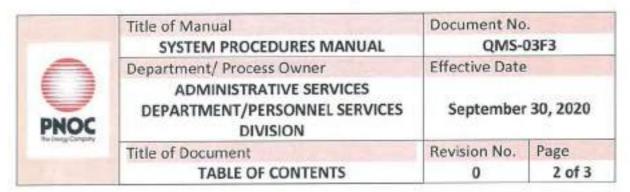
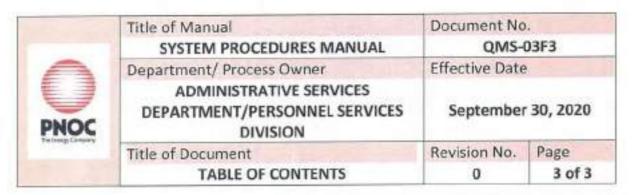


DOC NO.	DOCUMENT TITLE	REV NO	EFFECTIVITY DATE
	PSD CONTEXT DIAGRAM	0	September 30, 2020
PSD-01	RECRUITMENT	0	September 30, 2020
PSD-01F1	Request for Employee Form	0	September 30, 2020
PSD-01F2	Memo to the Qualified Next-in-Rank Employees	0	September 30, 2020
PSD-01F3	Thank you letter	0	September 30, 2020
PSD-01F4	Test Result Profile	0	September 30, 2020
PSD-01F5	Evaluation Data Sheet	0	September 30, 2020
PSD-01F6	Competency Based Interview Rating Sheet	0	September 30, 2020
PSD-01F7	Personality Interview Assessment Form	0	September 30, 2020
PSD-01F8	Evaluation Table	0	September 30, 2020
PSD-01F9	Comparative Summary Rating	0	September 30, 2020
PSD-01F10	HRMPB Resolution	0	September 30, 2020
PSD-01F11	Employee Request Form	0	September 30, 2020
PSD-01F12	Posting of new appointees	0	September 30, 2020
PSD-01A1	Request for Publication for Rank and File positions	0	September 30, 2020
PSD-01A2	Request for Publication for Executive/Managerial positions	0	September 30, 2020
PSD-01A3	Appointment Paper	0	September 30, 2020
PSD-01A4	Personal Data Sheet	0	September 30, 2020
PSD-01A5	Oath of Office	0	September 30, 2020
PSD-01A6	Position Description Form	0	September 30, 2020
PSD-01A7	Certificate of Assumption to Duty	0	September 30, 2020
PSD-01A8	Medical Certificate	0	September 30, 2020
PSD-01A9	Statement of Assets and Liabilities	0	September 30, 2020
PSD-01A10	Report on Appointment Issued	0	September 30, 2020
P5D-02	COMPENSATION AND BENEFITS	0	September 30, 2020
PSD-02F1	Daily Time Record	0	September 30, 2020
PSD-02F2	Time Record Certification	0	September 30, 2020
PSD-02F3	Attendance Summary Report	0	September 30, 2020
PSD-02F4	Overtime Slip Form	0	September 30, 2020
PSD-02F5	Overtime Report	0	September 30, 2020

QMS-03 F3 Rev.0



DOC NO.	DOCUMENT TITLE	REV NO	EFFECTIVITY DATE
PSD-02F6	Leave Ledger Card	0	September 30, 2020
PSD-02A1	Application for Leave	0	September 30, 2020
PSD-02A2	Disbursement Voucher	0	September 30, 2020
PSD-02A3	Notice of Salary Adjustment	0	September 30, 2020
PSD-02A4	Notice of Step Increment	0	September 30, 2020
PSD-02A5	Agency Remittance Advice	0	September 30, 2020
PSD-03	EMPLOYEE PERFORMANCE EVALUATION	0	September 30, 2020
PSD-03F1	Summary of Performance Rating	0	September 30, 2020
PSD-03A1	Office Performance Commitment and Review	0	September 30, 2020
PSD-03A2	Individual Performance Commitment and Review	0	September 30, 2020
PSD-03A3	GCG – PBB Forms a & b	0	September 30, 2020
PSD-04	TRAINING	0	September 30, 2020
PSD-03F1	Individual Development Plan Form	0	September 30, 2020
PSD-03F2	Training Needs List	0	September 30, 2020
PSD-03F3	Nomination/Confirmation Form	0	September 30, 2020
PSD-03F4	Local Seminar Participation Proposal Form	0	September 30, 2020
PSD-03F5	Foreign Training Participation Proposal Form	0	September 30, 2020
PSD-03F6	PDC Evaluation Form	0	September 30, 2020
PSD-03F7	Training Memo	0	September 30, 2020
PSD-03F8	Terms of Agreement	0	September 30, 2020
PSD-03F9	Scholarship/Training Service Contract	0	September 30, 2020
PSD-03F10	In-House Training Evaluation Report Form	0	September 30, 2020
PSD-03F11	Local Training Evaluation Report Form	0	September 30, 2020
PSD-03F12	Local Conference/ Forum/Congress Evaluation Form	0	September 30, 2020
PSD-03F13	Foreign Training Report Form	0	September 30, 2020
PSD-03F14	Foreign Post-Travel Report Form	0	September 30, 2020
PSD-03F15	PDC Training Evaluation Rating Form	0	September 30, 2020



DOC NO.	DOCUMENT TITLE	REV NO	EFFECTIVITY DATE
PSD-03F16	Client Satisfaction Survey Form	0	September 30, 2020
PSD-03A1	Travel Authority	0	September 30, 2020
PSD-03A2	Work Order Report	0	September 30, 2020
PSD-05	EMPLOYEE SEPARATION	0	September 30, 2020
PSD-05F1	Separation from the Service Checklist	0	September 30, 2020
PSD-05F2	Clearance from Money and Property Accountabilities	0	September 30, 2020
PSD-05F3	Exit Interview Form	0	September 30, 2020
PSD-05A1	Disbursement Vouchers	0	September 30, 2020
PSD-05A2	Application for Terminal Leave	0	September 30, 2020
PSD-05A3	GSIS Separation/Retirement Benefit Claim	0	September 30, 2020
PSD-05A4	Pag- IBIG Provident Benefit Claim	0	September 30, 2020

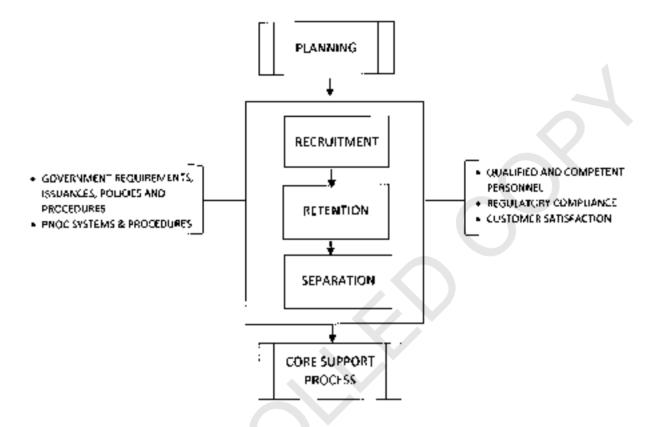
Rev. No.	Affected pages/ section		
0	2	New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.	

Prepared by	Reviewed by	Approved by
F. I. Castillon	(C.G.)G. Calaor	E. B. Albaytar
Process Owner	Department Manager - Administrative Departmeent	SVP Finance and Administrative Services



### PHILIPPINE NATIONAL OIL COMPANY

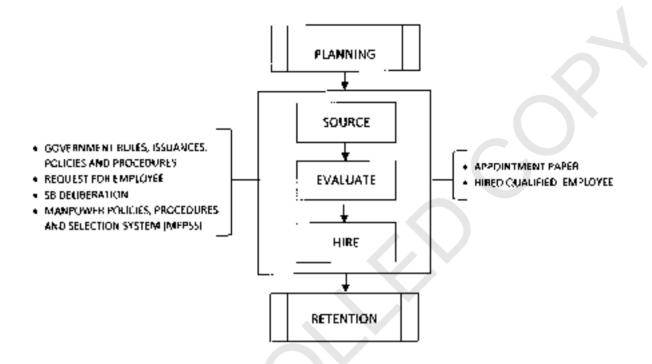
## CONTEXT DIAGRAM Personnel Services Division



1.0 PLANNING – Process of projecting and funding the cost of manpower requirements or determining the optimum use of current manpower resources as inputs for effective and efficient human resource management (Recruitment, Retention and Separation) to attain the Company's Mission, Vision and Goals. This is undertaken during PNQC's Strategic Planning.



## CONTEXT DIAGRAM Personnel Services Division

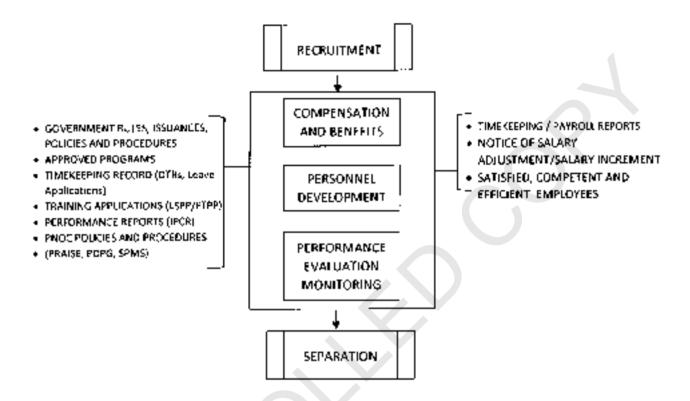


2.0 RECRUITMENT is the process of finding and selecting the right candidate for the right position through interviews, testing and other pre-employment process evaluated through established selection procedures.

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### PHILIPPINE NATIONAL OIL COMPANY

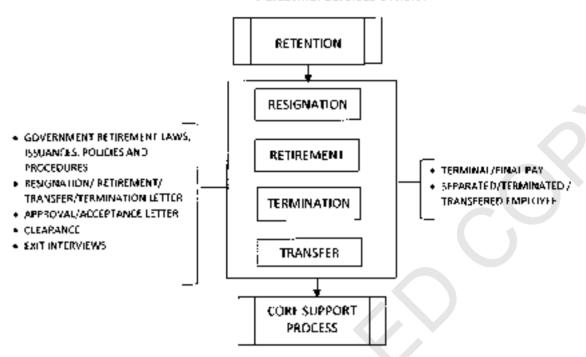
## CONTEXT DIAGRAM Personnel Services Division



3.0 RETENTION covers the process where employees are trained, motivated and rewarded to give value to their work outputs, to encourage them to perform well and to ensure that organizational goals are met with efficiency.

### PHILIPPINE NATIONAL OIL COMPANY

## CONTEXT DIAGRAM Personnel Services Division



4.0 SEPARATION is the process of ensuring that all departing employees are properly separated from employment and cleared from any money and property accountabilities including the completion of documents needed to facilitate the processing of separation requirements and benefits, if there is any.

Rev. No.	Affected pages/ section	Revision History
<u></u>		New version of PNOC QMS; to include PNOC Energy Supply Base
		and PNOC Industrial Park.

Prepared by	Reviewed by	Approved by
F. J. Castillon	L. G. Calaor	E. B. Albayter
Division Chief	Department Manager -	SVP Finance and Administrative
	Administrative Department	Services

4	Title of Manual	Document No		
	SYSTEM PROCEDURES MANUAL	PSD-	01	
	Department/ Process Owner	Effective Date	Effective Date	
PNOC	ADMINISTRATIVE SERVICES DEPARTMENT/PERSONNEL SERVICES DIVISION	September	30, 2020	
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	RECRUITMENT AND SELECTION	0	1 of 7	

### 1.0 Objective

The PNOC Recruitment policy aims to observe the merit principle in the selection, hiring and promotion of employees on the basis of their qualifications and competence in attaining PNOC's objectives and to adopt a dynamic stance in the employment area of personnel management.

### 2.0 Scope

This covers all applications for employment (permanent, temporary, coterminous, contractual, seasonal, emergency / casual employees), in the first, and second level in the career service up to the position of Senior Vice-President.

### 3.0 References

- 3.1 PNOC Merit and Promotion Plan and Selection System Policies and Guidelines
- 3.2 Civil Service Laws and Rules
- 3.3 PNOC Employee Handbook

### 4.0 Definitions and Abbreviations

Refer to Annex A "PNOC Merit and Promotion Plan and Selection System Policies and Guidelines

### 5.0 Policies and Guidelines

- 5.1 PNOC shall strictly adhere and implement the provisions of the Merit Promotion Plan and Selection System (MPPSS) in addressing the specific aspects of its manpower needs.
- 5.2 PNOC shall strictly adhere to the Civil Service Laws and Rules on Recruitment and Selection and Promotion.
- 5.3 The Company shall not discriminate/disqualify a candidate by reason of creed, race/regional groupings, gender, color, age, social or material status, physical appearance, state or attributes, origin and political association or inclination, unless any of these factors substantially affects the effective performance of a job. Harassment or intimidation of applicants before and during the selection process shall not be tolerated. Opportunity for employment shall be open to all

1	Title of Manual	Document No	).
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	RECRUITMENT AND SELECTION	0	2 of 7

citizens. However, relatives within the third degree of consanguinity or affinity of the appointing or recommending authority or the person exercising immediate supervision over the employee shall not be hired or promoted in the Company unless the position to be filled is coterminous or highly confidential or is exempted from the Civil Service prohibition.

