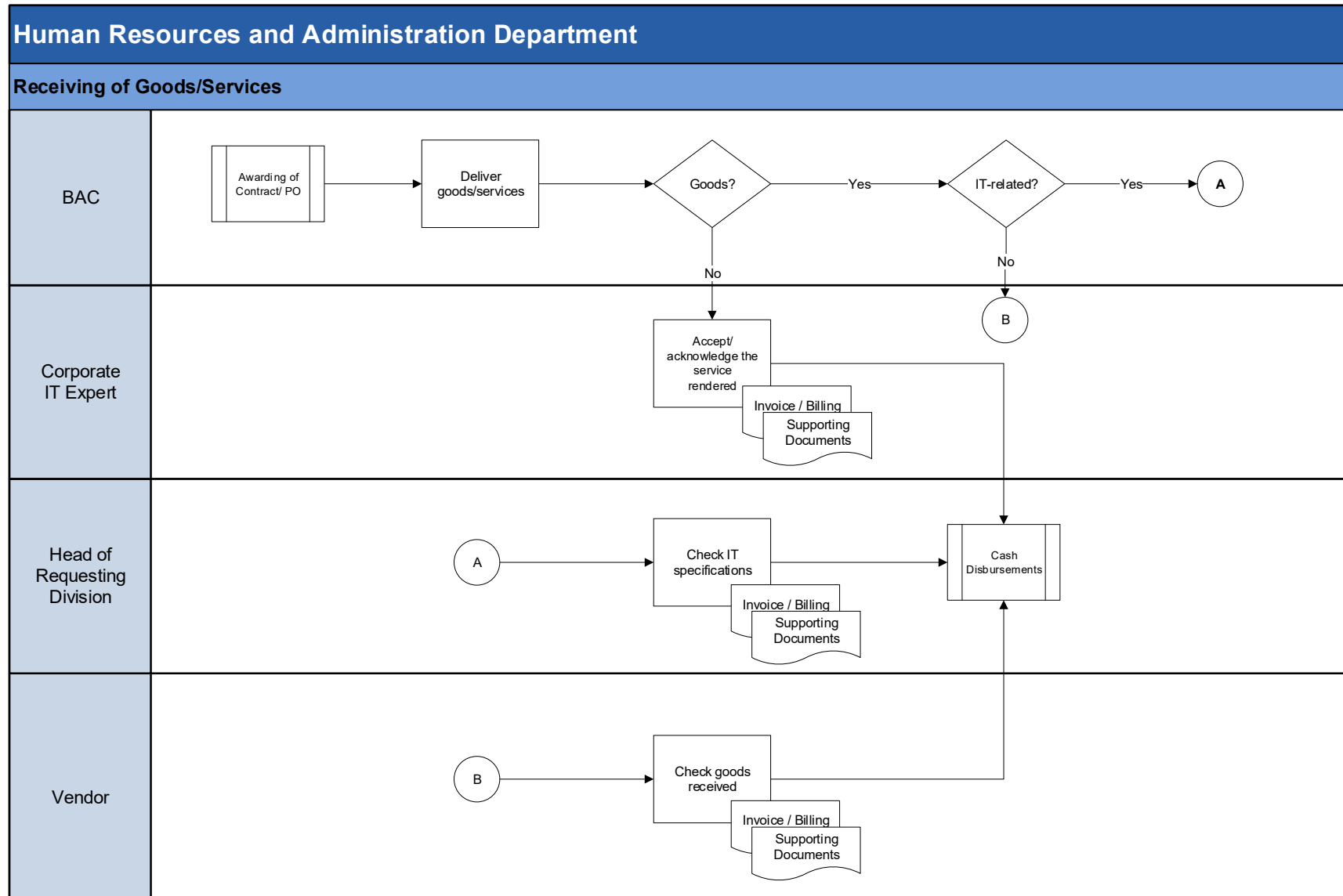


Figure \_-.1 Receiving of Goods/Services Process Map



Receiving of Goods/Services	
Process Narratives	Responsible Person/s
1. Deliver goods/services in accordance with the PO.	Selected Vendor
2. If the purchase involves IT-related goods, check specifications of the goods received and match details with the PO and receiving documents such as Delivery Receipt (DR). Submit documents to Accounting and Financial Control Department and refer to <i>Cash Disbursement</i> policies and procedures for details.	Corporate IT Expert (FMIC)
3. If the purchase involves non-technical goods, check quality and quantity of goods received match details with the PO and receiving documents such as DR. Submit documents to Accounting and Financial Control Department and refer to <i>Cash Disbursement</i> policies and procedures for details.	Administrative Assistant/Representative from Requesting Department
4. If purchase involves delivery of services, acknowledge the services rendered by the selected supplier or third-party service provider. Obtain supporting documents such as Certificate of Completion and submit to Accounting and Financial Control Department. Refer to <i>Cash Disbursement</i> policies and procedures for details.  In case when return of purchases is needed, coordinate with the HR and Administration Department	Head of Requesting Department

### CONTROL FEATURES

1. Acceptance of purchases involves verification of PO, Invoice, and other supporting documents.
2. Purchase Requisition Form, Purchase Order, and Invoice are compiled as evidence to the existence of the transaction.

### RELATED DOCUMENTS

1. Invoice/Billing from Supplier
2. Supporting Documents (e.g., Delivery Receipt, Certificate of Completion)



## 8.2 Warehousing

### 8.2.1 Overview

GT Capital Holdings, Inc. has an off-site records storage and information management facility that would safe keep its documents, records, media items (i.e. hard-drive, CDs, etc.), and file holders in a secured environment that can be easily accessed when needed and managed by a reputable service provider. The Human Resources and Administrative Department, thru the Human Resource and Administration Assistant (Administrative Assistant), is responsible in the transfer and retrieval of documents, records, media items, and file holders.

The objective of this section is to guide the employees on the Company's policies and procedures in archiving documents, processing document retrieval, and managing document destruction in accordance to the requirements as specified by existing law, implementing rules and regulations.

### 8.2.2 Definition of Terms

1. Storage Records Facility

The facility in which the documents and records of GT Capital, Inc. is placed for safekeeping.

2. Service Provider

Third party vendor that provides storage facilities for the safekeeping of the company's documents and records.

3. Security Management

It specifies the requirements of establishing, implementing, monitoring and improving information securities. It includes, but not limited to, physical securities, standard operating procedures, visitors, and information and technology (IT) securities.

4. Ocular Inspection

The process of visiting the actual storage facilities to determine whether the security management is properly observed.

5. Fortuitous event

An event which could not be foreseen but which, if foreseen, could have been avoided



6. Force majeure

An event which, even if it had been foreseen, would have been inevitable

7. Document Transfer

The process of archiving the company's documents and records in the service provider's site.

8. Documents Retrieval

The process of requesting the physical copy of the documents and records from the service provider's site.

9. Documents Destruction

The process of destroying documents and records in a manner to ensure that it cannot practicably be read, reconstructed, or recovered.

### 8.2.3 Policies

#### 8.2.3.1 Storage Records Facility Selection

8.2.3.1.1 A committee, composed of a representative from each of the six (6) departments, shall be formed to select and evaluate the Storage Records Facility.

8.2.3.1.2 Quotations shall be obtained from at least three (3) potential service providers.



- 8.2.3.2 The proposal submitted by the service providers shall contain the following:
- Company Background including its Facilities
  - Security Management
  - Storage Facilities
  - Inventory System
  - Financial Statement for at least two consecutive year
  - Price Quotation
  - Certification, if any
  - The committee may require other documents necessary for the selection of service provider.
- 8.2.3.3 The committee shall draft a comparative summary of the quotations submitted by the potential service providers. The comparative summary must include the documents submitted by each potential service providers referred to by the committee in conducting the review and evaluation.
- 8.2.3.4 The team shall be guided by the same business etiquette in contracting suppliers. *Please refer to 8.1.3.2 PROCUREMENT ETHICS*
- 8.2.3.5 All committee members must conduct an ocular inspection of the actual site as part of the evaluation of the potential service provider. The following criteria shall be used in evaluating and selecting the winning service provider:
- Site Security (40%)
- The safekeeping of documents is the most important criteria for the selection of vendor. The warehouse must be fully guarded and the environment must be well secured. Specifically, the committee shall measure the site security by considering the following:
- Located in an area not prone to flooding
  - The vicinity is least likely to be subjected to theft and other acts of man
  - The site's entrance and exit gates must be guarded at all times





- d. There must be body frisking and bag inspection prior to entrance and exit of the vicinity
- e. Only authorized personnel is allowed to access the storage facility and a proper approval for visitor must be in place in case of site visits.
  - i. Visitors must at least be accompanied by an authorized personnel
  - ii. There must be a security surveillance system internal and external of the storage facility
- f. The vendor must at least have an International Organization for Standardization (ISO) certification or Certified Quality Management System. The destruction of documents must be at least crisscrossed, any other mode of destruction higher quality and assurance is acceptable.

Accessibility (30%)

The travel time from the GT Capital Holdings, Inc.'s office to the storage facility and vice-versa shall be considered in selecting a vendor for an easy access and retrieval of documents. The travel time shall be from a minimum of 15 minutes and to a maximum of 90 minutes. The travel time should include traffic congestions.

a. Cost (15%)

The cost shall be within the reasonable amount approved by the Human Resources and Administration Department Head and the President.

b. Stability of Company (15%)

The vendor shall be financially stable for at least two (2) years from the date of review.

- 8.2.3.6 The committee shall recommend the potential service provider that best fit the criteria set above based on the comprehensive summary drafted from the results of the submitted quotations. The recommendation shall be subject to the approval of the Human Resource and Administration Department Head and the President.



- 8.2.3.7 The contract shall be forwarded to the company's Legal and Compliance Department for review. The contract shall be signed by the authorized signatories in accordance to the established approval matrix. *Refer to Contract Management policies and procedures for details.*
- 8.2.3.8 The contract with the service provider shall be renewed every two (2) years. Decision to renew the contract shall be based on the service provider evaluation result.
- 8.2.3.9 The minimum criteria in evaluating the service provider shall be the following:
- a. Customer Satisfaction
  - b. Service Satisfaction
  - c. Condition of the documents during site visit
  - d. Service Provider's Response Time
- 8.2.3.10 At the end of the two (2) year contract period, an evaluation shall be performed on the service provider's performance for the period. A written notice shall be given by the Administrative Assistant at least ninety (90) days prior to the termination of contract should the service provider fails the committee's evaluation.
- 8.2.3.11 HRAD shall ensure that within the ninety (90) days grace period, the following activities are performed:
- a. Selection of new service provider
  - b. Retrieval of all boxes/documents from the "old" service provider
  - c. Transfer of all boxes/documents to the "new" service provider

## 8.2.4 Documents Classification

- 8.2.4.1 The documents shall be classified by the following format:
- a. Year of the documents/records (i.e. 2016, 2017, 2018, etc.) or
  - b. By range of years of the documents/records (i.e. 2016-2017, 2017-2018)



8.2.4.2 Documents not allowed to be transferred for off-site storage:

- a. Memorandum and Article of Incorporation
- b. Board and General Meeting Minutes
- c. Property Title Deeds
- d. Share Certificates
- e. Patents
- f. Company Licenses
- g. Company Manuals
- h. Organizational Charts
- i. Subpeona and other Legal Documents issued by any court relating to suits.

**8.2.5 Retention Policy**

- 8.2.5.1 The company shall retain their documents in the service provider's premises not more than six (6) years for non-financial documents/records and not more than 10 years for financial and legal documents and/or records.
- 8.2.5.2 The department may retain documents longer than the prescribed period, provided that it is properly approved by the immediate supervisor.
- 8.2.5.3 The Administrative Assistant shall not accept a longer retention period without the proper approval of the immediate supervisor.

**8.2.6 Documents Transfer**

- 8.2.6.1 The requesting employee shall be responsible in classifying and monitoring documents for transfer. Boxes must be catalogued in accordance to *Document Classification 1.3.2.1*.
- 8.2.6.2 An annual clean up shall be observed by each department for the transfer of documents for storage. The annual clean up shall take place every month of January after the closing of the business year.



- 8.2.6.3 Departments may request for document transfer other than the annual clean up should the department storage be full prior to the scheduled documents transfer.
- 8.2.6.4 Only the Administrative Assistant shall be authorized to request and to receive the bar codes and boxes from the service provider thru e-mail. Only the approved requests for document transfer sent thru e-mail shall be processed by the Administrative Assistant.
- 8.2.6.5 In the absence of the Administrative Assistant, the Accounting Officer or Paralegal (in order of priority), as secondary signatories in the contract, shall request and receive bar codes and boxes.
- 8.2.6.6 The Administrative Assistant shall sign the Delivery WorkOrder, necessary for the acknowledgment of the request completion and must obtain a copy of the E-Service Request Form signed by the service provider's representative to acknowledge the receipt of the service request.
- 8.2.6.7 Warehousing-related requests shall be processed within the time period specified below:

No. of Boxes	Request Time	Processing Time
10 or less*	Not applicable	Within the day
11 to 30	Before 8:00AM	1 to 2 Business Days
11 to 30	After 8:00AM	2 to 3 Business Days
Above 30	Before 8:00AM	2 to 3 Business Days
Above 30	After 8:00AM	3 to 4 Business Days

*\*This are considered as special request by the requesting employee.*

- 8.2.6.8 In cases of force majeure and/or fortuitous event affecting the regular business activities, the processing and pick-up period of documents for transfer shall take a longer period.
- 8.2.6.9 The Administrative Assistant shall inform the requesting employee of the arrival of the bar codes and boxes. The requesting employee or a representative from the department (in case of absence) must acknowledge the receipt of bar codes and boxes from the Administrative Assistant. Signatures of the Administrative Assistant and requesting employee or representative shall be affixed on the Log Sheet maintained by the Administrative Assistant. The Log Sheet shall specify the number of bar codes, including its serial numbers, and number of boxes received by the requesting employee.



8.2.6.10 The requesting employee shall be responsible for the storage and segregation of all documents and/or files and placement of bar codes on the corresponding boxes. The E-Service Request Form (Initial Migration) shall be accomplished by the requesting employee, reviewed by the immediate supervisor and must indicate the following:

a. Chronological Number

To track the number of boxes transferred for storage for a specific request form.

b. Barcode Identification

Indicate the barcode number in the sticker provided by the vendor.

c. Account Level Code

Account of GT Capital Holdings as designated by the service provider. To be filled-up by the Administrative Assistant.

d. Destruction Date

Must be in accordance with the Retention Policy 1.3.3

e. Boxes, Media Items, and/or Filefolder

Check the box which is appropriate for the request (i.e. Boxes if documents are properly filed in a box; Media Items if it refers to hard-drive, CDs, and other similar items that should be stored with proper room temperature to avoid its destruction; File folder for documents that could not be stored in a box).

f. Department

The requesting department in which the requesting employee belongs.

g. Box Type

Depends on the size of the box: Box A for short bond to A4; Box B – for legal bond paper and above.

h. Description 1

Primary description of the documents for storage and safekeeping in accordance to *Documents Classification 1.3.2.1*



i. Description 2

Secondary description of the documents for storage and safekeeping.

j. Location

To be filled up by the Service Provider.

8.2.6.11 The primary authorized signatory of the E-Service Request Form shall be the Human Resources and Administration Department Head. In case of absence, the secondary authorized signatories shall be any of the following (in order of priority):

- a. Administrative Assistant,
- b. Accounting Officer, or
- c. Paralegal

8.2.6.12 The secondary authorized signatories shall inform the HRAD Head of the documents transferred by sending the E-Service Request Form thru email.

8.2.6.13 It shall be the immediate supervisors' responsibility to ensure that restricted documents are not included in any transfers made from the Company's office to the service provider's storage facility prior to its approval.

8.2.6.14 Document transfer requests shall not be processed without a properly accomplished and appropriately approved E-Service Request Form. The processing period of documents for pick-up shall follow the same processing period as the process of requesting for bar codes and boxes, please refer to *1.3.4.7 Documents Transfer*.

8.2.6.15 The boxes for transfer shall be inspected by the service provider and shall be in the presence of the Administrative Assistant, in case of absence, in the presence of the Legal Officer or Finance Officer as specified in the contract. All boxes for transfer must be properly sealed by the requesting employee. The Administrative Assistant shall seal and sign on the boxes prior to release.



- 8.2.6.16 The Administrative Assistant shall sign the Delivery WorkOrder, necessary for the acknowledgment of the request completion and must obtain a copy of the E-Service Request Form signed by the service provider's representative to acknowledge the receipt service requested.
- 8.2.6.17 The Administrative Assistant shall obtain a copy of the Gate Pass – For items to be pulled out of GT Tower International, which shall contain the following:
- a. Requesting Party – GT Capital Holdings, Inc.
  - b. Floor – The level of the reception for pick-up
  - c. Name of the authorized bearer – Name of the vendor representative for pick-up
  - d. Description – Files, media items, and/or filefolders, including the number of boxes pulled out.
- 8.2.6.18 The authorized personnel shall sign the Gate Pass and must be properly approved by the Building Management.
- 8.2.6.19 The requesting employee shall inform the Administrative Assistant via e-mail for any cancellation of boxes and bar code delivery and cancellation of boxes for pick-up, four (4) hours prior to the scheduled delivery/pick-up.
- 8.2.6.20 The requesting department shall be held liable for any penalty charged by the service provider due to failure in informing the Administrative Assistant of the transfer cancellation. The requesting employee shall submit a letter of explanation for failure to communicate cancellation within a reasonable time. Upon reasonable circumstances as determined by the Executive Committee, the requesting employee shall not be charged.

## 8.2.7 Documents Retrieval

- 8.2.7.1 Requests for document retrieval shall be made only by the department which owns the documents transferred for storage.
- 8.2.7.2 Document retrieval requests shall be approved by the immediate supervisor of the requesting employee.



- 8.2.7.3 The requesting employee shall accomplish an E-Service Request Form (Handling). The E-Service Request Form must contain the following details:
- a. Account Code
  - b. Account Name
  - c. Transaction
  - d. Quantity
  - e. Item Code – Packaging type
  - f. Transaction/Work Order Code – RT (Pick-up of box for return), PR (Permanent Retrieval)
  - g. Bar Code
  - h. Location
- 8.2.7.4 The immediate supervisor of the requestor shall be responsible in ensuring that the request for retrieval is valid and appropriate.
- 8.2.7.5 The Administrative Assistant shall process the E-Service Request Form only if the request complies with the following conditions:
- a. The requesting employee is from the same department which owns the document
  - b. The request for retrieval is properly approved by the immediate supervisor of the requesting employee.
- 8.2.7.6 The Administrative Assistant shall allow the retrieval request of Legal and Compliance Department for documents necessary before or pending a legal action or suit. Provided that a secondary approval of the document owner's Department Head has been obtained.
- 8.2.7.7 Only the Administrative Assistant shall be authorized to request the retrieval of records from the service provider. In case of absence, the Accounting Officer or Paralegal (in order of priority), shall request the retrieval. The delivery period of the requested boxes is the same as in the process of requesting for bar codes and boxes, *please refer to 1.3.4.7 Documents Transfer*





- 8.2.7.8 Only the Administrative Assistant shall be authorized to receive the requested box/es. The Administrative Assistant shall inspect the condition of boxes for any tampering. In case of absence, the Accounting Officer or Paralegal (in order of priority) shall receive the requested box/es.
- 8.2.7.9 The service provider representative and Administrative Assistant must sign on the Transaction Receipt to acknowledge receipt of box/es in good condition. The Administrative Assistant shall obtain a signed copy of the E-Service Request Form.
- 8.2.7.10 The Administrative Assistant shall inform the requesting employee of the receipt of documents/boxes retrieved from the service provider. The requesting employee shall acknowledge receipt of the retrieved box/es by signing the Log Sheet maintained by the Administrative Assistant.

## **8.2.8 Documents Destruction**

- 8.2.8.1 Upon the arrival of the destruction date specified in the E-Request Form during documents transfer, the Administrative Assistant shall confirm destruction with the requesting department.
- 8.2.8.2 The destruction of documents/boxes shall be conducted in the service provider's premise with the presence of at least one (1) representative from the department owner of the boxes and the Administrative Assistant. The Administrative Assistant must obtain the approval of HRAD Head for prior for the Facility Visit Request to the service provider.
- 8.2.8.3 The Administrative Assistant shall be responsible in verifying that the documents/boxes for destruction are correct based on the approved request and ensure the confidentiality of destruction, including the inspection of the shredder (i.e. crisscross) to be used.
- 8.2.8.4 The HRAD shall keep the Certification of Destruction issued by the service provider upon completion of the destruction process. A copy of the Certification of Destruction shall be provided to the department owner for their own monitoring.
- 8.2.8.5 The Administrative Assistant and service provider representative shall affixed their signature in the Transaction Receipt and E-Service Request upon completion of the request destruction.



- 8.2.8.6 The requesting department shall be liable for any charges of the vendor with respect to the on-site disposal activities with the vendor, except upon reasonable circumstances, written by the representative of the requesting department, upon approval of the Management Inventory and Storage Activities

## 8.2.9 Inventory Monitoring

- 8.2.9.1 The Administrative Assistant shall maintain its own record monitoring of all documents transmitted for storage. Any loss of documents shall be the responsibility of Requesting Department. The records monitoring filing folder/envelop shall contain, at the minimum, the following information:
- a. Approved E-Request Service Form (Initial Migration, Handling and Destruction)
  - b. Printed electronic approval of the request.
  - c. Other supporting documents in relation to the transfer of documents.
  - d. Destruction Certification
  - e. Documented documents of the personnel who witnesses the proper disposal/destruction of document.
- 8.2.9.2 In case of lost documents, the Categories of Offenses and Disciplinary Actions – Category E shall apply.
- 8.2.9.3 On an annual basis the Accounting Officer and Paralegal shall consolidate the list of documents/records and destruction of documents/records from their respective departments to be collated by the Administrative Assistant.
- 8.2.9.4 On an annual basis, the Administrative Assistant shall request a Monthly Inventory Report from the service provider. A year-end reconciliation of list of documents from the Account Officer and Paralegal and Administrative Assistant monitoring against the Monthly Inventory Report of the service provider. In case of discrepancy, the monitoring file maintained by the Administrative Assistant shall prevail.
- 8.2.9.5 The Administrative Assistant must conduct a regular visit of the storage facility once a year, every month of December, to ensure that the documents are complete and no alteration has taken place.