- 5.4 All vacant career positions shall be posted/advertised for a period of ten days before filling-up of any of these positions shall take place.
- 5.5 The PNOC Qualification Standards (QS) shall be used as a basis/guide in determining initially the fitness of a person for a particular position. Applicants whose qualifications are lower than the prescribed requirement shall not be considered for further screening by PSD.
- 5.6 Applicants who meet the QS shall undergo appropriate intelligence and aptitude tests conducted by PSD.
- 5.7 For vital positions that are difficult to fill due to their high and specialized requirements, the Head of the Department/Office where the vacancy is, with the concurrence of the majority members if the Promotion and Selection Board (PSB) may waive the result of the test of an applicant provided he meets the other requirements of the position.
- 5.8 The PSB shall conduct the final screening of all qualified candidates to compete for any career position. A minimum of five (5) qualified candidates for every vacant position shall be evaluated. However, for positions that are difficult to fill or there are limited number of qualified applicants for the vacant position, the PSB may deliberate on a lesser number of candidates.
- 5.9 The PSB shall use a systematic, fair and consistent method of screening qualified candidates. It shall ensure that qualified candidates are evaluated for positions where they can make full use of their talents and skills. It shall also consider their potentials to take on added responsibilities.
- 5.10 The PSB shall recommend to the PNOC President a list of qualified candidates from which the President shall select the most qualified candidate for the position.
- 5.11 An appointment becomes valid immediately upon issuance by PNOC President. The new appointee who has formally assumed the duties of the position is entitled

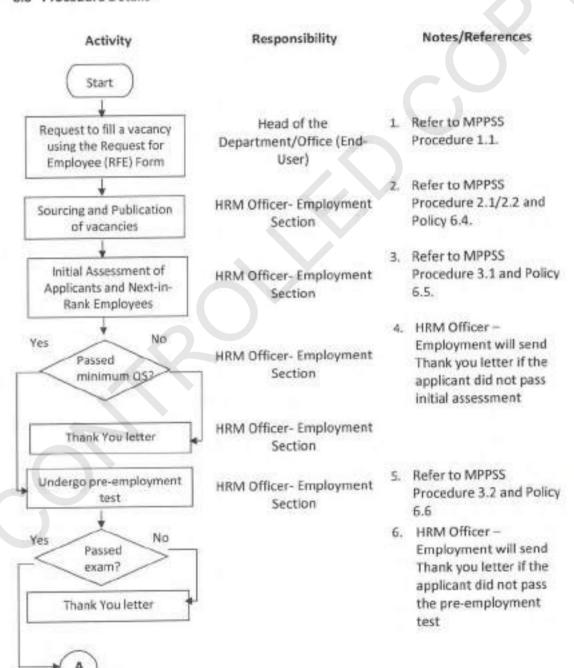
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	SYSTEM PROCEDURES MANUAL	PSD-01	
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- 5.11 An appointment becomes valid immediately upon issuance by PNOC President. The new appointee who has formally assumed the duties of the position is entitled to receive his salary at once without waiting for the approval of his appointment by the Civil Service Commission.
- 5.12 A New Employee Orientation (NEO) is conducted by HRM Officers (Employment, Training and Compensation and Benefits) to all newly appointed employees immediately upon reporting to work to make the new employee feel comfortable and informed about the company, and prepared for their position.
- 5.13 HRM Officer Employment shall tour around all newly hired employees to introduce him/her to all employees of the department/office, as well as all other amenities of the Company in order for the new employee to be familiar with Company amenities.
- 5.14 All appointments and the required attachments together with the Report on Appointments Issued (RAI) shall be submitted to the Civil Service Commission every 30<sup>th</sup> day of the succeeding month. The appointment remains valid unless disapproved by the Commission.

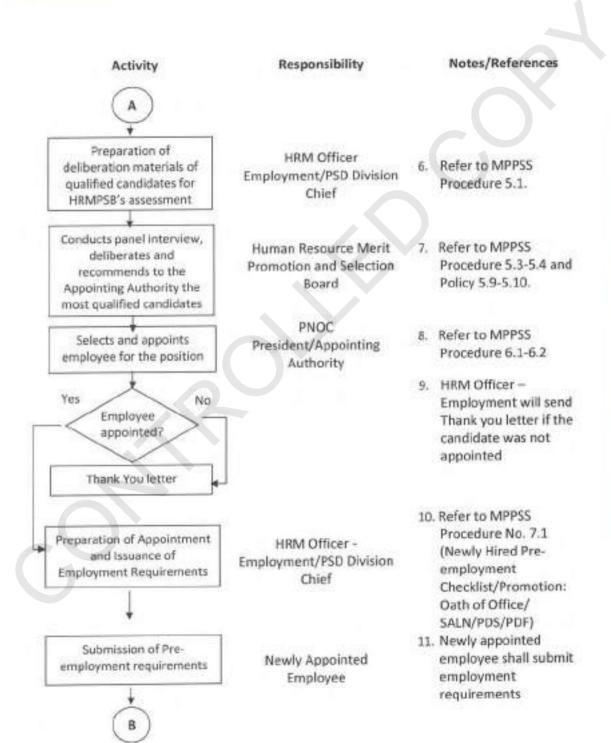
The specific guidelines as indicated in the PNOC Merit and Promotion Plan and Selection System Policies and Guidelines, under Sections V and VI will be followed in the hiring and promotion process.

	Title of Manual	Document No	4
	SYSTEM PROCEDURES MANUAL	PSD-	-01
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### 6.0 Procedure Details



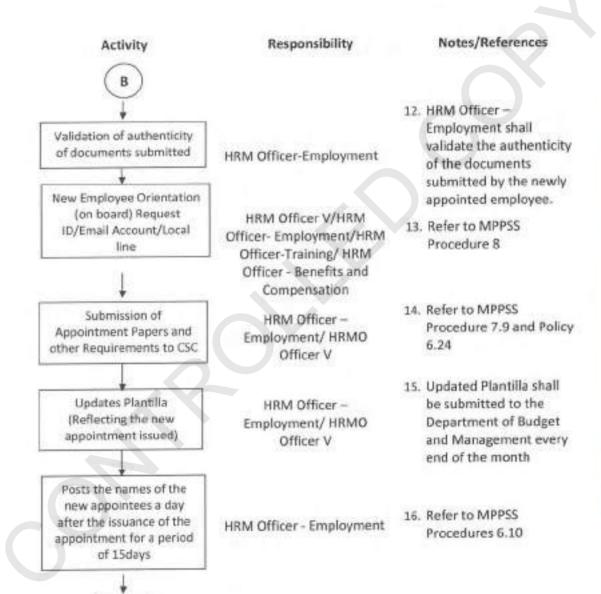
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	Department/ Process Owner	Effective Date	Effective Date	
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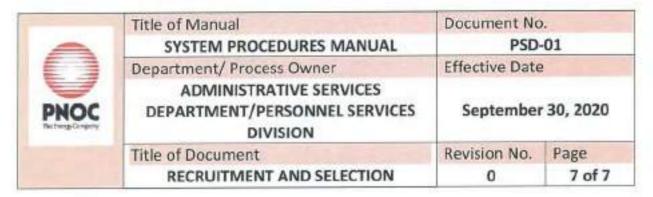




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Title of Document	Revision No.	Page
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### 7.0 Records and Files Generated

- 7.1. Request for Employee (PSD-01F1)
- 7.2. Memo to the Qualified Next-in-Rank Employees (PSD-01F2)
- 7.3. Thank you letter (PSD-01F3)
- 7.4. Test Result Profile (PSD-01F4)
- 7.5. Evaluation Data Sheet (PSD-01F5)
- 7.6. Competency Based Interview Rating Sheet (PSD-01F6)
- 7.7. Personality Interview Assessment Form (PSD 01F7)
- 7.8. Evaluation Table (PSD-01F8)
- 7.9. Comparative Summary Rating (PSD-01F9)
- 7.10. HRMPB Resolution (PSD-01F10)
- 7.11. Employee Request Form (PSD-01F11)
- 7.12. Posting of new appointees (PSD-01F12)

### 8.0 Attachments

- 8.1. Request for Publication for Rank and File positions (PSD-01A1)
- 8.2. Request for Publication for Executive/Managerial positions (PSD-01A2)
- 8.3. Appointment Paper (PSD-01A3)
- 8.4. Personal Data Sheet (PSD-01A4)
- 8.5. Oath of Office (PSD-01A5)
- 8.6. Position Description Form (PSD-01A6)
- 8.7. Certificate of Assumption to Duty (PSD-01A7)
- 8.8. Medical Certificate (PSD-01A8)
- 8.9. Statement of Assets and Liabilities (PSD-01A9)
- 8.10. Report on Appointment Issued (PSD-01A10)

Rev. No.	Affected pages/ section	Revision History
0	-	New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.

Prepared by	Reviewed by	Approved by
M. (TA. Tripulca/D.M.N. Cabig	L. G/G. Calaor	Cathay Au
Process Owner	Department Manager - Administrative Department	SVP Finance and Administrative Services

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## Republic of the Philippines (Name of Agency) Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not tater than \_\_\_\_\_\_

- 1. Fully accomplished Personal Data Sheet (PDS) with recent possport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
- 2. Performance rating in the present position for one (1) year (if applicable),
- 3. Photocopy of certificate of eligibility/rating/license, and
- 4. Photocopy of Transcript of Records

QUALIFIED APPLICANTS are advised to hand in or send through courter(email their application to.

(Fead of Office/Agency)	
(Position Title)	
(Complete Office Address)	
(E-mail Address)	

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Date of Preparation Name of Agency

### Republic of the Philippines

### CIVIL SERVICE COMMISSION

Batasan Hills, Quezon City

### Vacant Executive/Managerial Positions in the Second Level for Publication in the CSC Website

Place of Assignment

Geographical

Region

Office/Dept/

Division

Instructions: 1. Use this Form for new outrication of vacant Executive/Managerial positions in the secund level.

- 2. Use only the CSC prescribed electronic form downloadable from http://www.csc.gov.ph. All tiems on this Form should be completely filled and with no abbreviation.
- 3. Submit duly accomplished electronic form to CSC-ERPO as an small attachment to: jobs@webmail.cec.gov.ph and cc: cec.erpo.ped@gmail.com.
- Gorfirm with CSC receipt of email at telephone numbers (02)9317939 / 9318092 (post 713, pr (02)9318163.

WARAWIG: Alteration of this electronic form will result to data loading problems in the CSC Central Vacancy Database. DO NOT ALTER the structure of this electronic form.

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### Certification This is to certify that all requirements and supporting papers pursuant to CSC MC No. have been complied with, reviewed and found to be in order. The position was published at \_\_\_\_\_\_\_ from \_\_\_\_\_\_ to \_\_\_\_\_ from\_\_\_\_\_\_tv\_\_\_\_\_, 20 and posted in 20 in consonance with RA No. 7041. The assessment by the Human Resource Merit Promotion and Selection Board (HRMPSB) started on \_\_\_\_\_\_, 20\_\_\_\_\_. Highest Ranking HRMO Certification appointed has been screened and found: This centily that the qualified by the majority of the HRMPNB during the deliberation held on Chairperson, HRMPSB Recorded by ACTION ON APPOINTMENTS Validated per RAI for the month of \_ Invalidated per CSCRO/FO letter dated \_\_\_\_ DATE FILED STATUS □ Appeal ☐ CSCRO/ CSC-Commission ☐ Petition for Review □ CSC-Commission □ Court of Appeals: ■ Supreme Court Acknowledgement Ong nat Copy . . for the Appointed Original Copy - for the Civil Service Commussion Весенный андикай рікагостру од арренятнет оп-Original Copy . for the Agents

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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMEN	VT / PEOPLE / V	CLUWTARY	ORBANIZATIO	IN/S	
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VIII. OTHER INFORMATION			100		
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A — Are you a wearing or any indigenous group?	⊔ೂಟ
	III Y 🗀 please specify
b Anglyste algorithm with Establishy?	ାଞ Uhc
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<ul> <li>Are you a solo parent?</li> </ul>	□-B UMC
-	P YES, please specify ID No
41 PEPSTENCES (Estates to the est to to transport of the properties in contract	
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## REPUBLIC OF THE PHILIPPINES PHILIPPINE NATIONAL OIL COMPANY

### OATH OF OFFICE

l,	of
h	aving been appointed to the
position of	heraby solemnly swear,
that I will faithfully discharge to the best of my	ability, the duties of my present
position and of all others that I may hereafter	hold under the Republic of the
Philippines; that I will bear true faith and allegiand	te to the same; that I will obey the
laws, legal orders, and decrees promulgated by the	e duly constituted authorities of the
Republic of the Philippines; and that I impose this	obligation upon myself voluntarily.
without mental reservation or purpose of evasion.	
SO HELP ME GOD	
	(Signature over Printed Name
	of the Appointee)
Government ID	
Date Issued :	
Subscribed and sworn to before, 20 in	me this day of
Philippines.	
	(Director of Name
	(Signature over Printed Name of the Appointing Officer/ Authority/ Head of Office)