- 8.2.9.6 The storage facility audit may be conducted by a third-party service provider provided that the conditions below are properly followed:
- a. The Administrative Assistant shall list the names of the third service provider to conduct the storage facility audit and obtain the proper approval of the HRAD Head.
  - b. The third-party service provider must be accompanied by at least one (1) authorized representative during the conduct of their audit.
- 8.2.9.7 The Administrative Assistant shall be responsible in scheduling of culling and re-boxing of existing box/es with the service provider for boxes over ten (10) years.
- 8.2.9.8 The culling and re-boxing of the boxes shall be done at the premise of the service provider in the presence of the Administrative Assistant. In case of absence, the Accounting Officer or Paralegal, in order of priority.
- 8.2.9.9 The Administrative Assistant shall obtain the HRAD Head approval for the request of visit to the service provider for the purpose of culling and re-boxing



## 9. Sexual Harassment

As part of its employee and workplace management responsibilities, the HRAD is in charge of promoting a secure working environment for each employee. It includes setting-up and implementing the provisions for the anti-sexual harassment policy of the Company.

### 9.1 Overview

Creating a safe and comfortable working environment for the employees is essential in maintaining the morale of each employee which contributes to better work satisfaction and performance. Sexual harassment is one of the most controversial and, sometimes, undetected issue that may affect the Company. To address this, a detailed and specific policy on anti-sexual harassment is implemented.

This section involves the identification, reporting, investigation and implementation of disciplinary actions pertaining to sexual harassment cases.

### 9.2 Definition of Terms

#### 1. Sexual Harassment

One or a series of incidents involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature, made directly, indirectly and impliedly.

#### 2. Employment-related Sexual Harassment

Sexual harassment by a member or employee which occurs:

- a. In the working place
- b. Anywhere else as a result of employment responsibilities or employment relationship

#### 3. Republic Act No. 7877

Otherwise known as the Anti-Sexual Harassment Act of 1995. The law that declares sexual harassment in workplace as unlawful and is punishable under the laws of the Philippines.



### 9.3 Policies

1. The following shall constitute act of sexual harassment:
  - a. Such conduct that might reasonably be expected to cause insecurity, discomfort, offense or humiliation to another person or group
  - b. Submission to such conduct is made either implicitly or explicitly a condition of employment, or any opportunity for training or grant of scholarship
  - c. Submission to or rejection of such conduct is used as a basis for any employment decision (e.g., promotion, raise in salary, job security, any benefits affecting the employee)
  - d. Such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment

This shall include any person who induces another person to commit any act of sexual harassment or who cooperates in the commission of another person without which it would not have been committed.

2. The Human Resources and Administration Head shall be responsible for preventing the commission of sexual harassment in the Company and the drafting of policies and procedures for the resolution, settlement or prosecution of sexual harassment acts. Specifically, the HRAD Head shall be responsible for the following:
  - a. Information dissemination about the Sexual Harassment Policy of the Company including employees rights and responsibilities and the existence of procedures available under this policy
  - b. Investigation of formal written complaint of sexual harassment and imposition of strict disciplinary measures when a complaint of employment related sexual harassment is found to have been substantiated, regardless of the position and status of the offender
  - c. Providing advice, support and assistance to employees of the agency and applicants who are subject to sexual harassment, whether one or both parties involved are employed within the same Company
  - d. Appointment of advisors, and provision of training and resources for them to fulfil their responsibilities
  - e. Designation of an officer who will be responsible for the investigation and hearing of complaints on sexual harassment
  - f. Strict maintenance of confidentiality in all stages of the proceedings to protect the interests of complainant, the person complained against and any other person who may report cases of sexual harassment
  - g. Maintenance of records as required by this policy



3. The HRAD Head shall refer on the following as forms of sexual harassment:
  - a. Physical contact or malicious touching
  - b. Overt sexual advances
  - c. Unwelcome, improper or any unnecessary gesture of a sexual nature
  - d. Verbal, such as requests or demands for sexual favors or lurid remarks
  - e. Use of objects, pictures, letters or written notes with bold persuasive sexual under-pinnings and which create a hostile, offensive or intimidating work or training environment which is annoying or disgusting to the victim
4. Sexual harassment instances shall be reported directly to the HRAD Head through a formal written complaint. As much as possible, the HRAD shall ensure the confidentiality of all the parties involved (i.e., complainant, witnesses and harasser).
5. Upon receipt of complaint, the HRAD shall immediately commence the investigation of the incident.
6. Any person proven guilty of sexual harassment shall be liable in accordance to the Company's policies and the provisions of the Republic Act No. 7877.
7. For disciplinary action, refer to the *Code of Discipline* under the *Disciplinary Actions* section.



## 10 Drug-Free Workplace

As a part of its commitment to safeguard the health of its employees, to provide a safe place for its employees to work and to promote a drug-free community, the Company has established this policy on the use or abuse of alcohol and drugs by its employees.

### 10.1 Overview

This policy is in compliance with Article V of Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, and its Implementing Rules and Regulations and DOLE Department Order No. 53-03, series of 2003 (Guidelines for the Implementation of a Drug-Free Workplace Policies and Programs for the Private Sector), the Company hereby adopts policies and programs to achieve a drug-free workplace.

### 10.2 Definition of Terms

#### 1. Dangerous Drugs

These include drugs listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex of R.A. 9165.

#### 2. Prohibits the following:

- a. The use, possession, solicitation for, or sale of dangerous drugs on company premises or while performing an assignment.
- b. Being impaired or under the influence of dangerous drugs away from the company, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- c. Possession, use, solicitation for, or sale of dangerous drugs away from the company premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- d. The presence of any detectable amount of dangerous drugs in the employee's system while at work, while on the premises of the company, or while on company business.



## 10.3 Policies

### 1. Mandatory Drug Test

- a. To ensure that only those qualified shall be screened and recruited to prevent the detrimental effects (*e.g. lower productivity; poor decision making; increased accidents; more compensation claims; and reduced team effort*) which drug use and abuse may cause in the workplace, the conduct of mandatory drug test shall be required for pre-employment.
- b. The Company designates a duly accredited drug testing center by the Department of Health (DOH), as its authorized drug testing laboratory.
- c. The Company may also conduct drug testing under any of the following circumstances:
  - i. Random Testing: Officer/employees may be selected at random for drug testing at any interval determined by the Company.
  - ii. For-Cause Testing: The company may ask an officer/employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs, including, but not limited to, the following circumstances: evidence of drugs on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
  - iii. Post-Accident Testing: Any officer/employee involved in a "Near-Miss" incident or "Work Accident" under circumstances that suggest possible use or influence of drugs may be asked to submit to a drug test. As defined herein, "Near-Miss" means an incident arising from or in the course of work which could have led to injuries or fatalities of the workers and/or considerable damage to the employer had it not been curtailed. "Work Accident" refers to unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof of which arises out of and in the course of employment.
- d. All drug tests shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Where the confirmatory test turns positive, the company's Assessment Team shall evaluate the results and determine the level of care and administrative interventions that can be extended to the concerned employee.





- i. The Company shall inform the officer/employee who was subjected to a drug test of the test-results whether positive or negative.
- ii. All costs of drug testing shall be borne by the Company.

## 2. Treatment, Rehabilitation, and Referral

- a. An officer/employee who, for the first time, is found positive of drug use, shall be referred for treatment and/or rehabilitation in a DOH accredited center. For this purpose, the Company shall provide a list of at least three (3) accredited facilities which an employee who was tested positive for drugs may choose from.
- b. Following rehabilitation, the company's Assessment Team, in consultation with the head of the rehabilitation center, shall evaluate the status of the drug dependent employee and recommend to the employer the resumption of the employee's job if he/she poses no serious danger to his/her co-employees and/or the workplace.
- c. All costs for the treatment and rehabilitation of the drug dependent employee shall be charged to his account. The period during which the employee is under treatment or rehabilitation shall be considered as authorized leaves.
- d. Repeated drug use even after ample opportunity for treatment and rehabilitation shall be dealt with the corresponding penalties under R.A. 9165 and is a ground for dismissal.

## 3. Advocacy, Education and Training

- a. The Company undertakes to increase the awareness and education of its officers and employees on the adverse effects of dangerous drugs through continuous advocacy, education and training programs/activities to all its officers and employees.
- b. All officers and employees are required to undergo an orientation/education program before assumption of their respective duties. The program shall include the following topics:
  - i. Salient features of R.A. 9165;
  - ii. Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community;
  - iii. Preventive measures against drug abuse; and
  - iv. Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.



- c. To encourage all officers and employees to lead a healthy lifestyle while at work and at home, the Company undertakes to conduct the following activities as often as possible:
  - i. Lifestyle assessment programs on health nutrition, weight management, stress management, alcohol abuse, smoking cessation, and other indicators of risk diseases;
  - ii. Health wellness screenings (*e.g. blood pressure and heart rate, cholesterol test, blood glucose, etc.*);
  - iii. Sports, recreational and fun-game activities; and
  - iv. Other activities promoting health and wellness.

#### 4. Roles, Rights and Responsibilities of Employer and Employees

- a. The Company shall ensure that the workplace policies and programs on the prevention and control of dangerous drugs, including drug testing, shall be disseminated to all officers and employees. The employer shall obtain a written acknowledgement from the employees that the policy has been read and understood by them.
- b. The Company shall maintain the confidentiality of all information relating to drug tests or to the identification of drug users in the workplace; exceptions may be made only where required by law, in case of overriding public health and safety concerns; or where such exceptions have been authorized in writing by the person concerned.
- c. All officers and employees shall enjoy the right to due process, absence of which will render the referral procedure ineffective.

#### 5. Consequences of Policy Violations

- a. Any officer or employee who uses, possesses, distributes, sells or attempts to sell, tolerates, or transfers dangerous drugs or otherwise commits other unlawful acts as defined under Article II of RA 9165 and its Implementing Rules and Regulations shall be subject to the pertinent provisions of the said Act.
- b. Any officer or employee found positive for use of dangerous drugs shall be dealt with administratively in accordance with the provisions of Article 282 of Book VI of the Labor Code and under RA 9165.



## 6. Monitoring and Evaluation

The implementation of these policies and programs shall be monitored and evaluated periodically by management to ensure a drug-free workplace. For this purpose, an Assessment Team shall be constituted in accordance with D.O. 53-03.



## 11. Workplace Policy and Program on Hepatitis B

As part of its employees and workplace management responsibilities, the Company is implementing the Department of Labor and Employment (DOLE) policy and program on Hepatitis B to prevent the spread of Hepatitis B virus (HBV) in the workplace without discriminating against infected workers.

### 11.1 Overview

The company promotes and ensures a healthy environment through its various health programs to safeguard its employees. And as part of the company's compliance to DOLE Department Advisory No. 05, Series of 2010 (Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B), this Program has been developed. This program is aimed to address the stigma attached to hepatitis B patient and to ensure that the employees' right against discrimination and confidentiality is maintained.

The following guidelines are formulated for everybody's information and reference for the diagnosis, treatment, and prevention of Hepatitis B. This will inform the employees of their role as well as the company in dealing with Hepatitis B. A healthy environment encompasses a good working relationship and great output for continuous business growth.

### 11.2 Definition of Terms

#### 1. Health and Safety Committee

The Health and Safety Committee is the planning and policymaking group in all matters pertaining to safety and health. The principal duties of the Health and Safety Committee are:

- a. Plans and develops accident prevention programs for the establishment.
- b. Directs the accident prevention efforts of the establishment in accordance with the safety programs, safety performance, and government regulations in order to prevent accidents from occurring in the workplace.
- c. Conducts safety meetings at least once a month.
- d. Reviews reports of inspection, accident investigations and implementation of program.
- e. Submits reports to the manager on its meetings and activities.
- f. Provides necessary assistance to government inspecting authorities in the proper conduct of their activities such as the enforcement of the provisions of this Standard.
- g. Initiates and supervises safety training for employees.

#### 2. Education

- a. Coverage. All employees regardless of employment status may avail of Hepatitis B education services for free;



- b. Hepatitis B shall be conducted through distribution and posting of IEC materials and counselling and/ or lectures; and
- c. Hepatitis B education shall be spearheaded by the Chairman of the Health and Safety Committee or Medical Clinic in close coordination with the Health and Safety Committee.

### **11.3 Policies**

#### **1. Preventive Strategies**

- i. All employees are encouraged to be immunized against Hepatitis B after securing clearance from their physician.
- ii. Workplace sanitation and proper waste management and disposal shall be monitored by the health and safety committee on a regular basis.
- iii. Personal protective equipment shall be made available at all times for all employees; and
- iv. Employees will be given training and information on adherence to standards or universal precautions in the workplace.

#### **2. Non-discriminatory Policy and Practices**

- i. There shall be no discrimination of any form against employees on the basis of their Hepatitis B status consistent with the international agreements on non-discrimination ratified by the Philippines (ILO C111). Employees shall not be discriminated against, from pre to post employment, including hiring, promotion, or assignment because of their hepatitis B status.
- ii. Workplace management of sick employees shall not differ from that of any other illness. Persons with Hepatitis B related illnesses may work for as long as they are medically fit to work.

#### **3. Confidentiality**

- i. Job applicants and employees shall not be compelled to disclose their Hepatitis B status and other related medical information.
- ii. Co-employees shall not be obliged to reveal any personal information about their fellow employees. Access to personal data relating to employee's Hepatitis B status shall be bound by the rules on confidentiality and shall be strictly limited to medical personnel or if legally required.



4. Work-Accommodation and Arrangement

- i. The company shall take measures to reasonably accommodate employees who are Hepatitis B positive or with Hepatitis B - related illnesses.
- ii. Through agreements made between management and employees' representative, measures to support employees with Hepatitis B are encouraged to work through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

5. Screening, Diagnosis, Treatment and Referral to Health Care Services

- i. The company shall establish a referral system and provide access to diagnostic and treatment services for its employees for appropriate medical evaluation/monitoring and management.
- ii. Adherence to the guidelines for healthcare providers on the evaluation of Hepatitis B positive employees is highly encouraged.
- iii. Screening for Hepatitis B as a prerequisite to employment shall not be mandatory.

6. Compensation

The company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee contracted with Hepatitis B infection in the performance of his duty.

7. Roles and Responsibilities of Employers and Employees

1. Employer's Responsibilities

- i. Management, together with employees' organizations, company focal personnel for human resources, and safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on Hepatitis B.
- ii. The Health and Safety Committee shall ensure that their company policy and program is adequately funded and made known to all employees.
- iii. The Human Resources Department shall ensure that their policy and program adheres to existing legislations and guidelines, including provisions on leaves, benefits and insurance.
- iv. Management shall provide information, education and training on Hepatitis B for its workforce consistent with the standardized basic information package



Hepatitis B TWG (Technical Working Group – DOLE); if not available within the establishment, then provide access to information.

- v. The company shall ensure non-discriminatory practices in the workplace.
- vi. The management together with the company focal personnel for human resources and safety and health shall provide appropriate personal protective equipment to prevent Hepatitis B exposure, especially for employees exposed to potentially contaminated blood or body fluid.
- vii. The Health and Safety Committee, together with the employees' organizations shall jointly review the policy and program for effectiveness and continue to improve these by networking with government and organizations promoting Hepatitis B prevention.
- viii. The company shall ensure confidentiality of the health status of its employees, including those with Hepatitis B.
- ix. The human resources shall ensure that access to medical records is limited to authorized personnel.

#### 8. Employees Responsibilities

- i. The employees' organization is required to undertake an active role in educating and training their members on Hepatitis B prevention and control. The IEC program must also aim at promoting and practicing a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose employees to increased risk of Hepatitis B infection, consistent with the standardized basic information package developed by the Hepatitis B TWG.
- ii. Employees shall practice non-discriminatory acts against co-employees on the ground of Hepatitis B status.
- iii. Employees and their organizations shall not have access to personnel data relating to an employee's Hepatitis B status. The rules of confidentiality shall apply in carrying out union and organization functions.
- iv. Employees shall comply with the universal precaution and the preventive measures.
- v. Employees with Hepatitis B may inform the health care provider or the company physician on their Hepatitis B status, that is, if their work activities may increase the risk of Hepatitis B infection and transmission or put the Hepatitis B positive at risk for aggravation.



## 9. Implementing and Monitoring

Within the establishment, the implementation of the policy and program shall be monitored and evaluated periodically. The safety and health committee or its counterpart shall be tasked for this purpose.





## 12 Workplace Policy and Program on HIV

As part of its employees and workplace management responsibilities, the Company is implementing the Republic Act No. 8504 otherwise known as the Philippine AIDS Prevention and Control Act of 1998 which recognizes workplace-based programs as a potent tool in addressing HIV/AIDS as an international pandemic problem, this company policy is hereby issued for the information and guidance of the employees in the diagnosis, treatment and prevention of HIV/AIDS in the workplace.

This policy is also aimed at addressing the stigma attached to HIV/AIDS and ensures that the workers' right against discrimination and confidentiality is maintained.

### 12.1 Implementing Structure

The Company HIV/AIDS Program shall be managed by its Health and Safety Committee consists of representatives from the different divisions and departments.

### 12.2 Basic Information on HIV/AIDS

#### 1. What is HIV/AIDS?

It is a disease caused by a virus called HIV (Human Immunodeficiency Virus). This virus slowly weakens a person's ability to fight off other diseases by attaching itself to and destroying important cells that control and support the human immune system.

#### 2. How HIV/AIDS is transmitted?

- a. Unprotected sex with an HIV infected person;
- b. From an infected mother to her child ( during pregnancy, at birth through breast feeding);
- c. Intravenous drug use with contaminated needles;
- d. Transfusion with infected blood and blood products; and
- e. Unsafe, unprotected contact with infected blood and bleeding wounds of an infected person.

#### 3. Is there a cure?

No. However, there are antiretroviral drug combinations that are available when properly used, result in prolonged survival of people with HIV. Holistic care of people living with HIV-AIDS and comprehensive treatment of opportunistic infections also dramatically improve quality of life.



## 12.3 Coverage

This Program shall apply to all employees regardless of their employment status.

## 12.4 Guidelines - Preventive Strategies

### 1. Conduct of HIV-AIDS Education.-

#### a. Who will conduct?

An accredited medical clinic of the Company in coordination with the Health and Safety Committee shall conduct HIV-AIDS education to all employees for free. This shall also form part of the orientation of newly hired employees. The standardized information package developed by the Department of Labor and Employment (DOLE) may be used for this purpose.

#### b. How will it be conducted?

The HIV-AIDS education will be conducted through distribution and posting of materials, lectures, counselling and training and information on adherence to standard or universal precautions in the workplace

### 2. Screening, Diagnosis, Treatment and Referral to Health Care Services

#### a. Screening for HIV as a prerequisite to employment is not mandatory.

#### b. The company shall encourage positive health seeking behavior through Voluntary Counseling and Testing.

#### c. The company shall establish a referral system and provide access to diagnostic and treatment services for its workers. Referral to Social Hygiene Clinics of LGU for HIV screening shall be facilitated by the company's medical clinic staff.

#### d. The company shall likewise facilitate access to livelihood assistance for the affected employee and his/her families, being offered by other government agencies.



## 12.5 Social Policy

### 1. Non-discriminatory Policy and Practices

- a. Discrimination in any form from pre-employment to post-employment, including hiring, promotion or assignment, termination of employment based on the actual, perceived or suspected HIV status of an individual is prohibited.
- b. Workplace management of sick employees shall not differ from that of any other illnesses.
- c. Discriminatory act done by an officer or an employee against their co-officer or co-employee shall likewise be penalized.

### 2. Confidentiality/Non-Disclosure Policy

- a. Access to personal data relating to a worker's HIV status shall be bound by the rules of confidentiality consistent with provisions of R.A. 8504 and the ILO Code of Practice.
- b. Job applicants and workers shall not be compelled to disclose their HIV/AIDS status and other related medical information.
- c. Co-employees shall not be obliged to reveal any personal information relating to the HIV/AIDS status of fellow workers.

### 3. Work-Accommodation and Arrangement

- a. The company shall take measures to reasonably accommodate employees with AIDS related illnesses.
- b. Agreements made between the company and employee's representatives shall reflect measures that will support workers with HIV/AIDS through flexible leave arrangements, rescheduling of working time and arrangement for return to work.



## 12.6 Roles and Responsibilities of Employers and Employees

### 1. Employer's Responsibilities

- a. The Company, together with employees/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on HIV/AIDS.
- b. Provide information, education and training on HIV/AIDS for its workforce.
- c. Ensure non-discriminatory practices in the workplace and that the policy and program adheres to existing legislations and guidelines.
- d. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
- e. The Company, through its Human Resources Department, shall see to it that their company policy and program is adequately funded and made known to all employees.
- f. The Health and Safety Committee, together with employees/ labor organizations shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting HIV prevention.

### 2. Employees' Responsibilities

- a. The employee's organization shall undertake an active role in educating and training their members on HIV prevention and control. Promote and practice a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose workers to increased risk of HIV infection.
- b. Employees shall practice non-discriminatory acts against co-employees.
- c. Employees and their organization shall not have access to personnel data relating to a worker's HIV status.
- d. Employees shall comply with universal precaution and preventive measures.

## 12.7 Implementing and Monitoring

The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.



## 13 Workplace Policy and Program on Tuberculosis (TB) Prevention and Control

The Company recognizes that while 80% of Tuberculosis (TB) cases belong to the economically productive individuals, it is also treatable and its spread can be curtailed if proper control measures will be implemented. As such, this TB Policy and Program is hereby issued for the information and guidance of the employees.

### 13.1 Implementing Structure

The Company TB Prevention and Control Program shall be managed by its Health and Safety Committee consists of representatives from the different divisions and departments.

### 13.2 Purpose

To address the stigma attached to TB and to ensure that the worker's right against discrimination, brought by the disease, is protected.

To facilitate free access to anti-TB medicines of affected employees through referrals.

### 13.3 Coverage

This Program shall apply to all employees regardless of their employment status.

### 13.4 Guidelines – Preventive Strategies

1. Conduct of Tuberculosis (TB) Advocacy, Training and Education
  - a. TB education shall be conducted by the Company's accredited medical clinic in close coordination with the Health and Safety Committee, through distribution and posting of materials and counselling and/ or lectures.
  - b. Engineering measures such as improvement of ventilation, provision for adequate sanitary facilities and observance of standard for space requirement (avoidance of overcrowding) shall be implemented.
2. Screening, Diagnosis, Treatment and Referral to Health Care Services
  - a. The company shall establish a referral system and provide access to diagnostic and treatment services for its employees. The company shall make arrangements with the nearest Direct Observed Treatment (DOT) facility.
  - b. The company's adherence to the DOTS guidelines on the diagnosis and treatment is highly encouraged.
  - c.