## Republic of the Philippines

1. OFFICIAL	DESIGNATION	OR	POSITION
The second second second	-	_	

PNOC	Porm No. DBM-CSC Form N				
ITEM NUMBER	(Revised Version No. 1	2017)	3. SALARY GRADE		
TEM NUMBER					
FOR LOCAL GOVERNMENT POS	SITION, ENUMERATE GOVE	ERNMENTAL UNIT AND CLA	ISS .		
Province City Municipality		Tel Class 2nd Class 3nd Class 4th Class		5th Class 6th Class Special	
DEPARTMENT, CORPORATION	OR AGENCY/LOCAL GOVE	KNMENT	6. SUREAU DROFFICE		
Philippin	se National Oil Company (	PNOC)			
DEPARTMENT / BRANCH / DIV	ISON		II. WORKSTATION / PLACE OF WI	ORK	
PRESENT APPROP ACT	10. PREVIO	DUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSA	ATION
POSITION TITLE OF IMMEDIAT	TE SUPERVISOR		14. POSITION TITLE AND ITEM OF	THOSE DIRECTLY SUPERVISE	D
		N PERFORMANCE OF WORK			
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f receivables and disbursaments; ompany assets, processes, service dequate resources.i.e., Personnel overnment. D. BREF DESCRIPTION OF THE GR he Executive Assistant functions	CILLIPHONE, PRINTER  KIDERS  CXCENIONAL  CHARLE FUNCTION OF THE Summarizes, analyzes and payment of financial Services, infrastructure, et al. Services, infrastructu	UNIT OR SECTION  timent decisions and fund as reports financial informational obligations. To provide succ. and services in a all mely a postion.  POSTION  the Senior Vice President p	Seneral Public Other Agencies Others (Please specify) : Private/business Sector  parcing: ensures liquidity and maintains in and transactions; implements adequaport to the core business of PMOC; entitlement; ensures that administrative privately in the core business of PMOC; entitlement; ensures that administrative privately in the core business of PMOC; entitlement; ensures that administrative privately in the core business of PMOC; entitlement; ensures that administrative privately in the core business of PMOC; entitlement (in the co	s good financial reputation by atteinternal control procedure issues smooth care business o rocesses conform to the rules atters presented for consideral	prudent manageme is to safeguard perations by providend regulations of the

	<u> </u>
CL Delivering Service Established - Provides proactive, responsive, accomplify, coverance and affactive public service to action the highest level of	
gerketrinken satisfastion	
Promotes the Figures standards for included and composes performance by upholding the vision, moston, values, polities and guite time.	
digarcation taking implaceount the social and environmental impact of one's actions and decisions. It includes:	
<ul> <li>strong personal day plane and work entries in reporting for work regularly and unitaries and</li> </ul>	
<ul> <li>engages that all commitments are properly need through completed shall work, and therefore creates a reputation for reliability and dependently.</li> </ul>	
Adygrope - Manager, statementals' scandards and requirements towards excellent armice	
C2 Exemplifying integrity - Hosts crisised accountable for the achievement of organizational targets, goals and objectives and maintains high standards of	
quality containut put. It includes resiliency and adeptability in trainling theories would aduations Concentral gistakeholicers	
traintains high eithical scandards at the Organizations and tradicidual feach which violade the ability of the employee in mandrat high level of	
cruseworthings, and saming determination to least the rampiling power of corruption	
adheres to Organization's policies on procent spending and financial controls; and laphoids the highest standards of much values and practices.	
Advanced - Imbuences utners to waters to the policies and rules, takes full responsibility for all business decisions, actions/inactions and conduct in	'
de hanne utal me lus éroméed.	
Lt Building Collaborative, Meausive Working Relationships - Builds and maintains network of recipional, high host, synangiatic working relationships	
within the inguitation and across government and retraining sections. This involves the ability to successfully leverage and maximist opportunities for	
shipting within the argenty from and with external stakeholders.	
Advanced - Sciengthens and ileepenis particularly and networks to deliver or enhance work outcomes.	
12 Maching Parlamence and Coaching for Results - Cresces on enabling Australians which will recover and section a performance-bases, countries	
rubura. Effectiveness in this competency are also includes a scrong locus on drive aping people for convent and finite meets, inemating fallons, promoting	
the value of continuous legrang and improversion.  Intermediate - Creates took and/or applies now methods in comprising and improving selow standard whom compliant performance of increatives or	
groups, using kircly adge and skills in coaching to enwise them to well-militate solutions for their growth and development.	
L3 Leading Change - Generales genuine eretrusiation and momentum for organizational change. It involves engaging and enabling groups to understand.	
accept and commissions to the change against it about the advancing and surraining change.	
Advanced - Constructs a change management plan in which one or more office systems and/or processes are altertion by a change intervention	
Lit Thinking Servegically and Qualifyally - "Seas the big picture", reflects muhi-dimensionally, crafts innoval or substants identifies to mechanis between	
s toahous or things that are not obviously related, and comes up with new solutional and deferent ways to enhance organizational effectiveness and	
perpornis Aries.	
advanced - Hars, maits and adapts strategies for activeling the vision, mission and objectives of the agency or organization and secures the proper as Creating and Naturaling a High Performing Organization - Crafts a high performing organizational culture that is propose division, results based, differ	
,	
focused and team oriented  Sasto - Suids a shaled sense of commitment to a rismman goal among individuals and uplices incompared to help also gives a improve competence of	
staffito achieve that jund. 2014: To acting the foot state.	- 1 Jan 13
F5 Communication (Cital and Written) - Conveys seem through the overall speak band written wards or a clear, conclus, and conserved macronicia.	
communicate information or to support programs, projects, accorded.	
Advance (Crail Communication) - Parintales delivery of vrformation and vritigence; larget authernie in other interact stakeholders.	
Adrance (Wolfen Communication) - Writes appropriate communication multiplia.	
F10 Office) Thinking - Herotors assess/concerns and exercise sound Engineer by many fact-based analysis and causal relationships and generating and	
selecting appropriate contests at action to arrive at the most advantageous result.	
Advance - Mandeys, synthesis and evaluation as Gimerelons of critical thinking; New the mideritys greatest behind evertise process, and formulates	
several provider courses of action to address/resolve; a smileran, and is able to chapse best option	
F22 were water and Created Creates, usualities and/or pransfaces (deasity form) and establishing new strategies, approaches and improvements	
to oddress that each and adulation the delivery of service	
incommediate - Seeks opportunities to try out new concupts, ways, and losses to come now (it withflows). Developes ow approaches or ideas to improve	
c-loging propositions	
F28 Network and Collaboration - (Neverline Arains a recover) of reciprocal high trust, symethal in (Alaxinships will in the organizations and across	
government and relevant various for the attainment of goals of midual herolds.	
Intermediate - Builds collaborative relacionship with partner agencies and stakeholders to be placehere work objectives	
F30 Planning and Organising - Develops and maintains a network of reciproce, high horst, querigand relationships within the organizations and screen	
government and relevant sectors for the attainment of grads of mutual bihicklit.	
Intermediate - Leads the design and implantmentation of Plans, god's and/or objectives which involve members from other units	
FSI, Problem Solving and Decision Making - Resolves deviations and exercises good judgment by using fret-based analysis and generating and selecting	
useropriage courses of action to proteins positive results	
Interingular - Provides carrely solutions to problems are decision dilentimes that do not have clear-out discount and resolution may require some analysis	
m creatisity.	
FAL Stakeholden Relationship Managament I denotes scope and responsibilities of various stakeholders; Responds appropriately to Maseholders.	
ranceing and eaper lations by consectently addressing and exceeding of an inactifaction standards ensuring positive feedbelt on client satisfaction thereby	
prengthening and sustaining manually benefit of continuation. Purel Readily attends to stakeholders, needly	
Dayse - Mandrals understanding of client relationships, concerns and expectations and the factors that affect these	
F44 Technical Advisory - Capacitalist the partner stakeholders in complying with tachnical requirements of with project-machines by authorsting issues	
and concerns have the existing laws, roles regulations, postures entitle guidelines.	
Intermediate - Idantilies project. Issues and concerns with stabilities does	

F45 Technique Waltung - Constructs and generales clean, mentible and consider #7000	USOUL DA Citué még-céadaisteag aun jery-pagen graphag de collegé au qui
egypty unduratione and timety manner such information to the intended users	
Incommediate - Develops and organizes data violationation to produce the required re	(points/instruments
FAV. Use of Technology - Makes effective use of technology to achieve results and e	
Basic - Applies basic technismic (office software and equipment) in the performance	a of the assigned tacks
22. STATEMENT OF DUTIES AND RESPONSABILITIES	·
PORCENTAGE OF WACHKRIME	DUTIES AND RESPONASIMUMES
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L ————————————————————————————————————	
23. ACHIDIMETOGRAPHIT AND ACCEPTANCE	
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24. NAME, DATE AND SIGNATURE	
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Employee's Name. Cate and Signature Over Prince: Name	Supplieson's elamo, finite and Signature Date: Funced Name
25. APPROVAL	
	Head of Agenty
accommunity on Mad	

## Republic of the Philippines PHILIPPINE NATIONAL OIL COMPANY

### CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms/Mr. DANA MAE R. NG-CABIG has assumed the duties and responsibilities as <u>Muman Resource Management Officer III</u> of <u>Personnal Services Division/ Administrative Services Department</u> effective October 16, 2018.

This certification is issued in connection with the issuance of the appointment of Ms/Mr. Ng-Cablg as <u>Human Resource Management Officer</u> III.

Done this 16th day of October 2018 in Taguig City.

<u>Lino G. Calaor</u> Head of Office/Department/Unit

Date: October 16, 2018

Allested by:

Lino G. Calaor Highest Ranking HRMO

201 file Admin COA CSC

For submission to CSCFO within 30 days from the date of assumption of the appointee

AGENCY/Affiliation of Licensed Government Physician:

LICENSE NO

OFFICIAL DESIGNATION

### MEDICAL CERTIFICATE

(For Employment)

INSTRUCTIONS a. This medical cartificate should be accomplished by a licensed government physician. b. Attach this certificate to original appointment, transfer and reemployment. c. The results of the following pre-employment medical/physical/mental examinations: must be attached to this form: Blocal Test Urinalysis নি Chest X-Ray Drug Fest □ Psychological Test □ Neuro-Psychiatric Examination (if applicable). FOR THE PROPOSED APPOINTEE AGENCY / ADDRESS NAME (Last Name, First Name, Name Expension (7 any) and Middle Name). ALETA, PIA MATINING PNOC BLOG. VI. ENERGY CENTER, RIZALI DRIVE, BGC, TAGUIG CITY PROPOSED POSITION AĞE SEX CIVIL STATUS 40 **FEMALE** SINGLE PRIVATE SECRETARY JII. FOR THE LICENSED GOVERNMENT PHYSICIAN I hereby certify that I have reviewed and evaluated the attached exemination results, personally examined the above pamed individual and found himmer to be physically and medically. 

□FIT / □UNFIT for employment. SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE

HEIGHT (w)

Hare Foot

DATE EXAMINED

WEIGHT (×6)

Sinpeed

BLOOD

TYPE

### SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of (Recaired by R.A. 0713) Rate: Humband and only who are both public officials and employees may file the required statements jointly or separately. □ Separate Fläng ■ Not Applicable. ⇒ Joour Filing POSITION: DECLARANTI (Femily Name) réire Namer (M.L.i AGENCY/OFFICE: OFFICE ADDRESS: ADDRESS: POSITION: SPOURE: AGBROY/OFFICE: [MJ] Y (Family Name) (žiry) Name) OFFICE ADDRESS: UNMARRIGO CHILDREN BELOW <u>EIGHT</u>EEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD DATE OF BUILDING AGE MARCE assets, liabilities and networth Buckluding those of the spease and animarried children below eighteen (18) years of age living in decknant's bouse!wild) 1. ASSETS a. Real Properties\* LOCATION ASSESSED CURRENT PAIR Acquisition ACQUIRETION COST X DESCRIPTION rag by hear and by modunishin sotuppersoned MARKET VALUE . VALUE (New Section 1 is the Tax December of Real Property) YEAR MODE Subtotal: b. Personal Properties: ACQUISITION COST/AMOUNT DESCRIPTION YEAR ACQUIRED Subtotal: TOTAL ABSETS (#+b): 2. LIABILITIES\* MATURE NAME OF CREDITORS COTSTANDING BALANCE

MET WORTH: Total Assets less Total Liabilities -

TOTAL LIABILITIES:

### BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declared) / Declarative spaces / Demarmed Children Subso Eighstein (18) years of Age Luseig in Declarative Household).

— If We do not have any business subjects to financial connection.