### 13.5 Medical Management

1. The company shall adopt the DOTS strategy in the management of workers with tuberculosis. TB case finding, case holding and Reporting and Recording shall be in accordance with the Comprehensive Unified Policy (CUP) and the National Tuberculosis Control Program.
2. The company shall at the minimum refer employees and their family members with TB to private or public DOTS centers.

### 13.6 Social Policy

1. Non-discriminatory Policy and Practices
  - a. There shall be no discrimination of any form against employees from pre-to post-employment, including hiring, promotion, or assignment, on account of their TB status.
  - b. Workplace management of sick employees shall not differ from that of any other illness. Persons with TB-related illnesses should be able to work for as long as they are medically fit.
2. Work-Accommodation and Arrangement
  - a. Agreements made between the company and employee's representatives shall reflect measures that will support workers with TB through flexible leave arrangements, rescheduling of working time and arrangement for return to work.
  - b. The employee may be allowed to return to work with reasonable working arrangements as determined by the Company Health Care provider and/or the DOTS provider.

### 13.7 Compensation

The company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee who acquired TB infection in the performance of his/her duty.



### 13.8 Roles and Responsibilities of Employers and Employees

#### 1. Employer's Responsibilities

- a. The Employer, together with workers/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on TB.
- b. Provide information, education and training on TB prevention for its workforce.
- c. Ensure non-discriminatory practices in the workplace.
- d. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
- e. The Employer, through its Human Resources Department, shall see to it that their company policy and program is adequately funded and made known to all employees.
- f. The Health and Safety Committee, together with employees/ labor organizations shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting TB prevention.

#### 2. Employees' Responsibilities

- a. The employee's organization is required to undertake an active role in educating and training their members on TB prevention and control.
- b. Employees shall practice non-discriminatory acts against co-workers.
- c. Employees and their organization shall not have access to personnel data relating to a worker's TB status.
- d. Employees shall comply with universal precaution and the preventive measures.

### 13.9 Implementation and Monitoring

The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.



## 14. Sustainability Report

### 1. Employment

We maintain healthy relationships with our employees through hiring of highly qualified candidates, provision of acceptable compensation packages (benchmarked), ensuring a healthy working environment, and ensuring employee satisfaction through surveys. We commit to hire, retain, and develop talents.

Our Human Resources Committee reviews and proposes changes and improvements to the compensation and benefits package every year subject to the approval of the Executive Committee. As a result of this initiative, our Executive Committee has approved an increase in group life insurance coverage and improvement in the car plan package for senior officers. Regular employees are also granted life insurance, health care, disability and invalidity coverage, parental leave, and retirement provision.

The HRAD conducts continuous reviews on an annual basis and proposes changes as necessary. Improvements identified relate to the documentation of leaves and the acquisition of a timekeeping system to be able to incorporate the necessary adjustments in the management approach.

### 2. Labor/ Management Relations

Our Company is committed to ensure sufficient information dissemination through active employee engagement. This is done through one-on-one meetings or group discussions. As of this writing, our management is in the process of updating its manual specifically on the areas such as: update of job description and update of relevant Policies and Procedures Manual (PPM) for new functions.

### 3 Training and Education

Training presents a prime opportunity to expand the knowledge base of all employees, which will be beneficial not only to them, but to the company as well. We provide individual development plans (IDP) for our employees based on their competency assessments. IDP includes career and succession planning.





#### 4 Diversity and Equality

We value diversity across all ranks and aim to provide equal opportunity for all relevant stakeholders. We ensure that equal opportunity is provided to employees and no preference is given on the basis of gender, ethnicity, or race. Our company is now in the process of including a policy on diversity and equal opportunity in its manual. Through HRAD, Human Resources Committee, and other relevant department heads, we commit to provide our employees and applicants equal opportunity on the basis of competencies, and not on the basis of any discriminatory factor especially when it comes to diversity of governance bodies and employees, and salary and remuneration of women to men. So far, there are no complaints from employees and applicants arising from issues related to diversity and equal opportunity.

#### 5 Non-Discrimination

We aim to provide a safe and healthy working environment by ensuring that controls are in place to prevent and address incidents of discrimination through the provision of mechanisms to raise awareness on and to report incidents of discrimination. Acts of discrimination are covered by the Code of Discipline of our company. Through HRAD, Human Resources Committee, and other relevant department heads, we aim to provide our employees and management a working environment free of discrimination. So far, we have zero incident of discrimination and corrective actions taken. Our company also implements a whistleblowing policy for any complaints against its employees, officers, or directors. The CAE receives the messages from the whistleblower. A related investigation is performed based on the complexity of the issue (can be by the CAE, through a task force)

#### 6 Human Rights Assessment

We at GT Capital ensure that our component companies follow acceptable and sustainable business practices involving human rights issues. Our company complies with its human rights policies and procedures. Our company's human rights assessment primarily impacts the following stakeholder groups: the management, the principals, the shareholders, the regulators, and the employees. Committed to ensuring that no human rights incident happens in our operations, all deals in 2018 were assessed in relation to compliance with all applicable laws including those related to human rights practices

#### 7 Supplier Social Assessment

GT Capital ensures that there is an assessment of our activities in order to prevent and mitigate our negative social impacts in the supply chain. These include impacts of GT



Capital that are directly linked to our activities, products, or services. In 2018, none of our suppliers were identified to have significant negative social impacts. There were also no new suppliers contracted for the year.

## 8 Marketing and Labelling

GT Capital ensures stakeholders' access to accurate and adequate information about our company and its transactions. Through timely and accurate disclosures of material information, we aim to mitigate the negative effects of inadequate marketing. GT Capital is committed to respect the stockholders' right to information based on prescribed rules and regulations. Our company also aims to provide stockholders accurate and timely information during the annual stockholders' meeting and quarterly briefings, and to achieve non-violation of disclosure rules. We are proud to disclose that we have no incidents of non-compliance with regulations and/or voluntary codes concerning marketing communications as of 2018.

## 9 Customer Privacy

We at GT Capital process the personal data of our data subjects, including our stockholders in accordance to the Data Privacy Act of 2012 (DPA). Our company manages the impacts on data privacy through implementation of security measures for organizational, physical, and technical aspects.

## 10 Environmental Compliance and Socioeconomic Compliance

Acting in an environmentally and socially responsible way is our duty to our stakeholders. GT Capital believes that doing so can positively affect its bottom line and longterm success as a conglomerate. With these, environmental and social responsibility have been included as a covenant in our contracts. Our Legal and Compliance Department ensures that we adhere to laws and regulations while the Human Resources and Administration Department processes environmental-related government requirements such as sanitation certificates.

**ANNEX A: Employee Request Form**GT CAPITAL  
HOLDINGS INCORPORATED**EMPLOYEE REQUEST FORM**

Accomplish and submit to HR and Administration Department.

Job Title: \_\_\_\_\_  
 Department / Group: \_\_\_\_\_  
 Hiring Manager: \_\_\_\_\_  
 Nature of Appointment: ( ) Full-time ( ) Part-time  
 ( ) Contractual ( ) Others (Please specify \_\_\_\_\_)  
 \_\_\_\_\_ No. of months if Contractual/Project-Based/Fixed-Term  
 Projected Start Date: \_\_\_\_\_  
 Reason for Request:  
 ( ) Replacement of \_\_\_\_\_  
 ( ) Additional manpower  
 ( ) New position  
 Anticipated Annual Salary and Benefits Cost (to be filled out by HR): \_\_\_\_\_

**I. Major Job Results:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**II. Required Skills, Knowledge and Behavioral Characteristics:**

Description	Priority (High/Low)
_____	_____
_____	_____
_____	_____

**III. Related, Non-flexible Requirements:**

Description	Priority (High/Low)
_____	_____
_____	_____
_____	_____

**Notes/Remarks:**

\_\_\_\_\_  
 \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Hiring Manager)

Noted by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (HR & Administration Head)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (President)



## ANNEX B: Application Declared Information

APPLICATION DECLARED INFORMATION				Interviewer's Comments
NAME	First	Middle	Last	
Position Applying For:				
EDUCATIONAL ATTAINMENT	Degree	School/University	Years	
Elementary				
High School				
College				
Master's Degree				
Others				
WORK EXPERIENCE (start from most recent)	Rank and Position Title	Company	Years of Service	
1				
2				
3				
4				
5				



APPLICATION DECLARED INFORMATION				Interviewer's Comments
NAME	First	Middle	Last	
Career Objectives				
Reason for Interest in the Job				
Reason for Interest in the Company				
Highlights of Career Relevant to the Job Applied for				
Possible reasons why you would stay long at GT Capital				
Possible reasons why you will not stay long in GT Capital				
Expectations from GT Capital				
OTHER SKILLS AND LANGUAGES	Computer Software Familiar with	Languages	Others	
HOBBIES AND INTERESTS				
ADDRESS	No. and St.	Village/Baranggay	City	



APPLICATION DECLARED INFORMATION				Interviewer's Comments
NAME	First	Middle	Last	
CONTACT NUMBERS	Cellular Phone No.	E-mail	Landline	
PERSONAL STATUS	Civil Status	Birthdate	Birthplace	
	SSS #	PhilHealth #	Pag-IBIG #	
	TIN#	Tax Status (HF, M w/ # of dep)		
LEGAL DEPENDENTS (parents, spouse, children, siblings)	Name	Relationship	Birthdate	
1				
2				
3				
4				
5				
6				
7				
8				
9				



APPLICATION DECLARED INFORMATION				Interviewer's Comments
NAME	First	Middle	Last	
<b>WORK REFERENCES</b>	Name/Position	Company	Contact Number & Email Address	
1				
2				
3				
<b>Memberships/ Affiliations/ Engagements</b>	Organization	Position	Years	
Do you have relations in any company within the MBTC Group?	Check: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, who?	From what company in the MBTC Group?	
Obligations	Organization	Nature/Amount	Past Due?	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Criminal / Civil Cases Filed Against Me			Dates	
REFERRED BY	Name	Company	Relationship	
ATTESTMENT	I certify that above information is true and complete. I also accept that if any of the above information is proven incorrect, this will automatically disqualify me from being hired by or able to continue employment at GT Capital Holdings, Inc.			
	Signature of Applicant		Signature of HRD Interviewer	



## ANNEX C: Rejection Courtesy Template

A. For candidates who did not pass preliminary screening:

Dear <First name of applicant>,

On behalf of GT Capital Holdings Inc.'s Human Resource and Administration Department, we thank you for the time you invested for application. We have carefully reviewed your background and we regret to inform you that we are currently proceeding in our selection process with candidates whose qualifications and experience more closely match our present needs. We will however, be pleased to retain your resume on file for future consideration.

We appreciate your interest in our Company and wish you every success in your career.

Best regards,  
GT Capital Holdings Inc., HR and Administration Department

B. For candidates who did not pass preliminary and/or final interview:

Dear <First name of applicant>,

On behalf of GT Capital Holdings Inc.'s Human Resource and Administration Department, we thank you for the time you took to come for an interview with our team as everyone enjoyed meeting you.

We have carefully reviewed your background and we regret to inform you that we are currently proceeding in our selection process with candidates whose qualifications and experience more closely match our present needs. We will however, be pleased to retain your resume on file for future consideration.