PAME OF ENTITY/BUSINESS ENTERPRISE	ensures aduktas	NATURE OF SUBMESS INTEREST 6/OR PERAMEIAL CONNECTION	DATE OF ACQUISITION OF EXTERNAL OR CONSECTION
			-

	RELATIVES IN TH			
(M)pho the	Fruith Degree of Consorquis	nity or Affirmiy, histo	hele also Bilas, Snine and Irany	
□ // W	Ve do not know of any :	relative/s in the	e governnisht servise)	
HAME OF BELATIVE	RELATIONSHIP	POINTION	HAME OF AGRECT/OFFICE AND A	DORES5
<u> </u>				
buziness interests and finan- eighteen (18) years of age (	nial connections, unclo hong in my househo	uding those of r ld, and that tr	nents of my assets, liabilities, net my spouse and unmarried childre to the beer of my knowledge, the the fourth civil degree of consarts:	n below above
service from all appropriate dompnesses that may show to	e government agencu ur assens, habilites, i ouse and thomsened	es, including net worth busin children below	y anthorized representative to obtain the Burcau of Internal Revenusitiess interests and briancial room to 18 years of ago living with memoral office in government.	e such ections,
Date:				
			<u> </u>	
Signature of Oce	Janus:I)		(Signation) of Co Deciment/Sprainer	
Greatenment Issued ID. III No Date Issued.		Clavernini IC: No Linie insu	nem Insued IIP	<u> </u>
SUBSCRIBED AND AWOR above stated government issued		dey_of	2020 aftiant exhibiting to	ouncithe

(Person Adopoistering Oath)

	CHECKLIST OF COMMON REQUIREMENTS	HRMO	CSC FO
	Instructions, Put a check if the requirements are complete. If inc	complete, use the space provided to indicate the name of a	ppointee and the tacking requirement/s
ŀ	<b>APPONTMENT FORMS</b> (CS Form No. 23-8. Revised 2017) - Original CSC copy of appointment form		
2	PLANTILLA ÖF CASUAL APPOINTMENT (CSC Form No. 34-8 or 0) - Greene CSC Volly	N/A	
3	PERSONAL DATA SHEET (CS Form No. 212, Revised 2017)		
4	ORIGINAL COPY OF AUTHENTICATED CERTIFICATE OF ELIGIBILITY RATINGS LIGENSE - Except of the eligibidity has one in previously authenticated in 2004 or one are and receited by the CSC	To follow	
5	POSITION DESCRIPTION FORM (DBM-GSC Form No. 1. Reviseu 2017)	To follow	
ŝ	OATH OF OFFICE (OS Form No. 32, Revised 2017)	To follow	
7	CERTIFICATE OF ASSUMPTION TO BUTY (US Form No. 4)		
		This is to certify that I have checked the veracily, authenticity and completeness of all the requirements in support of the appointments attached herein.	This is to certify that I have checked all the requirements in support of the appointments attached herein and found these to be     scripporte /   ] tacking
		Highest Hanking HRMO	CSC FO Receiving Officer

RFE Number	

### REQUEST FOR EMPLOYEE (RFE) FORM

PSD-01F1

To be submitted in duplicate for each position

POSITION	DEPARTMENT/OFFICE	LOCATION	REQUISITION DATE
		DUDGET DIVISION COR BUIL	
EMPLO	YMENT STATUS		GET VERIFICATION (Availability inded in the Fiscal Year)
REGULAR POSITION	NON-REGULAR POSITION	Funded	Unfunded
Permanent	Contractual	Verified by:	Checked by:
☐ Temporary	Others		
EXPLAIN WHY NEEDED			
BRIEF DESCRIPTION OF DU	TIES AND RESPONSIBILITIES OF TH	E POSITION	
			APPROVED BY : PRESIDENT
PREPARED BY	DEPARTMENT HEAD	CONTACT SR. VICE-PRES.	ADM REUBEN S LISTA (Ret.)
	TO BE FILLED BY PERSO	NNEL SERVICES DIVISION	
MINIMUM QUALIFICATION	S REQUIREMENT		
EDUCATION	EXPERIENCE	TRAINING/SEMINAR	ELIGIBILITY
Please refer to the Compet filled up	ency Based Human Resource Ma	nual for the Competency requi	rement of the position to be
DATE PUBLISHED IN THE	DATE OF PSB DELIBERATION	NAME OF HIREE	
CIVIL SERVICE WEBSITE		ITEM NUMBER/SG/SALARY	DATE OF ATD

### MEMORANDUM

(PSD-01F2)

		•	Date:
Tọ:	L.G. Calaor	Ref	:
Ĉ <del>e</del> :	NIR Candidate	Cnd	ę ·
			Next-in-Rank Candidate to (Position) Item No
	In response to your re	at the Department, ( <b>NAME</b>	p theposition (SG Division_of_the ) is considered qualified Next-In-
	candidate to submit ap , 2020 to be	plication letter and updated Pe	uire the interested next-in-rank resonal Data Sheet not later than re position. Uninterested next-in- nucle for the position.
	the next-in-rank empk	gyee Thus, the vacant 💹 🔃	authority is not bound to appoint position is also net the minimum requirements of
	Thank you.		
			E I Castillon

mtat/dmpc NIR inemo

Date
Addresse Address1 Address2
Dear:
We wish to thank you for considering the Philippine National Oil Company as your prospect for employment. However, we regret to inform you that you did not meet the minimum requirements of the Qualification Standards.
We appreciate your interest in joining us and take this opportunity to extend best wishes in your future endeavor.
Very truly yours,
HRMO V
Personnel Services Division

	Date
Addressee Address 1 Address 2	
Dear	
We wish to thank you for considering the Philiprospect for employment. We regret to informeet the minimum requirements set by the Con	n you that your test result did not
We appreciate your interest in joining us and to our best wishes in your future endeavor.	ke this opportunity to extend to you
	Very truly yours,
	HRMO V Personnel Services Division

November 3, 2020	
Addressee	
Address 1	
Address 2	
Dear:	
Thank you for your interest in appropriation (SG), Item No in the	
	on and assessment of the PNOC Selection Board I not meet the minimum criteria of 60.00 points o the Appointing Authority.
We wish you good luck to your future	e endeavors.
	Very truly yours,

PNOC Selection Board



# PHILIPPINE NATIONAL OIL COMPANY TEST RESULT PROFILE

NAME:		DATE:	
POSITION APPLI	ED:	LEVEL:	
	CLASSIFICATION		CLASSIFICATION
TELLIGENCE TEST			
Culture Fair Intelligenc est Scale 3 (CFIT 3)		g. Office Skills Test Grammar (OST Gr)	
Culture Fair Intelligence est Scale 2 (CFIT 2) Thurstone Test for Mer	A11.	h. Office Skills Test Filing (OST FI) i. Office Skills Test Numerical Skill	
lertness (TTMA) Purdue Non-Language	177.70	(OST NS) j. Office Skills Test Checking	
PNLT)	ries Average	(OST Ch) k. Office Skills Test Vocabulary	
		(OST Vc)  I. Typing Test	
PTITUDE TEST		m. Flanagan Industrial Test Coordination (FIT Co)	
. Flanagan Industrial Te lanning (FIT PL)	st :	n. Flanagan Industrial Test Electronics (FIT EI)	
. Flanagan Industrial Te udgment and Comprehe FIT JC)	ension	SUPERVISORY INDEX	
Flanagan Industrial Ter fathematical Reasoning fR)		a. Management	
Accounting Orientation	1	b. Supervision	
Flanagan Industrial Tex expression (FIT Ex)	st	c. Employees	
Flanagan Industrial Tes rithmetic (FIT Ar)	M	d. Human Relations	
		TOTAL	
REMARKS		COMPUTER OPERATION APTITUDE BATTERY (COAB)	
	Highly Recommended	a. Sequence Recognition	
	Moderately Recommended	b. Format Checking	
	Recommended with Reservations	c. Logical Thinking	
	☐ Nat Recommended	TOTAL	
repared by:		Reviewed by:	
DI	MR Ng-Cabg/MTA Tripulca	FJ Castillon	

70	<u> </u>	A -	-	
րՑ	D-I	U 1	P 5	. 1

## PHILIPPINE NATIONAL OIL COMPANY EVALUATION DATA SHEET

DEPARTMENT/DIVIS			
POSITION TO BE FIL			
EDUCATIONAL REQUIREMENT	EXPERIENCE Requirement	TRAINING REQUIREMENT	CS EUGIBRUTY

Solary Grade	:
Role Per Month	1:
Item Number	:

NAME OF APPLICANT	EDUCATIONAL ATTAINMENT	RELEVANT WORK EXPERIENCE	TRAININGS/SEMINARS ATTENDED	CS ELIGIBILITY	PSO-01F5.2 PERFORMANC RATING
			R		
		2			



## PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center, Rizal Drive, BGC, Taguig City

## COMPETENCY BASED ASSESSMENT INTERVIEW RATING SHEET

NAME OF APPLICA	ANT.			POSITION	N TO BE CONSIDERED		
	ALEJANI	DRO M. UNI	TALAN		EXE	CUTIVE ASSISTANT IV	
ITEM NUMBER	SALARY GRADE	TENET	SALARY AUTHORIZED	DEF	PARTMENT	DIVISION	PLACE OF ASSIGNMEN
52	22	:11:	Php65,319.00	OSVP- ENER	RGY INVESTMENTS		Taguig City
1 9 - 1			741370	FICATION STAND	19150	The second second	No. of Street, or other Designation of the last of the
Bachelor's degre	TAINMENT e relevant to the jo	b	3 years relevant experie	nce 16 hours	s relevant training	Career Service (Profess Eligibility	sonal)Second Level
A. CORE COMPET		COMPET	ENCY		COMPETENCY LEVEL REQUIREMENT	COMPETENCY ASSESSMENT (Based on Interviewer) Assessment - Behavioral Indicatoral)	COMPETENCY MATCHING { +; X; - }
1 Delivering Serv ffective public se- ighest standards alues, policies and evironmental imp	for Excellence - Province to attain the highest individual and code guidalines of the Opact of one's actions trong personal discipances that all commend therefore creates	thest level of rporate performance rganization to and decision sine and wor nitments are a reputation	re, responsive, accessible, or stakeholder satisfaction. Pro immence by upholding the vi- taking into account the social s. It includes: it ethics in reporting for wor properly met through comp infor reliability and dependent puirements towarch excellent	omates the alos, mission, if acd is regularly and on leted staff work, sility.	3		
2 Exemplifying In ergets, goals and esiliency and adap Asintains high eth bility of the empli exist the tempting observe - Influence dwance - Influence	ntegrity - Holds oneso objectives and main stability in handling o ical standards at the cover to marifest high power of corruption and soft and one of some es others to adhere	elf accountabains high stativerse work. Organization is level of trans-	le for the achievement of or indards of quality work outp situations concerning staket is and Individual levels which stworthiness and strong den in and florogetal controller is and rules; Takes full respon- ted delivering what one has pr	rganizational at. it includes holders. Its include the ermination to and delivate the upfilley for all	3		
LEADERSHIP CO	A STATE OF THE PARTY OF THE PAR	o mossoli					
eciprocal, high tra overnment and re	st, and synergistic w elevant sectors. This i	orking relation	seahips - Builds and maintai reships within the organisat ability to successfully levera parization and with external	on and across ge and maximize	3		
	thers and deepers p	artherships a	md networks to deliver or er	shance work			
will nurture and so rea also includes a alent, and promot stermediate - Cre- tandard or non-co	stain a performance is strong focus on dev ing the value of cont ares tools and/or app impliant performance	based, coach eloping peop inuous learni offes new me e of individua	s - Creates an enabling envir- ning culture. Effectiveness in ale for current and luture na- ing and improvement, thods in correcting and impr als or groups, using knowled their growth and developm	this competency eds, managing roving below ge and skills in	ž		
L3 Leading Change - Generates genuine enthusiasm and momentum for organizational change. It involves engaging and enabling groups to understand, accept and commit to the change agenda. It also includes advancing and sustaining change.  Advanced - Constructs a change management plan in which one or more office systems and/or processes are affected either by a change intervention conducted internally or by an external				3			
resistant Thinking Strateg novetive solution letted, and come a d responsiveness branced - Plans, c	cically and Creatively s, identify connection up with new ideas and crafts and adapts stra	- "Sees the l ns between s d different w stagies for ac	on conducted internatly or b big picture", think multi-dim ituations or things that are o ways to enhance organization bieving the vision, mission a nplementation of these strat	ensionally, craft not obviously nal effectiveness and objectives of	3		
Creating and No	rturing a High Perfor	ming Organia	ution - Crafts a high perform based, client-focused and to	ning	3		