We appreciate your interest in our Company and wish you every success in your career.

Best regards,  
GT Capital Holdings Inc., HR and Administration Department





## ANNEX D: Employment Contract Template

<Date>

<Name of Addressee>

<Address of Addressee>

Dear <Name of Addressee>:

We are pleased to offer you the position of <position> with rank of <rank> for <Department name> of GT Capital Holdings, Inc. (the "Company") under the following terms and conditions:

1. Duties and Responsibilities

As <position>, your main duties and responsibilities are as follows:

1.1. <Duties and responsibilities>

1.2. <Duties and responsibilities>

1.3. <Duties and responsibilities>

2. Salary

You will receive a basic salary of PhP \_\_\_\_\_ payable fifteen (15) months a year or an annual compensation of PhP \_\_\_\_\_. In addition, as \_\_\_\_\_, you will be entitled to the attached employee benefits of the Company.

3. Date of Commencement

You shall assume the position not later than <projected start date>.

If you find the above terms and conditions acceptable, please confirm your acceptance of our Offer by signing in the space provided for below and returning to us a signed duplicate of this offer letter.

We trust that the foregoing is in order.

Very truly yours,

Carmelo Maria Luza Bautista  
President

Francisco H. Suarez, Jr.  
Chief Finance Officer

Confirmation of Acceptance:

\_\_\_\_\_  
Signature above printed name

Date: \_\_\_\_\_



## ANNEX E: Clearance Form

GT CAPITAL  
HOLDINGS INCORPORATED

## CLEARANCE FORM

<b>EMPLOYEE NAME (Last, First, Middle)</b>	<b>RANK/POSITION TITLE:</b>
<b>DEPARTMENT:</b>	<b>EFFECTIVITY DATE OF RESIGNATION:</b>

CLEARING UNIT	ACCOUNTABILITIES/COMMENTS	DEPARTMENT HEAD
<b>DEPARTMENT OF THE EMPLOYEE</b>	<input type="checkbox"/> Turn-over of duties and records/files <input type="checkbox"/> Manual of Policies and Procedures <input type="checkbox"/> Office supplies <input type="checkbox"/> Cabinet keys <input type="checkbox"/> Others (pls. specify):	  <hr/> <i>Signature Over Printed Name</i>  <hr/> <i>Date signed</i>
<b>ACCOUNTING AND FINANCIAL CONTROL</b>	<input type="checkbox"/> Advances/Accounts Receivable <input type="checkbox"/> Car Plan/Lease net book value <input type="checkbox"/> Others (pls. specify):	  <hr/> <i>Head, Accounting and Financial Control</i>  <hr/> <i>Date signed</i>
<b>INFORMATION TECHNOLOGY</b>	<input type="checkbox"/> Assigned equipment: Laptop _____ Monitor _____ Printer _____ Others _____ _____  <input type="checkbox"/> Password/Access rights <input type="checkbox"/> Email address <input type="checkbox"/> Others (pls. specify):	  <hr/> <i>Head, Information Technology</i>  <hr/> <i>Date signed</i>



CLEARING UNIT	ACCOUNTABILITIES/COMMENTS	DEPARTMENT HEAD
HUMAN RESOURCES AND ADMINISTRATION	<div><input type="checkbox"/> ID</div> <div><input type="checkbox"/> Uniforms</div> <div><input type="checkbox"/> HMO Card/s (principal and dependents)</div> <div><input type="checkbox"/> Leave Forms, OB forms, complete attendance</div> <div><input type="checkbox"/> Clothing Receipts</div> <div><input type="checkbox"/> Payroll Accounts Receivable (A/R)</div> <div><input type="checkbox"/> Training Bonds</div> <div><input type="checkbox"/> Car Plan</div> <div><input type="checkbox"/> Parking Transponder</div> <div><input type="checkbox"/> Cellphone</div> <div><input type="checkbox"/> Employee Loans</div> <div><input type="checkbox"/> Others:</div> <div><input type="checkbox"/> _____</div> <div><input type="checkbox"/> _____</div> <div><input type="checkbox"/> _____</div> <div><input type="checkbox"/> _____</div>	



## ANNEX F: Waiver, Release and Quitclaim Form

I, \_\_\_\_\_, of legal age, \_\_\_\_\_ and a resident of \_\_\_\_\_ after having been sworn in accordance with law, hereby depose and state:

That I am an employee of GT CAPITAL HOLDINGS, INC. (hereinafter called "the Company"), a corporation duly registered and existing in accordance with Philippine laws, with head office at the 43rd Floor of GT Tower International. 6813 Ayala Avenue, Makati City, Philippines;

That I hereby acknowledge my lawful and valid retirement and separation from the employ of the Company effective \_\_\_\_\_;

That by virtue of my retirement and separation from the Company, I acknowledge receipt of the amount of PESOS : \_\_\_\_\_ (P \_\_\_\_\_), representing my separation pay and other benefits I am entitled to under existing laws, Company policy and/or the Company's Retirement Plan.

In consideration of the above amount:

1. I release, remise and forever discharge the Company, its successors-in-interest, stockholders, officers, directors, agents, employees and the Retirement Plan from any action, sum of money, damages, claims and demands whatsoever, which in law or in equity I ever had, now have, or which I, my heirs, successors, and assigns hereinafter may have upon or by reason of any matter, cause or thing whatsoever, up to the time of these presents, the intention hereof being completely and absolutely to release the Company, its successors-in-interest, stockholders, officers, directors, agents and employees and the Retirement Plan from any and all liabilities arising wholly, partially, directly or indirectly from my employment with the Company.
2. I will not at anytime and in any manner whatsoever, directly or indirectly, disclose to any person or entity, any information of any kind relating to the business of the Company, its manner of operations, plans, or data of any kind, without the written consent of the Company.
3. I warrant that I will institute no action against the Company by reason of my past employment therewith. I also manifest that the payment of the above-mentioned amount and/or any or all of the benefits due me shall not be taken by me, my heirs or assigns as a confession and/or admission of liability on the part of the Company, its successors-in-interest, stockholders, officers, directors, agents, employees and the Retirement Plan for any matter, cause that I may have against any or all of them.
4. I acknowledge that I have received all amounts that are now being due me from the Company or the Retirement Plan. I acknowledge that during my employment with the Company, I received and was paid all compensations, benefits and privileges which I was entitled to under all laws and policies of the Company by reason of my employment therewith, and if I hereafter be found in any manner to be entitled to any amount, the above consideration is a full and final satisfaction of any and all such undisclosed claims.



5. I undertake to fully cooperate with and attend any investigation, meeting or conference I maybe invited to in connection therewith or any issue/ matter or concern relative to my employment with the Company.

I finally declare that I have read and fully understood this document and that the release, waiver and quitclaim hereby given are made willingly and voluntarily and with full knowledge of my rights under the law.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
at \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME

Res. Cert. # : \_\_\_\_\_

Date Issued: \_\_\_\_\_

Place Issued: \_\_\_\_\_

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

\_\_\_\_\_

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)

\_\_\_\_\_ ) s.s.

BEFORE ME, Notary Public, in and for \_\_\_\_\_, Philippines, personally appeared, \_\_\_\_\_, with Community Tax Certificate No. \_\_\_\_\_ issued at Manila on \_\_\_\_\_ known to me and by me to be the same person who executed the foregoing Release, Waiver and Quitclaim and who acknowledged to me that the same is his/her free and voluntary act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, Philippines.

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of 20 \_\_\_\_\_

Strides



## ANNEX G: Social Security System (SSS) Contribution Schedule

Social Security System (SSS) - Pursuant to Republic Act (R.A.) No. 1161, as amended by R.A. 8282, otherwise known as the Social Security (SS) Law of 1997, all employees not over 60 years of age and their employers shall be covered by the SS Law. Monthly premium contribution by the employee and employer shall be in accordance with the schedule below:

RANGE OF COMPENSATION	MONTHLY SALARY CREDIT*	EMPLOYER-EMPLOYEE							SE / VM / OFW	
		SOCIAL SECURITY			EC	TOTAL CONTRIBUTION				TOTAL CONTRIBUTION
		ER	EE	Total	ER	ER	EE	Total		
1,000 - 1,249.99	1,000	70.70	33.30	104	10	80.70	33.30	114	104	
1,250 - 1,749.99	1,500	106.00	50.00	156	10	116.00	50.00	166	156	
1,750 - 2,249.99	2,000	141.30	66.70	208	10	151.30	66.70	218	208	
2,250 - 2,749.99	2,500	176.70	83.30	260	10	186.70	83.30	270	260	
2,750 - 3,249.99	3,000	212.00	100.00	312	10	222.00	100.00	322	312	
3,250 - 3,749.99	3,500	247.30	116.70	364	10	257.30	116.70	374	364	
3,750 - 4,249.99	4,000	282.70	133.30	416	10	292.70	133.30	426	416	
4,250 - 4,749.99	4,500	318.00	150.00	468	10	328.00	150.00	478	468	
4,750 - 5,249.99	5,000	353.30	166.70	520	10	363.30	166.70	530	520	
5,250 - 5,749.99	5,500	388.70	183.30	572	10	398.70	183.30	582	572	
5,750 - 6,249.99	6,000	424.00	200.00	624	10	434.00	200.00	634	624	
6,250 - 6,749.99	6,500	459.30	216.70	676	10	469.30	216.70	686	676	
6,750 - 7,249.99	7,000	494.70	233.30	728	10	504.70	233.30	738	728	
7,250 - 7,749.99	7,500	530.00	250.00	780	10	540.00	250.00	790	780	
7,750 - 8,249.99	8,000	565.30	266.70	832	10	575.30	266.70	842	832	
8,250 - 8,749.99	8,500	600.70	283.30	884	10	610.70	283.30	894	884	
8,750 - 9,249.99	9,000	636.00	300.00	936	10	646.00	300.00	946	936	
9,250 - 9,749.99	9,500	671.30	316.70	988	10	681.30	316.70	998	988	
9,750 - 10,249.99	10,000	706.70	333.30	1,040	10	716.70	333.30	1,050	1,040	
10,250 - 10,749.99	10,500	742.00	350.00	1,092	10	752.00	350.00	1,102	1,092	
10,750 - 11,249.99	11,000	777.30	366.70	1,144	10	787.30	366.70	1,154	1,144	
11,250 - 11,749.99	11,500	812.70	383.30	1,196	10	822.70	383.30	1,206	1,196	
11,750 - 12,249.99	12,000	848.00	400.00	1,248	10	858.00	400.00	1,258	1,248	
12,250 - 12,749.99	12,500	883.30	416.70	1,300	10	893.30	416.70	1,310	1,300	
12,750 - 13,249.99	13,000	918.70	433.30	1,352	10	928.70	433.30	1,362	1,352	
13,250 - 13,749.99	13,500	954.00	450.00	1,404	10	964.00	450.00	1,414	1,404	
13,750 - 14,249.99	14,000	989.30	466.70	1,456	10	999.30	466.70	1,466	1,456	
14,250 - 14,749.99	14,500	1,024.70	483.30	1,508	10	1,034.70	483.30	1,518	1,508	
14,750 - over	15,000	1,060.00	500.00	1,560	30	1,090.00	500.00	1,590	1,560	