Advanced - Creates a culture rate or Learn work \$10 collaboration across organizations.	incordopendence is nursured by lackliming			
C. P. C			· -· · · · · ·	
F& Communication (Ormand Written) Conveys:	deas through the use of speech and written			
words in a slear, concise, and otherent manner to o	smmenteme information or to support			
orgerams projects, willreitles. Advance (Grail Communication) - Pacificates del ver	Pegrét sescendini line materiordin long	3	ļ	
auchence or other relevant stakeholders.			•	
Agreence (Wirkland Communication) - syrices approp				
FIG Critical Thinking Resolves (souts/ conterns an				
based analysis and causaline attentiops and general action to arrive at the most advertageous result.	mik and charling appropriate contacts			
Adument - Main feets synthesis and evaluation as di-	monstons of chocal thinking, and sees the	3		
underlying causes behind events/ sociations, and to				
address/ resolve a squat mit, and is able to choose b	-			
F22 Innovation and Creatwity - Creatos, identifies extellibiling new strategies, approaches and Improv				
in the ceivery of service	CHISTO CO SCORES ENDISCIPES \$100 500 54000	ż		
imprimediate. Seeks apportunities to by out new o	ongopia, ways, and ideas to minimup with	•		
solutions, and develops new approximen in ideas to	improve existing procedures.			
Fig. Naturally and Callaboration - Garakes and ma				
syneralistic relationships within the organizations are	id actions government and relevant sections for	_		
the extendings, of goals of mutual behalful. Becamediate - Builds collaborative relationship well	h contract agencies and staket uiders to help	z		
achieve work objectives	- Daniel Vigorica your your your your your			
F30 Planning and Organizing - Develops and must	anny a melwork of recipiodat, high troot,			
synergistic retainmentagis within the organitations an	d across government and relevant sectors for			
the artainment of goals of minual benefit. Intermediate: cooks the design and explementation	s ef elam mada andioendria ti-at selich	3		
Implies members from Aller units	an hand kentanda pelecuata satu			
F31 Problem Salving and Deriking Mething - Retole	ve deviations and exercises good judgment by			
nying failthwood analysis and generating and select				
posewe results		2		
Intermediate - Provides cimely volutions to problem				
plear-cut options and resolution may require sorte a				
F44 Technical Advisory - Coosthates the panner st		_		
requirements ad with project-readings, by adddress Intermediate - Identifies project issues and concern		2		
F45. Technical Wheling - Constructs and generates or using well-regearched and fact-based analysis to Co-				
number such information to the Intended users	11, 11, 11, 11, 11, 11, 11, 11, 11, 11,	2		
knemediste - Develops and organizes data/inform	etica: la produce the required			
reports/instructions				
FAT Use of Technology - Makes effective use of the	hnotogy to achieve results and ensures access			
10 security of ter hunk giv systems		1		
Basic - Applies basic technology (office software and assigned rasks	1 =dhilbusuri iu tpe begitrumura ut yea			
A SERVICE TO THE SERVICE SERVI	and the state of t	39		
The Annual Manager Street	3.0 George 1990 1970 1981	33		
POTENTIAL RATING** - Encircle your rating wi		s the Inwest.		
MAS HIGH POTENTIAL	HAS MODERATE POTENT	TIAL	HAS MINIMA	L POTENTIAL
	<del></del>	<del></del> "-		
LEVEL	i			
•	•	1	·	
,	4 3	2	1	
	DOTESTAL DATING C	FALE		
	POTENTIAL RATING S	LALE		
		.,		
	A high-potential employee will often have			
наўн вотектил	have a "higher" position perse, but rather			
NEW POTENTIAL	one who has been Identified as having the	potential, ability and	l aspiration to hold succe	ssive leadership
	positions in an organization			
	The employee appears to have the suffice	ed abiles to re-stance.	affocieral, ar sho navi co	saint level Frankrise
MODERATE POTENTIAL	appears to have applied the compotencies	receatedly ann were 'receatedly ann were	essfully in the pedacovars	ce at his/her lab but
remoderate to the rest 1806	yill has much to learn about the acvanced			

The employee does not appear at this time to be ready to perform effectively to the next position level. Employee has demonstrated limited experience applying the competences required for the position. He/site MINIMAL POTENTIAL applies general knowledge in common situations but has limited practical experience mapplying the competencies in a work environment air whiting more complex shuatians. HAT We SUMMARY OF FUNCHATION COMPETENCIES/MANAGERIAL SKILLS a5% CHARACTERISTICS AND PERSONALITY TRAITS 10% POHADUGE 10% Ш TRAINING 10% ĮΨ EXPERSENCE ٧ 15% VΙ POTENTIAL 5% QUITSTANDING ACCOMPLISHMENTS/AWARDS AND CUMMUNDATIONS 5% VΙΙ TOTAL 100%

S GNATURE

JA'E

POS TION

NAME OF BRIDE

F5D-Q1F7						
NAME	AC	GB;				
PRESENT POSITION:	SALARY:					
DIVISION:	PAI	RTMENT:				
CONSIDERED FOR THE POSITION OF		_	<del></del> .			
PERSONALITY INTERV	(EW	AS:	SESSMENT FORM			
Instructions:						
You are about to rate the candidate on certain chatalk with him/her face to face. Consider whether interview, will be an asset or liability to the population of candidate's characteristic solely on evidence during proper scale. (Each part of the scale has an equivalence of the candidate on each candidate, accomplish the standary rating form characteristic. Add the total point scores.	his position ng the ant po ch of	erson to be sint sint s	nal characteristics, as manifested during the ing considered. Make your rating of the erview by putting a check mark (3) on the core.)  Italit, Do not omit any item. After rating the igating the point score obtained in each			
TRAITS			POINTS			
<ol> <li>Voice and Speech.</li> <li>Is the candidate's voice inviting or pleasant?         Can you hear what the candidate says? Is his/her speech clear and distinct? Is the candidate's voice resonant and well modulated?</li> </ol>	3	0 0 0 0	Imitating or undistinct. Linderstandable but rather unpleasant Neither conspicuously pleasant or unpleasant Definitely pleasant and distinct Exceptionally clear and pleasing			
2. Appearance. Does the candidate look like a well-set up, healthy, energetic person? Does the candidate have bodily or facial characteristics that might seriously hamper him/her? Is be well-groomed or unattractive in appearance?	3	0 0 0	Unprepossessing or unsuitable Creates a rather unfavorable impression Suitable, acceptable Creates a distinctly favorable impression Impressive, commands admiration			
3. Alertness.	ı		Slow in grasping obvious questions: often			
Does the candidate reacily grasp the meaning of a question? Is the candidate show to comprehend even the most obvious points? Or	2	0	misunderstands meaning of questions Slow to understand subtle points, requires explanations			
does the candidate understand quickly, even though the idea is new, involved or difficult?		0	Nearly grasps intent of interviewer's question			
	4	o	Rather quick to grasping questions and new ideas			
	5	٥	Exceptionally keen and quick to understand			

PF 1-B page 1 prevised L6 July 2001).

'SD-01F7 TRAITS			POINTS
********			
<ol> <li>Emotional Stability.</li> </ol>			
to the confliction of the second of the seco	ı	ø	
Is the candidate emotionally mature? Is the	2	0	2 1
candidate touchy, sensitive to criticism, easily upsel? Is the candidate irritated or impatient	3	o	
when things gu wrong? Or does the candidate	4	U	
keep an even keel?	5	0	Exceptional poise, calmness and good humor under stress
			Harriot discus seess
5. Self-confidence.			
	]	o	Thuid; hesitant: easily influenced
Does the candidate seem to be uncertain of	2	0	
him/herself, hesitant, lacking in assurance,	3	O	
casily bluffed? Or is the candidate	4	0	Wholesomely self-confident
wholesomely self-confident and assured?	5	Ω	Shows superb self-assurance
UMMARY RATING FORM			
Traits			Poims
1 Voice and Speech			
Voice and Speach			
2. Appearance			
3. Azerness			
4. Emotional Stability			
5. Self-confidence			
			<del></del>
POTAL			<u> </u>
Do you think this candidate is capable of eventual	lly p	ca for	rming at the management level?
			· · · · · · · · · · · · · · · · · · ·
Does the candidate have the potential to go beyon	d thi	s? l	f so, in what functions?

PF LB page 3 (revised 16 July 2001) PSD-D1F7	
EVALUATION:	
Qualified for the position  For future reference	Not qualified for the position based on the Division's/Department's requirements:
REMARKS:	
INTERVIEWED BY:	DATE OF INTERVIEW:

					PSD-D1FR	
NAME CONS		VALUATION TABL	E		ANNEX 2	A (Final)
			W	: :: <del>:</del> ::		
	Evaluation Factor	RAW SCORE	%age Factor	Equival ent Point Weight	Point Weight	Point Score
1	Competencies				45	· <del>-</del> :
2	Characteristics and Personality Traits	"-			10	
3	Education (in excess of Bachelor's degree in Engineering)				10	
3	Training (in excess of 8 hours of relevant training)				10	
4	Experience (in excess of 2 years of relevent experience)				15	· ·
5	Potential				5	. :
6	Outstanding Accomplishments/Awards/ Commendations				5	_

Prepared by:	Checked by:
DMN Cabig/ MTA Tripulca	FJ Castillon

TOTAL

100

## COMPARATIVE SUMMARY RATING

## CONSIDERED FOR THE POSITION: CHIEF ADMINISTRATIVE OFFICER

## PROCUREMENT MANAGEMENT DIVISION - ADMINISTRATIVE SERVICES DEPARTMENT

		EVALUATION FACTOR SCORE							
	CANDIDATES	CHARACTERISTICS AND PERSONALITY TRAITS		TRAINING	EXPERMENCE	POTENTIAL	OUTSTANDING ACCOMPLISHMENTS	TOTAL	RANKING
1	CANDIDATE 1	i							
ż	CANDIDATE 2								
3	CANDIDATE 3								
4	CANDIDATE 3								
5	JOHN PAUL P. PRUDENCIO								

Prepared by:		Checked by:
DMN Cabig/ MTA Tripulca	_	FJ Castillon

## Philippine National Oil Company SELECTION BOARD RESOLUTION

PSD-01F10

Resolution No.:		Date.	
Division/Office Position to be Filled.		<u></u>	
No. of Vacancies. Salary Grade:		tem No: Salary Rate:	
	QUALIFICATION STANDARDS	OF THE POSITION TO B	E FILLED
Education: Experience: Training. Eligibility:			
The PNOC Personnel S set for hiring/promotio	-	ualified candidates listed b	elow using as basis the standards
2.			
Selection Board (PSB),	ment of the ments and qualification recommends the appointment the selection of the selection in the selection is the selection of the selection of the selection is the selection of the selecti	t of	candidates, the PNOC Personnel to the vacant
of candidates endorses		ard of the President does	President may select from the list not chanse from the list, he may
		naloman	_
	dember		Member
	Member		Member
Thereby appoint		_to the position.	
	Head of the Agenc	y/Appointing Authority	<u> </u>

PSDOUFLE	

	EMPLOYEE REQU	JEST FORM
Name:		
[mplayed Number		<del> </del>
Position		
Division/Department		
Reason forRequest	New Hire Employment Status	[*lective 12-101-19
		<b>-</b>
	L Permanent	Cotermizious Contractoa (Office Dased)
	☐ lop Ouder {	Others (Specify)
	Marriage/Annulment/ Cha	ange Name
	Octa/s of change: Change	surname and cremge of office location
	Separation/Returement	Elfactwa:
	Resignation [	Retirement Cod of Torm
	☐ Termination [	Others (Specify)
Requested by:	Checked by:	Approved by
OMN Cabig	FJ Castillion	LG Calaor
HAM Office:	HAMO V-PSO	Department Magazer A - AS Dept
Loca: Phone number assence Phone Asser Tag Number Asseccé by:		
	(MAIL REQU	GT
May we request the processin moreated herein	ig of the internet / e-mod account o	of the PNOC employee as
Nature of Request	Creabon of PNOC Ins	directual/Embil Account Change Name
	☐ De-Activation/Deleti	int
Approved by		
	M.B.C. Cubelo OIL Lorporate Planai	ing Dept.
	For Corplan MIS U	
Acatum Name		- Pproc i oiii ph
Account name created/deach	valed by:	
Date action taken		
Cherkad by:		
*Please return original copy ( Orlphul Coty Copy for Corplon MS	o Personnel Services Dhesion	
Copy for 65D Copy for 2 <b>50T</b> D		



# Welcome to PNOC! newly hired employees

POSITION DIVISION DEPARTMENT ATD:

POSITION DIVISION DEPARTMENT ATD:

POSITION DIVISION DEPARTMENT ATD:



NAME
POSITION
DIVISION
DEPARTMENT
ATD:

God bless you!





# congratulations to our newly promoted employees!

NAME POSITION DIVISION DEPARTMENT ATD: NAME POSITION DIVISION DEPARTMENT ATD: NAME POSITION DIVISION DEPARTMENT ATD: NAME POSITION DIVISION DEPARTMENT ATD:

Keep up the good work!



	Title of Manual	Document No	
	SYSTEM PROCEDURES MANUAL	PSD-02	
-	Department/ Process Owner	Effective Date	
PNOC	ADMINISTRATIVE SERVICES DEPARTMENT/ PERSONNEL SERVICES DIVISION	September	30, 2020
	Title of Document	Revision No.	Page
	COMPENSATION AND BENEFITS	0	1 of 17

## 1.0 Objective

PNOC aims to foster and sustain employee retention and loyalty by promoting job satisfaction, work motivation and advocating work-life balance.

- To provide guidelines and procedures in the processing of employee compensation, benefits, attendance monitoring, statutory claims.
- 1.2. To provide procedures in conducting employee welfare programs.

## 2.0 Scope

- 2.1 This document contains work methods as guide in administering employee compensation, benefits, incentives and statutory claims/entitlements.
- 2.2 This shall cover regular employees of PNOC (Permanent, Temporary and Coterminus employees)

#### 3.0 References

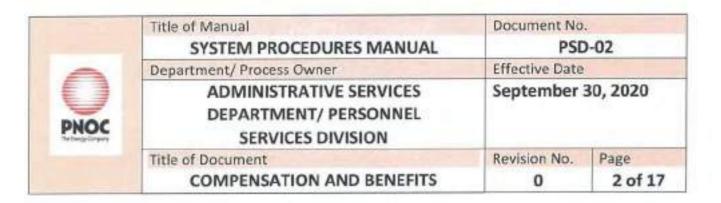
- 3.1 PNOC Manual Personnel Services Division/Compensation & Benefits
- 3.2 PNOC Policy on Separation from the Service
- 3.3 Executive Order 292 (Omnibus Rules on Leave)

## 4.0 Definitions and Abbreviations

- 4.1 DTR Daily Time Record -
- 4.2 ASR Attendance Summary Report
- 4.3 NOSA Notice of Salary Adjustment
- 4.4 NOSI Notice of Step Increment
- 4.5 ELLC Employee Leave Ledger Card
- 4.6 AAO Agency Authorized Officer
- 4.7 ARA Agency Remittance Advice

## 5.0 Policies and Guidelines

5.1 Timekeeping and Attendance Monitoring



- Daily Time Record Submission (Refer to Rule XVII [Government Office Hours]
   Section 2 Book V of Executive Order 292, page 112)
- Leave Applications Processing (Refer to Rule XVI [Leave of Absence], Sections 1-67, pp 91-111)
- 5.4. Payroll Processing The Personnel Services Division shall submit on or before the 18<sup>th</sup> day of the month a Payroll Report (Overtime, Leave without Pay and Tardiness/Undertime without Pay) to the Accounting Department.
- Leave Credits Monitoring/Updating (Refer to Rule XVI [Leave of Absence] Sections 27-30, pp 98-102
- Salary Adjustments Monitoring (Refer to CSC- DBM Joint Circular \_\_\_\_ (Notice of Salary Adjustments and Notice of Step Increments)
- 5.7. Employee Benefits and Incentives Processing and Conducting Employee Welfare Programs – The PSD shall process employee benefits (mandated and in-house) and facilitate employee claims and incentives with GSIS, Pag-ibig and PhilHealth. The PSD is also task to conduct Corporate events (Social and employee welfare programs.

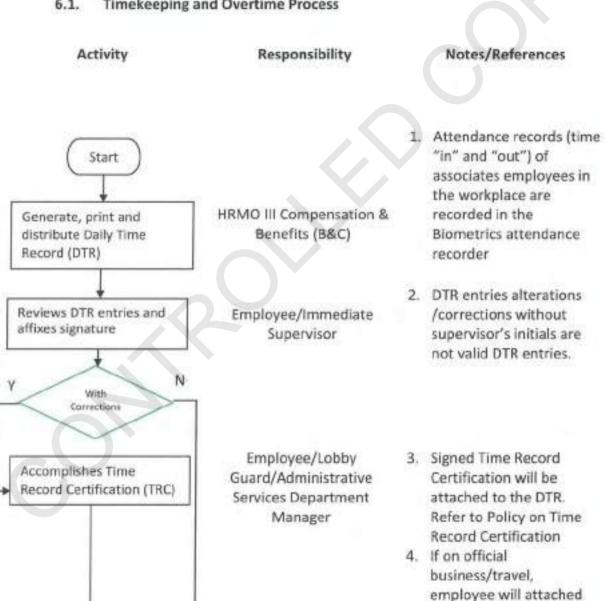
approved Locator Slip or

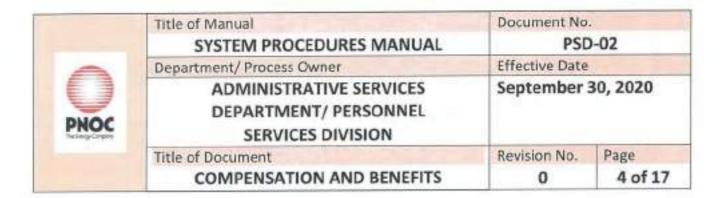
Travel Order.

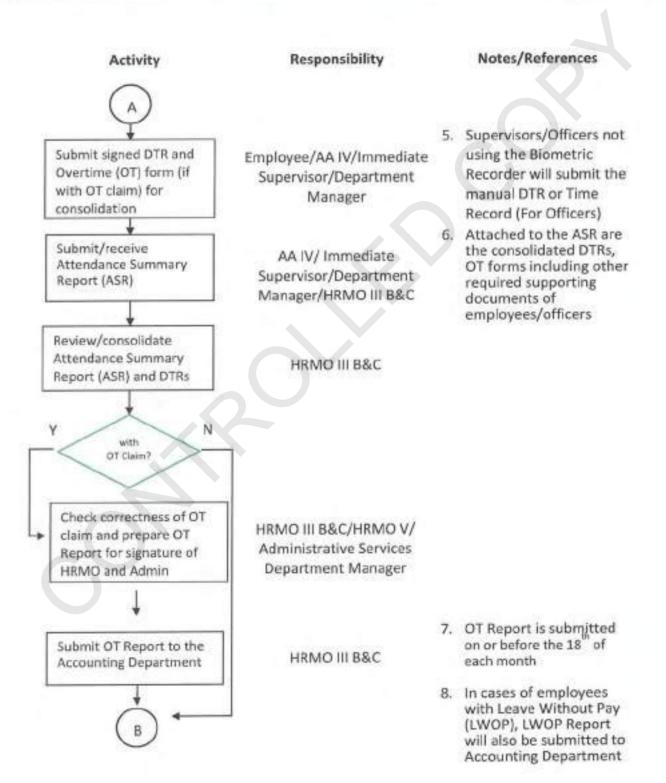
	Title of Manual	Document No	
	SYSTEM PROCEDURES MANUAL	PSE	0-02
	Department/ Process Owner	Effective Date	
PNOC	ADMINISTRATIVE SERVICES DEPARTMENT/ PERSONNEL SERVICES DIVISION	September 30, 2020	
	Title of Document	Revision No.	Page
	COMPENSATION AND BENEFITS	0	3 of 17

## 6.0 Procedure Details

#### 6.1. **Timekeeping and Overtime Process**

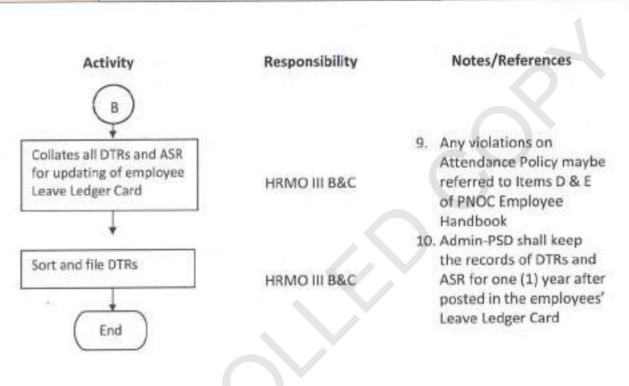






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	SYSTEM PROCEDURES MANUAL	PSD-02 Effective Date	
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PNOC	ADMINISTRATIVE SERVICES DEPARTMENT/ PERSONNEL SERVICES DIVISION	September 30, 2020	
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	COMPENSATION AND BENEFITS	0	6 of 1

#### Leave Application Processing 6.2.

Activity

Responsibility

Notes/References

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Receive application/ request for leave benefits availment/claims and check data entries if correct and conforms with benefit eligibility requirements

HR Officer

 Eligibility for leave benefits availment of employees must be checked with the Omnibus Rules on Leave and other CSC issuances or PSD Manual

Process request application for Leave claims and benefits of employees (certification of leave credits)

HR Officer

2. Leave Benefits refer to PSD Manual, Compensation and Benefits, Leave

Return Leave Application to immediate supervisor of employee for recommendation of approval

HR Officer/ Immediate Superior of employee availing leave benefits

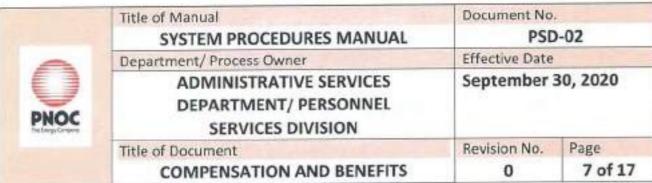
3. If leave application is not endorsed/recommended for approval by immediate supervisor, the employee may appeal in writing to the PNOC President or his duly authorized representative.

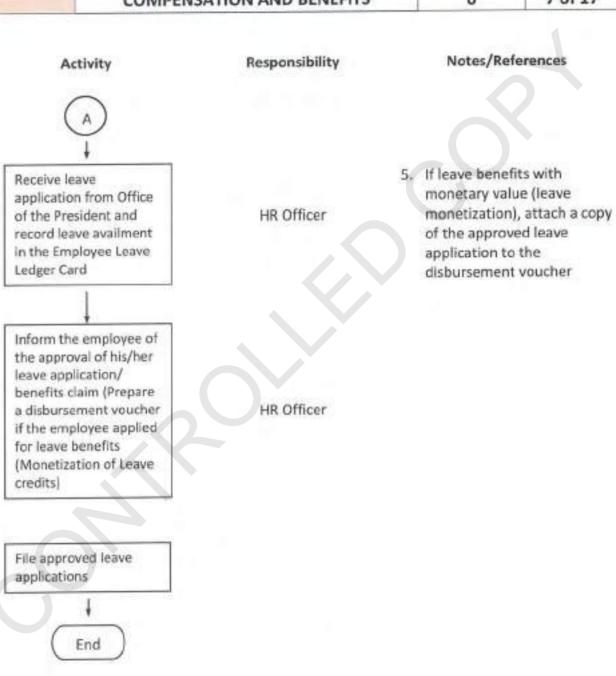
Forward to the PNOC President or his duly authorized representative the leave benefit application that was endorsed by immediate supervisor

HR Officer PNOC President or his/her duly authorized representative

If the leave application is disapproved by the President, the employee cannot avail of the leave benefits./claims applied for A leave of absence of an employee without approval shall be considered "Unauthorized Leave" (without pay)



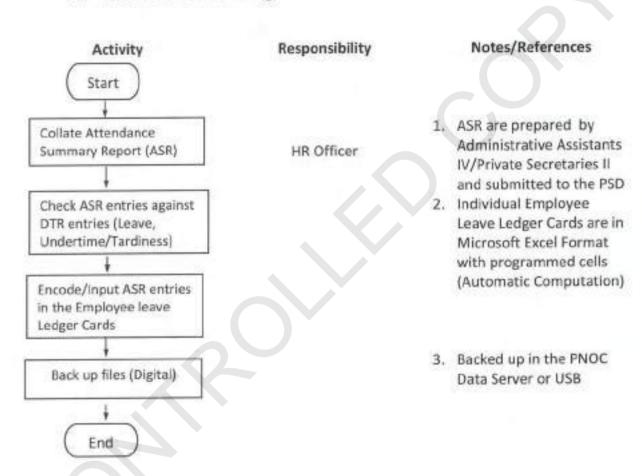


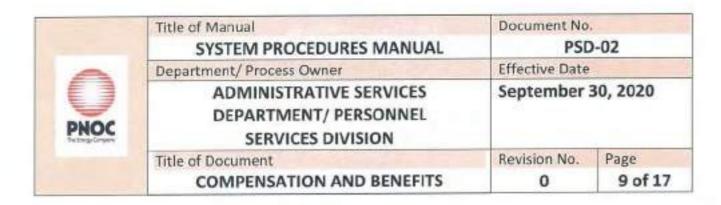


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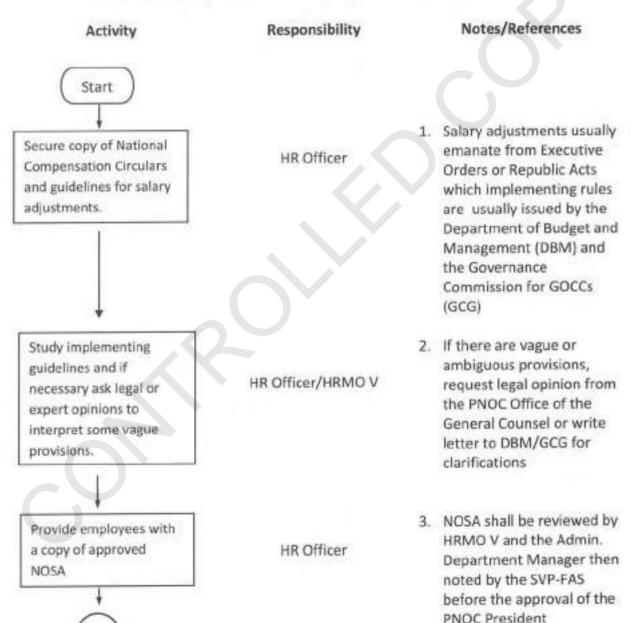
## 6.3 Leave Credits Monitoring