## ANNEX H: PhilHealth Contribution Schedule

PhilHealth - Pursuant to R.A. 7875, as amended by R.A. 9241, otherwise known as the National Insurance Act of 1995, all Filipino citizens are mandated to enrol into the National Health Insurance Program. Monthly premium contribution by the employee and employer shall be in accordance with the schedule below:

Salary Bracket	Salary Range	Salary Base	Total Monthly Premium	Employee Share	Employer Share
1	4,999.99 and below	4,000.00	100.00	50.00	50.00
2	5,000.00 - 5,999.99	5,000.00	125.00	62.50	62.50
3	6,000.00 - 6,999.99	6,000.00	150.00	75.00	75.00
4	7,000.00 - 7,999.99	7,000.00	175.00	87.50	87.50
5	8,000.00 - 8,999.99	8,000.00	200.00	100.00	100.00
6	9,000.00 - 9,999.99	9,000.00	225.00	112.50	112.50
7	10,000.00 - 10,999.99	10,000.00	250.00	125.00	125.00
8	11,000.00 - 11,999.99	11,000.00	275.00	137.50	137.50
9	12,000.00 - 12,999.99	12,000.00	300.00	150.00	150.00
10	13,000.00 - 13,999.99	13,000.00	325.00	162.50	162.50
11	14,000.00 - 14,999.99	14,000.00	350.00	175.00	175.00
12	15,000.00 - 15,999.99	15,000.00	375.00	187.50	187.50
13	16,000.00 - 16,999.99	16,000.00	400.00	200.00	200.00
14	17,000.00 - 17,999.99	17,000.00	425.00	212.50	212.50
15	18,000.00 - 18,999.99	18,000.00	450.00	225.00	225.00
16	19,000.00 - 19,999.99	19,000.00	475.00	237.50	237.50
17	20,000.00 - 20,999.99	20,000.00	500.00	250.00	250.00
18	21,000.00 - 21,999.99	21,000.00	525.00	262.50	262.50
19	22,000.00 - 22,999.99	22,000.00	550.00	275.00	275.00
20	23,000.00 - 23,999.99	23,000.00	575.00	287.50	287.50
21	24,000.00 - 24,999.99	24,000.00	600.00	300.00	300.00
22	25,000.00 - 25,999.99	25,000.00	625.00	312.50	312.50
23	26,000.00 - 26,999.99	26,000.00	650.00	325.00	325.00
24	27,000.00 - 27,999.99	27,000.00	675.00	337.50	337.50
25	28,000.00 - 28,999.99	28,000.00	700.00	350.00	350.00
26	29,000.00 - 29,999.99	29,000.00	725.00	362.50	362.50
27	30,000.00 and up	30,000.00	750.00	375.00	375.00

\*Employee share represents half of the total monthly premium while the other half is shouldered by the employer.





## ANNEX I: Pag-IBIG Fund or Home Development Mutual Fund (HDMF) Contribution Schedule

Pag-IBIG Fund or Home Development Mutual Fund (HDMF) - Pursuant to R.A. No. 9679, as amended by R.A. 8282, otherwise known as the Home Development Mutual Fund Law of 2009, all employees who are compulsory covered by SS Law shall be covered by the HDMF Law. Rate of contribution by the employee and employer shall be based on the monthly compensation of the covered employee as follows:

- A. For employees earning not more than One thousand five hundred pesos (P1,500.00) per month - one percent (1 %).
- B. For employees earning more than One thousand five hundred pesos (P1,500.00) per month - two percent (2%)
- C. Employers share - two percent (2%) of the monthly compensation of all covered employees.

The maximum monthly compensation to be used in computing employee and employer contributions shall not be more than Five thousand pesos (P5,000.00); Provided, that this maximum and the contribution rates may be fixed from time to time by the Board through rules and regulations adopted by it, taking into consideration actuarial calculations and rates of benefits. Provided further, that the foregoing rates shall likewise be the same for the self-employed and voluntary members.

A member may, however, be allowed to contribute more than what is required herein should he or she so desires. The employer, however, shall only be mandated to contribute what is required under these Rules unless the employer agrees to match the member's increased contribution.

Notwithstanding any contract to the contrary, an employer shall not deduct, directly or indirectly, from the compensation of its employees covered by the Fund, or otherwise recover from them, the employer's contribution with respect to such employees.





## ANNEX J: Compensation Income Tax Schedule

Income Tax - Pursuant R.A. No. 8424, otherwise known as the Tax Reform Act of 1997, an income tax shall be imposed on a resident Filipino citizen's taxable income. The tax shall be computed in accordance with and at the rates established in the following schedule:

TAX TABLE			
If Taxable Income is:	Tax Due is:	If Taxable Income is:	Tax Due is:
Not over P 10,000	5 %		
Over P 10,000 but not over P 30,000	P 500 + 10 % of the excess over P 10,000	Over P 140,000 but not over P 250,000	P 22,500 + 25 % of the excess over P 140,000
Over P 30,000 but not over P 70,000	P 2,500 + 15 % of the excess over P 30,000	Over P 250,000 but not over P 500,000	P 50,000 + 30 % of the excess over P 250,000
Over P 70,000 but not over P 140,000	P 8,500 + 20 % of the excess over P 70,000	Over P 500,000	P 125,000 + 34 % of the excess over P 500,000

Note : Effective January 1, 1999, the maximum rate will be changed to 33% and 32% on January 1, 2000.

**ANNEX K: Application for Leave Absence (AFLA) Form**GT CAPITAL  
HOLDINGS INCORPORATED**APPLICATION FOR LEAVE OF ABSENCE  
(AFLA)**

Name		Date Filed	
Position		Department	

**NATURE OF LEAVE** *(Check on the appropriate box):*

- ☐ Vacation                      ☐ Emergency                      ☐ Maternity  
☐ Sick                              ☐ Leave Without Pay                      ☐ Paternity  
☐ Others \_\_\_\_\_

DATE		<u>REASON/JUSTIFICATION:</u>
<u>FROM</u>	<u>TO</u>	
Total No. of Days:		<u>Address While on Leave:</u>

To be filled out by Human Resources *(prior to approval by the supervisor)*

Available _____ Credits:	Before this filing - _____	After this filing - _____
Remarks:	With Pay - _____	Without Pay - _____
Verified by: _____	Date: _____	

\_\_\_\_\_  
Employee's Signature\_\_\_\_\_  
Supervisor's Name and Signature



## ANNEX L: Official Business (OB) Form



### OFFICIAL BUSINESS FORM (OB Form)

NAME	
POSITION	
DEPARTMENT	
FOR THE PERIOD	

DATE	TIME		PLACE /DESTINATION	PURPOSE
	FROM	TO		

FILED BY : \_\_\_\_\_  
*EMPLOYEE (INDICATE DATE)*


ENDORSED BY : \_\_\_\_\_  
*IMMEDIATE SUPERIOR*

NOTED BY : \_\_\_\_\_  
*HR & ADMINISTRATION HEAD*

APPROVED BY: \_\_\_\_\_  
*PRESIDENT*



## ANNEX M: Purchase Requisition (PR) Form

		
<b>PURCHASE REQUEST</b>		
NO. _____		
DATE: _____		
<b>ITEM CLASSIFICATION:</b> Please check the appropriate box for the type of item being requested:		
<input type="checkbox"/> Office	<input type="checkbox"/> IT Equipment	<input type="checkbox"/> Furniture &
<input type="checkbox"/> Office	<input type="checkbox"/> ITSoftwar	<input type="checkbox"/> Others
REQUESTING PERSON/DEPARTMENT: _____		DATE NEEDED: _____
QUANTITY REQUIRED	UNIT OF MEASURE	DESCRIPTION
<b>PURPOSE/JUSTIFICATION:</b>		



**PREFERENCES** (Please put percentage value depending on the importance):

Quality	_____	Remarks:
Price	_____	Remarks:
Brand	_____	Remarks:
After-sales support	_____	Remarks:
Availability	_____	Remarks:
Design	_____	Remarks:
Total	<u>100%</u>	

**IT RECOMMENDATION:**

**NOTES/REMARKS:**

Budgeted \_\_\_\_\_ Un-budgeted \_\_\_\_\_  
Others:

PREPARED BY:	ENDORSED BY:	APPROVED BY:
Name and Signature	Dept. Head      Head,HRAD/IT	Chief Financial Officer
Department and Designation		



## ANNEX N: Letter of Invitation to Bid



GT CAPITAL  
HOLDINGS INCORPORATED

### Invitation to Bid for *[Insert name of Project]*

Dear Sir/Madam,

1. GT Capital Holdings Inc is pleased to invite you to submit a bid for the *[insert name of project]* as described in Annex I of this Invitation to Bid.
2. To enable you to submit a bid, please find enclosed the following annexes:
  - a. Scope of Work, Technical Specifications, and General and Special Terms and Condition
  - b. Accreditation Document Checklist
  - c. Supplier Information Sheet
3. Your Bid must be addressed as follows:

The Chairman of the Bids and Awards Committee  
GT Capital Holdings Incorporated  
43<sup>rd</sup> Floor GT Tower International  
6813 Ayala Avenue corner HV dela Costa Street  
1227 Makati City
4. Bids must be delivered to the address above on or before *[insert date and time]* at *[insert address for submission and receipt of bids]*. Bids will be opened at the address above. Late bids shall not be accepted.
5. Bidding will be conducted through open competitive bidding procedures in accordance to the Company policies mentioned in the *Human Resources and Administration Department - Procurement* policies and procedures manual.
6. The Company will hold a Pre-Bid Conference on *[insert time and date]* at *[insert address for Pre-Bid Conference, if applicable]*, which shall be open to all interested parties.
7. The Company reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

*[Insert name of officer]*  
*[Insert name of office]*  
*[Insert postal address]* and/or *[Insert street address]*  
*[Insert telephone number, indicate city code]*  
*[Insert contact's email address]*  
*[Insert facsimile number]*  
*[Insert website address, if applicable]*

*[Insert Name and Signature of the BAC  
Chairperson or the Authorized  
Representative of the BAC Chairperson]*



**GT CAPITAL**  
HOLDINGS INCORPORATED

## Human Resources and Administration Department Policies and Procedures Manual

### ANNEX O: Supplier Information Sheet



**GT CAPITAL**  
HOLDINGS, INCORPORATED

### SUPPLIER INFORMATION SHEET

Purpose: ☐ Accreditation  
☐ Renewal

Type ☐ Supplier  
: ☐ Service Provider

Instruction: Fill-out this form and place together with the required documents in a long folder, fastened at the left side, and enclosed in a brown envelope addressed to

Name of Firm:			Website (if any):	
Office Address:	<input type="checkbox"/> Owned <input type="checkbox"/> Leased	Contact Person:	Telephone No/s.	
Plant Address (if any):	<input type="checkbox"/> Owned <input type="checkbox"/> Leased	Contact Person:	Telephone No/s.	
Type of Organization:	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Single Proprietorship	Tax Identification No.	No. of Years in Business	
Classification:	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Exclusive Distributor <input type="checkbox"/> Dealer/Trader	SEC/DTI Cert. No.	Date Registered:	
Other Licenses / Permits Acquired and Affiliations (if any):				
Authorized Capital Stock	Issued and Outstanding	Total Paid-Up Capital	Total Stockholder's Equity	
Amendments in Capitalization / Major Changes in Equity Structure:				

#### OWNERSHIP, MANAGEMENT TEAM & MANPOWER PROFILE

Name of Stockholder / Owner	Nationality	No. of Shares	% of Ownership	Amount
Name of Board of Directors / Senior Officers	Position	Name of Board of Directors / Senior Officers	Position	