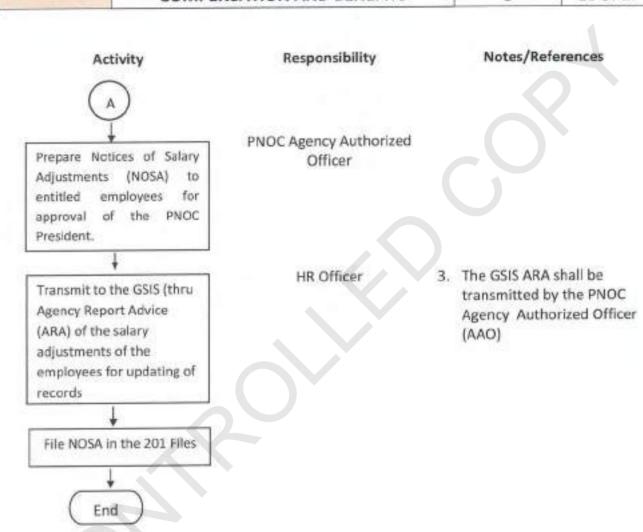
## 6.4 Salary Adjustments Monitoring

6.4.1. Mandatory – Notice of Salary Adjustment (NOSA)

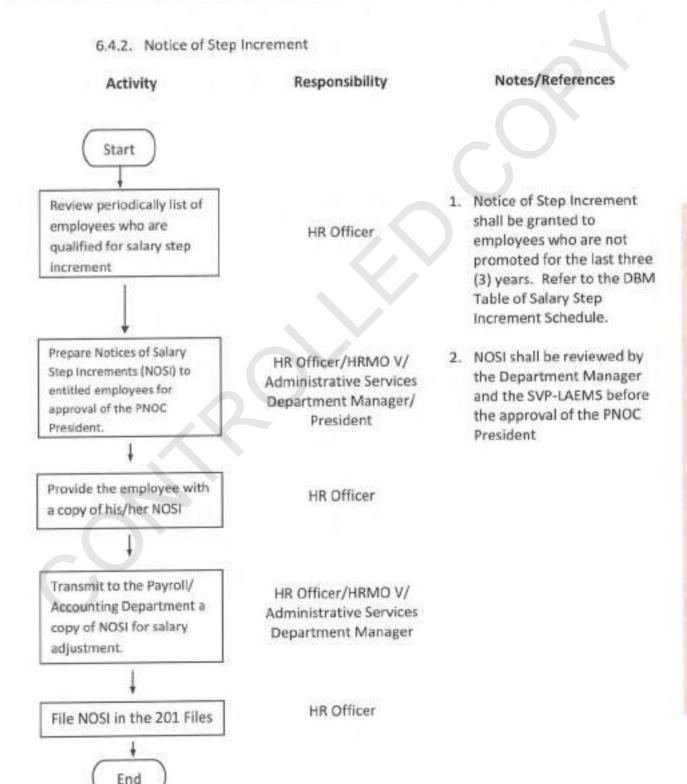




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Welfare/Wellness program

shall be approved by the

PNOC President



## 6.5. Employee Benefits and Incentives Processing

6.5.1. Conduct of Employee Welfare/Wellness Programs

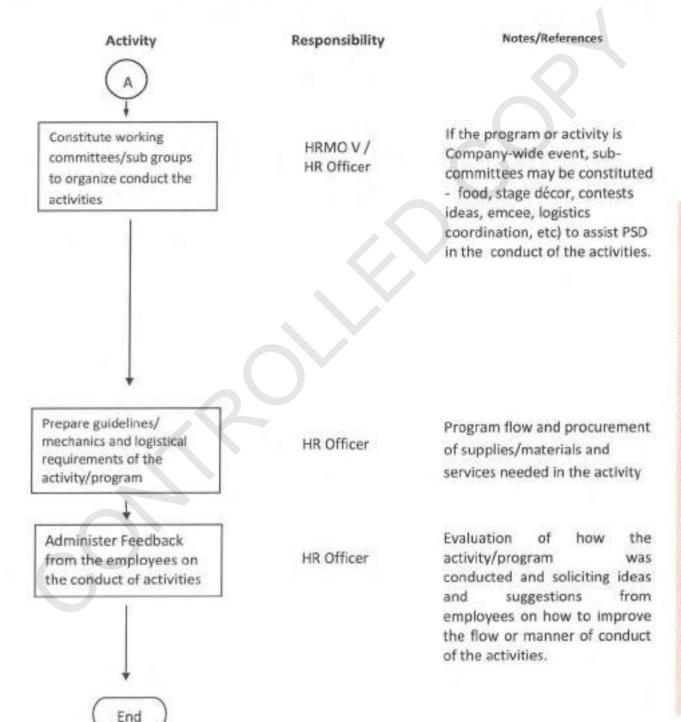
Notes/References Responsibility Activity 1. Survey on employees' Start preferred wellness activities HR Officer conducted every two (2) years to determine Conduct employee employees' preference on welfare planning/Survey wellness/welfare activities. of preferred activities of Benchmarking /Researching employees for employee welfare and benefits done on annual basis 2. Submitted through the HR Officer V/Department Strategy Management Manager A, Administrative Propose to Management Office Services (through Annual Budget Planning| employee welfare programs and corporate activities with Details (schedule, logistics, budgetary requirements. budget) of the specific

HR Officer

Prepare Schedule the conduct of approved employee welfare activities and proposed to Management detailed programs activities and budget.

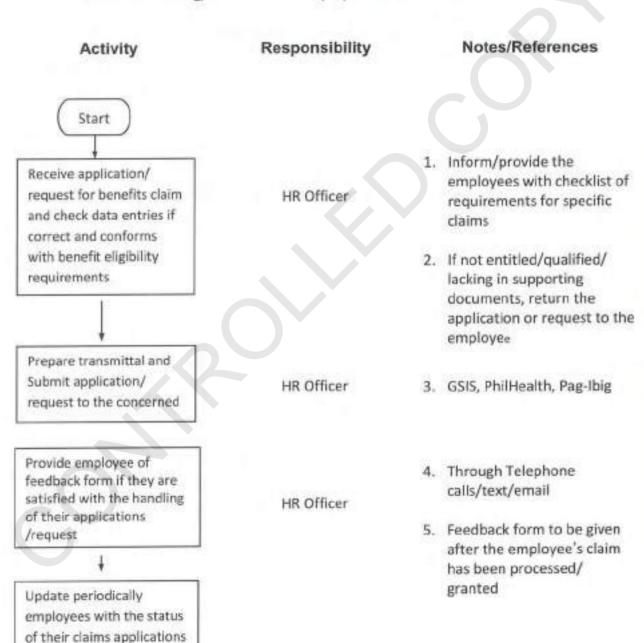


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## 6.5.2. Processing/Facilitation of Employee Mandated Benefits



or requests

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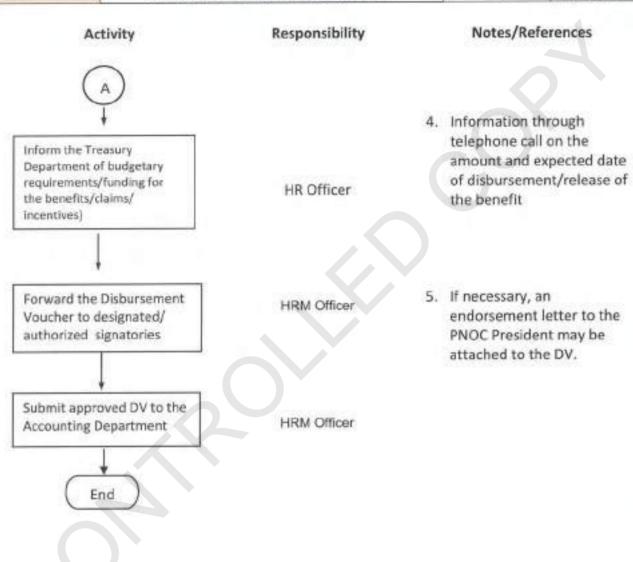
claims/incentives

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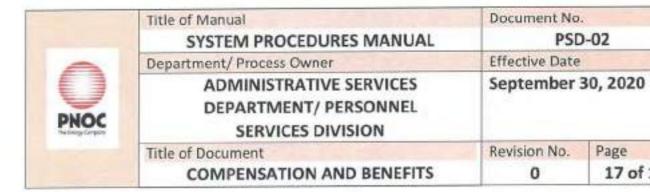
 Processing/Facilitation of PNOC In-House Employee Benefits (Leave Benefits and other Benefit Claims)

Notes/References Responsibility Activity 1. Eligibility for leave benefits Start availment of employees must be checked with the Omnibus Rules on Leave Receive application/ and other CSC issuances request / legal basis for HR Officer benefits/claims/incentives Other eligibility and check eligibility requirements for employee requirements benefits (Performance Based Bonus, Uniform/Clothing Allowance, 13th Month Pay and Cash Gift, Collective Negotiation Agreement Incentives, Performance HR Officer Enhancement Incentive and Mid-Year Bonus) must be checked with implementing rules and regulations issued by DBM,GCG or CSC. 3. Attached to the DV the legal HR Officer/ basis of benefit/claims Process employees' Admin. Department (DBM,GCG,CSC issuances or benefits/claims/incentives Manager, PNOC President or (Listing of entitled PNOC President's approval his/her duly authorized employees and preparation to grant employee benefit) representative of Disbursement Voucher) and list of entitled employees to the benefit/

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## 7.0. Records and Files Generated

- Daily Time Record 7.1.
- 7.2. Time Record Certification
- 7.3. Attendance Summary Report
- 7.4. Overtime Form
- 7.5. Overtime Reports
- 7.6. Leave Ledger Card

## 8.0. Attachments

- Application for Leave Form 8.1.
- Disbursement Voucher Form 8.2.
- Notice of Salary Adjustment 8.3.
- Notice of Step Increment 8.4.
- 8.5. Agency Remittance Advice

Rev. No.	Affected pages/ section	Revision History
0	• (	New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.

Prepared by	Reviewed by	Approved by
P. R. Yosa/M.T.A Tripulca/	L. G. G. Calaor	E.B. Albaytar
Process Owner	Department Manager Administrative Department	SVP Finance and Administrative Services

PHOC

# APPLICATION FOR LEAVE

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- Application for your attentioned shall be field it advance whenever positive three (3) days before going on york is two.
- Application knows brave field in advance, or reconstructive (\$) days shall be accompanied by a medical certificate.
- 5. An employee who is observed through epotential according to be entitled to receive his voltay converse utility. To the period of its or controlled. However abstract.
- An application for loads of observe the flate 130 coveredor days or more that the analysis paycle properly of covers have an a properly of covers habits.
- 7. Submit appropriate kern forthe Personnel Service: District kernede dreidt den Adallen

## DISBURSEMENT VOUCHER



# PHILIPPINE NATIONAL OIL COMPANY

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# Notice Of Salary Adjustment

	(Date)
Mr. / Ms <u>. (Employee Name)</u> Department Division	
Sir / Madam:	
Pursuant to National Budget Circular implementing Executive Order No, s effective, as follows:	
Adjusted monthly basic salary effective the New Salary Schedule. SG Step	Р
Actual monthly basic salary as of December 31, 20; SG Slep	
3. Monthly salary adjustment effective January 1,	20(1 -2)
It is understood that this salary adjustment is to appropriate re-adjustment and refund if found no	
Ve	ry truly yours.
AD	M Reuben S. Lista (Ret.) Head of Agency
Position Title: Salary Grade: Item No. / Unique No., (Plantilla of Personnel / PSI	- I <b>P</b> OP):

## PHILIPPINE NATIONAL OIL COMPANY

# Netice of Step Increment

	Date
Employee Name Department Division	
Pursuant to Joint Civil Servi Budget and Management (DBM) Section 13 (c) of RA No. 6758,	ce Commission (CSC) and Department of Circular No. 1, S. 1990 implementing your safary as (56 - ) is
hereby adjusted from P 0.00 (surrear salary	tep) per month to P(step)
per month effective	
The step increment is subject to review and post - audit by the Department of Budget and Management and subject to readjustment and refund if found not in order.	
	Very truly yours,
	ADM REUBEN S LISTA (RET) President and CEO

CHARGE CL. \$1-40.00 (25 Graphs 1000), NA CHE GRUND FOR Agreement (Accessed to Laboratory).

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#### PHILIPPINE HATIONAL OIL COMPANY DAILY TIME RECORD

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Exertify chancy hunter that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

Signature of Employee

VERIFIED as to the prescribed office hours.

Officer-In-Charge



Noted by: Admin Manager

# TIME RECORD CERTIFICATION (PSD-02F2)

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	Admin Assistant IV	$\times$						Supervi	sor .		•			Department Manager

### PHILIPPINE NATIONAL OIL COMPANY

## OVERTIME SLIP PAYROLL MONTH. (#50-0254) PAYROLL NO. COST CENTER CHARGE SWMATURE EMPLOYED NAME ACTUAL OVERTIME WORKED OVERTIME REQUEST CERTIFIFORE STANTE E#1F (Зирагувон) TOTAL HOURS TOTAL HOURS LOCATION Department Manager

Philipping National Cit Company Building & Energy Certier Rozal Drive, IVSC Tag (i) City. OVERTIME REPORT

(PSO-02F5)

\_\_\_\_ (month/year)

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## LEAVE LEDGER CARD (PSD-02/6)

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#### 1.0 Objective

1.1 To monitor submissions, review and record the ratings of Individual Performance Commitment and Review (IPCR) forms of all employees to ensure that the prescribed rating process under the PNOC SPMS is complied with (average performance rating of the employees are equivalent or not higher than the approved Office Performance Commitment and Review [OPCR] rating).

#### 2.0 Scope

2.1 This process covers monitoring of submission and review of the rating computation of IPCR ratings of employees with reference to OPCR.

#### 3.0 Reference

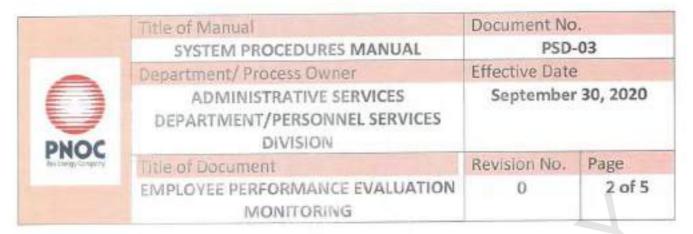
3.1. CSC Memorandum Circular 6, 5, 2012

#### 4.0 Definition of Terms and Abbreviations

- 4.1 Individual Performance Commitment and Review (IPCR) the employees' performance commitments for the rating period in accordance with the targets contained in their respective OPCRs.
- 4.2 Office Performance Commitment and Review (OPCR) department/office targets for the rating period in accordance with the over-all strategy map and commitments of the company.