**ANNEX P: Supplier Master File Form**GT CAPITAL  
HOLDINGS INCORPORATED**SUPPLIER MASTER FILE REQUEST FORM****Purpose of Request (Check One)**☐

Create New Supplier Record

☐Change Existing Supplier  
Record**Supplier Account Information (New Supplier)**

Supplier Name(Full)	_____	Supplier Short Name	_____
Mailing Address	_____		
Phone Number	_____	Mobile Number	_____
E-mail Address	_____	Fax Number	_____
Taxpayer Type (per BIR 2303)	_____	Tax Identification No.	_____
PAYMENT TERMS			
No of days/weeks:	_____	Discount (if any)	_____
SHIPMENT TERMS			
_____			

**Supplier Account Information (Existing Supplier)****(NOTE: Please provide the REVISED information to be encoded.)**

Supplier Name(Full)	_____	Supplier Short Name	_____
Mailing Address	_____		
Phone Number	_____	Mobile Number	_____
E-mail Address	_____	Fax Number	_____
Taxpayer Type (per BIR 2303)	_____	Tax Identification No.	_____
PAYMENT TERMS			
No of days/weeks:	_____	Discount (if any)	_____
SHIPMENT TERMS			
_____			

**Requestor**

Requestor Name	_____	Email	_____
Position/ Title	_____	Signature	_____
Notes/Comments	_____		





**Approvers**

Approval for Endorsement:

Name	_____	Email	_____
Position/ Title	Accounting & Financial Control Head	Signature	_____
Notes/Comments	_____		

Final Approval:

Name	_____	Email	_____
Position/ Title	Chief Financial Officer	Signature	_____
Notes/Comments	_____		



## ANNEX Q: Notice to Proceed



GT CAPITAL  
HOLDINGS INCORPORATED

### NOTICE TO PROCEED

#### Date of Issuance

Name of the Addressee

Address of the Addressee

Fax Number of the Addressee

Dear Sir / Madame:

The attached Contract Agreement having been approved, notice is hereby given to (Name of Bidder) that work may commence on the (Name of the Project), effective on (date of effectivity of the contract) / \_\_\_\_ days after the receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the (Name of the Procuring Entity).

Very truly yours,

Name of the Head of the Procuring Entity

Position


I acknowledge receipt of this Notice on (date of receipt)

Name of the Representative of the Bidder: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



## ANNEX R: Purchase Order (PO) Form

		<b>PURCHASE ORDER</b>		
		NO. : _____		
		DATE: _____		
<b>TO:</b> _____				
<b>SUPPLIER NAME</b>				
_____				
<b>SUPPLIER ADDRESS</b>				
SHIP TO: GT CAPITAL HOLDINGS INCORPORATED 43/F GT Tower International Ayala Ave cor HV Dela Costa St., Makati City, Philippines				
DELIVER ORDERED ITEMS ON: _____		PAYMENT TERMS: _____		
QUANTITY	UNIT	ITEM DESCRIPTION	UNIT COST	AMOUNT
			Subtotal:	
			Add % VAT	_____
			Grand Total	=====
<b>REMARKS:</b>				



**TERMS AND CONDITIONS**

Deliveries under this order will only be accepted only upon the terms, conditions and stipulations hereof or attached thereto which represent the entire contract between the parties and which may not be amended, modified or rescinded except by written agreement signed by an authorized representative of each party, expressly referring to this order.

<b>PREPARED BY:</b>	<b>ENDORSED BY:</b>	<b>APPROVED BY:</b>
Name and Signature	Human Resources & Administration Head	Chief Financial Officer
Department and Designation		



#### **TERMS AND CONDITIONS**

The terms, conditions and stipulations contained in this order are subject to the terms, conditions, and stipulations of any valid general contract that may now be in force between us.

#### **CONTINGENCIES**

Buyer may cancel without liability, any undelivered portion of this order or uncompleted portion or any services if it finds it impracticable to accept material or services due to causes beyond its control including, without being limited to, fires, floods, labor troubles, strikes, breakdowns, act of God or act of the Government. Equally, the Seller shall have no liability in case of failure of delivery of goods or performance of services due to causes beyond Seller's control, including but not limited to, fires, floods, labor troubles, strikes, breakdowns, act of God or act of Government.

#### **WARRANTY INSPECTION**

All goods, materials and articles covered hereby are subject to Buyer's inspection within a reasonable time after arrival at destination. Seller warrants that the goods, materials and article ordered herein will be free from defects in materials and workmanship and will conform to the signs or other specifications approved or adopted by buyer, and unless otherwise specified herein. In the event that any goods, materials or articles are not in the condition as warranted herein; Buyer shall at its option hold such goods, materials or articles at Seller's expense for Seller's disposition or shall return them to Seller at Seller's expense. Any goods, materials or articles so rejected shall at Buyer's option either be replaced by Seller at no additional cost to Buyer or Seller shall refund the purchase price applicable thereto. Buyer shall notify Seller promptly after taking any such goods before return. Buyer reserves the right to cancel this order without liability except for goods, materials and/or articles that are not as warranted herein. Buyer's right specified herein shall be in addition to and not in limitation of any rights Buyer may have at law for any breach of Sellers' warranty.

#### **INVOICES AND CASH DISCOUNTS**

Seller agrees to submit to Buyer this Purchase Order (PO) and the original invoice/s covered by it prior to payment. Aforesaid invoices shall contain a full description of goods without abbreviations; terms of purchase, PO number, requisition number and net value of each article after discounts are applied. Invoices shall be permanently and duly registered with the BIR. Buyer's failure to receive invoice promptly will make it necessary for Buyer to extend payment date without loss of discount. Buyer reserves the right to compute the cash discount date of each invoice from the date on which Seller's portion of transaction involved, including the issuance and forwarding of correct invoice and to add to the discount period any additional time required by Buyer in consequence of Seller's failure to properly execute this order.

#### **PREPAID TRANSPORTATION CHARGES**

If transportation charges are prepaid by Seller and charged to Buyer, the amount thereof shall be separately stated in the invoice and shall be supported by receipts.

#### **EXTRA CHARGES**

Buyer will not pay any additional charges for cutting, inspecting, packing, trucking, insurance or similar items, unless authorized herein or subsequently agreed to by Buyer in writing.

#### **WAIVER**

Buyer's payment of all or any part of the purchase price prior to Buyer's inspection and approval of the goods shall not constitute waiver of any Buyer's right hereunder.

#### **PATENT INFRINGEMENT**

Seller guarantees that Buyer's purchase, use or sale of the goods furnished on this order, in the form in which furnished to Buyer, will not infringe any legal patent. The Seller agrees to defend any action of suit that may be brought against the Buyer for patent infringement due to the purchase, use or sale of such goods. Seller further agrees to indemnify Buyer and not hold Buyer liable for all judgments, decrees, damages, costs and expenses recoverable against Buyer or sustained by Buyer or account of any such actual or alleged infringement.

#### **PATENT DISCLAIMER**

Seller agrees that articles designated in this order to be manufactured by Seller in accordance with any ideas, designs or specification, the essential, secret or novel features of which originated with Buyer (a) Seller will not disclose any such essential information (b) Seller will not file or attempt to file any legal patent thereon and (c) seller will upon Buyer's requests, execute any document necessary or desirable to confirm title thereto in Buyer.

#### **TAXES AND OTHER EXACTIONS**

Seller agrees to assume exclusive liability under all that impose taxes or exactions on the manufacture or sale of the materials covered hereby or on any component part thereof on any process of labor involved therein, or any service to be performed by Seller and to pay any such taxes except those Buyer specifically agrees, or is by law required to pay. Any taxes to be paid by Buyer shall not be separately stated in the invoice. Prices shall not include any taxes for which seller can obtain, or buyer can furnish exemption.

#### **REPUBLIC AND MUNICIPAL LAWS**

Seller agrees to comply with all applicable national laws and municipal ordinances and all rules and regulations hereunder, and all provision required thereby to be included herein are hereby incorporated by reference. Seller agrees to indemnify and hold Buyer harmless from any loss, damage or liability resulting from a breach on the part of seller of any such laws, rules and regulations.



## ANNEX S: Contractor's / Supplier's Sworn Declaration Form

### Contractor's / Supplier's Sworn Declaration

I, \_\_\_\_\_, of legal age, single/married, with address at \_\_\_\_\_, after being sworn to in accordance with law, do hereby declare, that:

1. As contractor/supplier, I shall abide by and uphold the rules on good governance and ethical practice and shall act fairly and equitably in my business dealings.
2. I shall not resort to unfair competition, unethical business practice, and illicit means of acquiring a project or award.
3. In particular, my company and I shall not offer nor give any commission, gift, cash or anything of value and benefit to any officials or employees GT Capital Holdings, Inc. ("GT Capital") to get the project or award.
4. I undertake to report to the President and/or Directors of GT Capital any attempt by its officers or personnel to ask for anything of value or benefit, monetary or otherwise, in exchange for winning the project.
5. Under pain of penalty, I undertake not to bribe or corrupt any of GT Capital's officers and employees in exchange for any favor.
6. I undertake to abide and follow strictly the bidding rules and procedure, and the accreditation of suppliers. I shall report any collusion or rigging of bidding in order to protect the interest of GT Capital.
7. I hereby submit and agree that any violation of the aforestated stipulations or non-fulfillment thereof shall entitle GT Capital to take such appropriate action to protest its right and interest including the following:
  - a. Cancel any purchase order, return deliveries already made, and refund payments thereof.
  - b. Pursue such legal action whether criminal, civil, or administrative as may be warranted by the evidence.

IN TRUTH WHEREOF, I affix my signature this \_\_\_\_\_ day of \_\_\_\_\_, 2017 in \_\_\_\_\_ M.M.

\_\_\_\_\_



**GT CAPITAL**  
HOLDINGS INCORPORATED

**Human Resources and Administration Department**  
**Policies and Procedures Manual**

SUPPLIER/CONTRACTOR

SUBSCRIBE AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017, affiant  
exhibited to me his \_\_\_\_\_

Notary Public

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_  
Series of 20 \_\_\_\_\_

**ANNEX S: TRAINING AND DEVELOPMENT FORM**GT CAPITAL  
HOLDINGS INCORPORATED

## APPLICATION FOR TRAINING &amp; DEVELOPMENT

Name of Employee		Date of Application	
Rank / Position Title		Division	
Training Program			
Training Provider			
Traning Date/s	Start:	End:	Total Duration:
Full Training Cost			
Expectations and Goals of Attending this Program:			
Date of Echo Session (for IDP only):			
EMPLOYEE SIGNATURE		DATE FILED WITH HRAD:	
To be completed by HRAD:			
Type of Intervention:	_____ IDP	Targetted Competencies or Area/s of Developmer	a) _____
	_____ <b>DEEP</b>		b) _____
			c) _____
Eligibility for DEEP:	_____ Tenure requirement	_____ Grade point average	
	_____ Minimum level	_____ School residency	
	_____ Performance rating	_____ No ongoing DEEP	
	_____ No derogatory record/active sanction		
Talent Management Section	HRAD Department Head	Immediate Superior	
<b>HR COMMITTEE'S APPROVAL (FOR DEEP ONLY)</b>			
JBCRISOL, JR	FHSUAREZ, JR	CMLBAUTISTA	