#### 5.0 Policies and Procedures

- 5.1. This process shall follow the HR role and function under the PNOC-Strategic Performance Management System (SPMS) in the monitoring, checking, and recording of the employees' performance evaluation reports.
- 5.2. The Performance Management Team (PMT) shall provide the Administrative Services Department - Personnel Services Division (Admin-PSD) with the validated OPCR ratings of the departments/offices which shall be use as reference in the review of the employees' IPCR rating computation, and checking



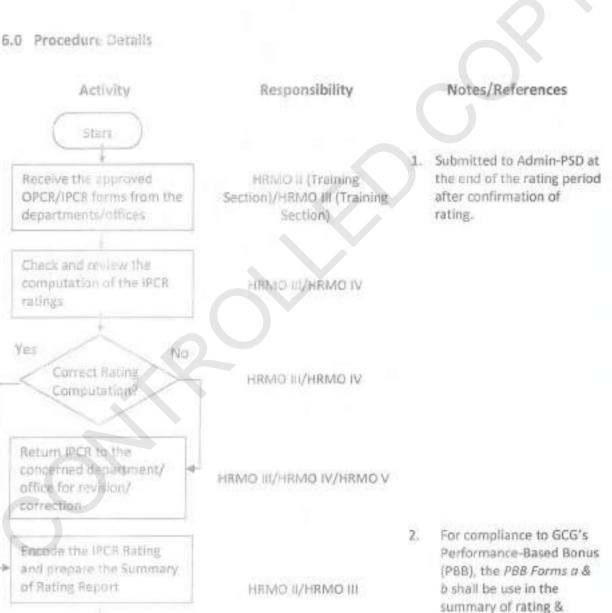
of the employees' consolidated IPCR rating, the average of which should not be above the departments/offices OPCR rating.

- Should there be discrepancies on the computation of employees' rating, the IPCR forms shall be returned to the respective department/office for reevaluation and correction.
- Employee's IPCR rating shall also serve as bases in the grant of performancebased awards and incentives, personnel development and other personnel actions.
- Admin-PSD shall keep the record of the employees' IPCR ratings for one (1) year until superseded and Summary of Performance Rating Report for five (5) years.

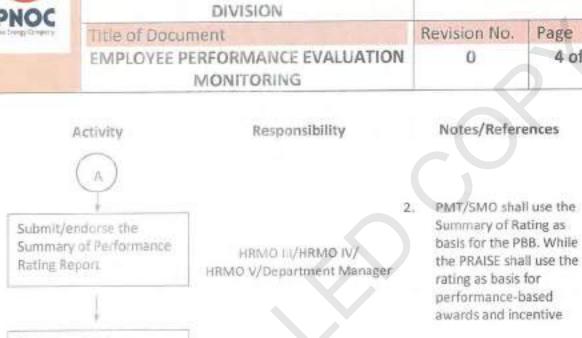
computation of

employees' PBB rates.

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Scan copy & return IPCR/OPCR forms to respective departments /offices

HRMO II/HRMO III



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#### 7.0 Forms and Record

7.1 Summary of Performance Rating

#### 8.0 Attachments

- 8.1 Office Performance Commitment and Review (OPCR)
- 8.2 Individual Performance Commitment and Review (IPCR)
- 8.3 GCG PBB Forms a & b
- 8.4 Disbursement Voucher

Rev. No.	Affected pages/ section	Revision History
0		New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.

Prepared by	Reviewed by	Approved by
C. A. Guevarra	L.G. G. Calaor	E. B. Albaytar
Process Owner	Department Marrager – Administrative Department	SVP Finance and

#### OFFICE PERFORMANCE COMMITMENT AND REVIEW (CIPCR)

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#### INDIVIOUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

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20\_ PBB Form 3a Page 1 of 1 page

#### SUMMARY OF RANKING OF ELIGIBLE OFFICERS AND EMPLOYEES OF PNOC

Rate of Incentive (% MBS)	Distribution	No. of Personnel	PBB Amount (P)
Senior Management			
65.00%			
57.50%			
50.00%			
Below Satisfactory			
	Total	0	
Middle Management			
65.00%			
57.50%			
50.00%			
>50%			
Below Satisfactory			
	Total	0	
Professional and Sup-	ervisory		
65.00%			
57.50%			
50.00%			
>50%			
Below Satisfactory			
	Total	0	
Clorical/General Staff			
65.00%			
57.50%			
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#### **Philippine National Oil Company**

PNOC Building VI, Energy Center, Rical Drive, BGC, Tagoig City

#### SUMMARY OF EMPLOYEE RATINGS

(PSD-03F1)

January - December 20\_

EMP NO.	EMPLOYEE NAME	POSITION	SG LEVEL	OFFICE/ DEPARTMENT	IPCR RATING	REMARKS
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TOTAL	CRITERIA
	Total Ratee
	Total Employee with Rating
	Employee with less than 9 mos, but not less than 3 mos. Services
	Employee with less than 3 months service
	Separated/Retired employees
	No IPCR Rating

RATING	TOTAL
0/5	
V5/4	
5/3	
U5/2	
P/1	

<sup>\*\*</sup>Per CSC MC No. 6 s. 2612/Revised PDPS - Employees with § rating shall not be untitled to promotion and attendance to external training/scholarship grants & other personnel actions.

Prepared by:		Reviewed by:	
		JHRMO VI	(DEPARTMENT MANAGER)
	HRMO-III	PERSONNEL SERVICES DIVISION	ADMINISTRATIVE SERVICES

	Title of Manual	Document No.		
	SYSTEM PROCEDURES MANUAL	PSD-04		
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#### I.O. Objective

1.1. To provide the PNOC personnel with opportunities to enhance their capabilities and acquire competencies for efficient and effective performance of their duties and functions through attendance and participation in personnel development programs.

#### 2.0. Scope

2.1 This system covers the implementation of Personnel Development policy guidelines including the procedures in processing of training applications and attendance to both local and foreign development interventions.

#### 3.0. References

- 3.1 CSC MC 10 s. 1989
- 3.2 Personnel Development Policy Guidelines
- 3.3 ISO 9001:2015 Quality Management System

#### 4.0. Definitions and Abbreviations

- 4.1 Foreign Training Participation Proposal (FTPP) application form used for scholarship and training/study grants sponsored by foreign governments or training institutions and/or Company.
- 4.2 Individual Development Plan (IDP) tool used to help improve the employees' competency and skill level in his/her current job, and eventually achieve professional growth and development.
- 4.3 Local Seminar Participation Proposal (LSPP) application form used for training programs offered and conducted within the country by different learning/training institutions that foster professional growth.
- 4.4 Personnel Development Committee (PDC) committee designated to provide support functions to the management in matters pertaining to selection of company nominees to training, development and scholarship programs. Refer to Item III.A and B of the Personnel Development Policy Guidelines (PDPG) for the composition and responsibility of the committee.

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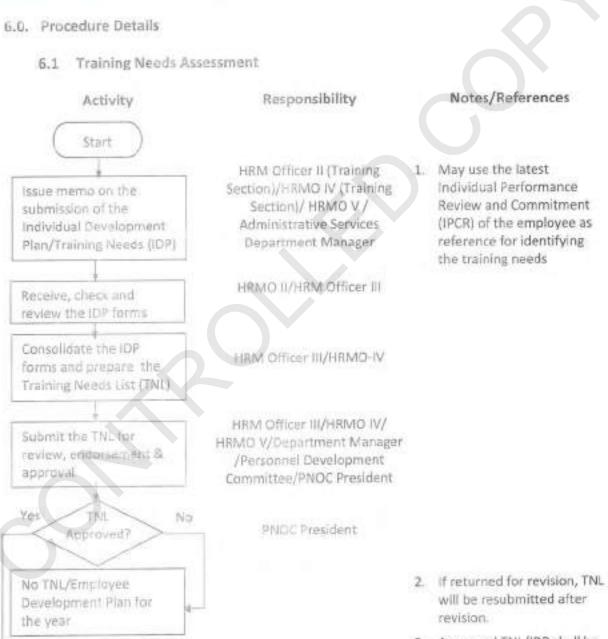
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4.5 Training Needs List (TNL) —a consolidated list employee training needs and priority programs common to all departments.

#### 5.0. Policies and Guidelines

5.1. This system shall follow the approved PNOC Personnel Development Policy Guidelines (PDPG) as basis in the evaluation, processing and approval of employees attendance to personnel development programs.

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HRM Officer III/HRMO IV/ HRMO V/Department Manager

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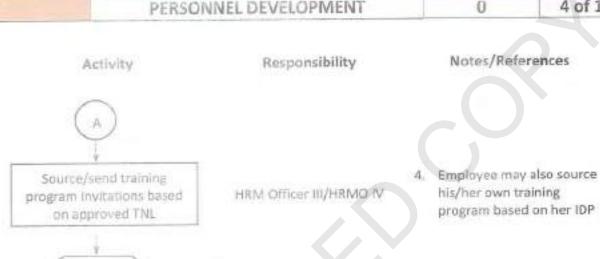
approved TNL to all

departments/offices

 Approved TNI./IDP shall be the basis of PDC in the evaluation of employee's training applications.

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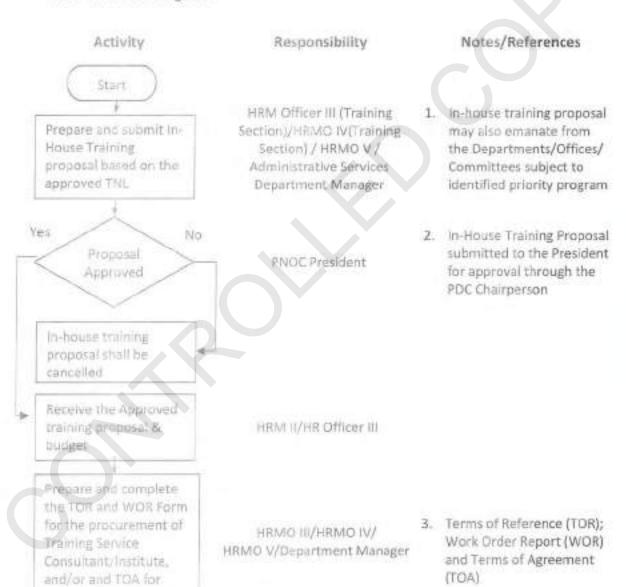
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#### 6.2 In-House Program

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Receive the Nomination/ Confirmation Form

HRMO II/HRMO III



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Activity

Responsibility

Notes/References



Prepare and Issue Training Memo to participants

Facilitate the conduct of the Training Program

HRMO III/HRMO IV/ HRMO V/Department Manager

HRMO II/HRMO II/HRMO IV/ Training Consultant/Subject Matter Expert Signatories of Training Memo may vary depending on the level of participants

 PSD-Training Section shall coordinate whenever possible all the pre and post training requirements of the program such as logistics, venue, meals, transport, training materials, issuance of certificate and payment of honorarium.

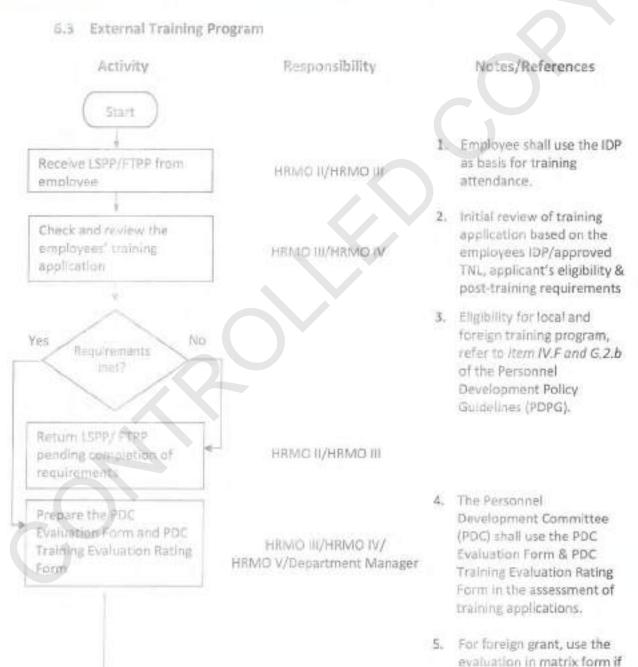
Consolidate the training evaluation reports

Update the employees' training record

End

there are more than one candidate to the program.

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If training application is for

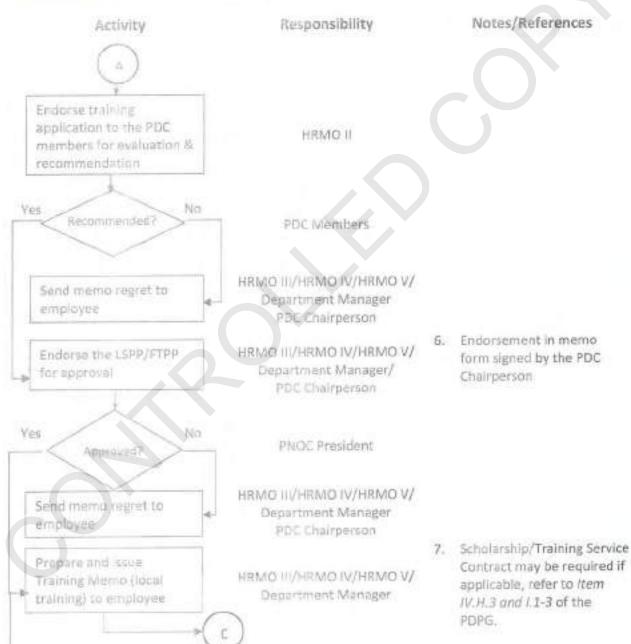
scholarship grant sponsored

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shall first submit the

nomination letter,





HRMO II/HRMO IV/HRMO V/

Department Manager

PDE Chairperson/

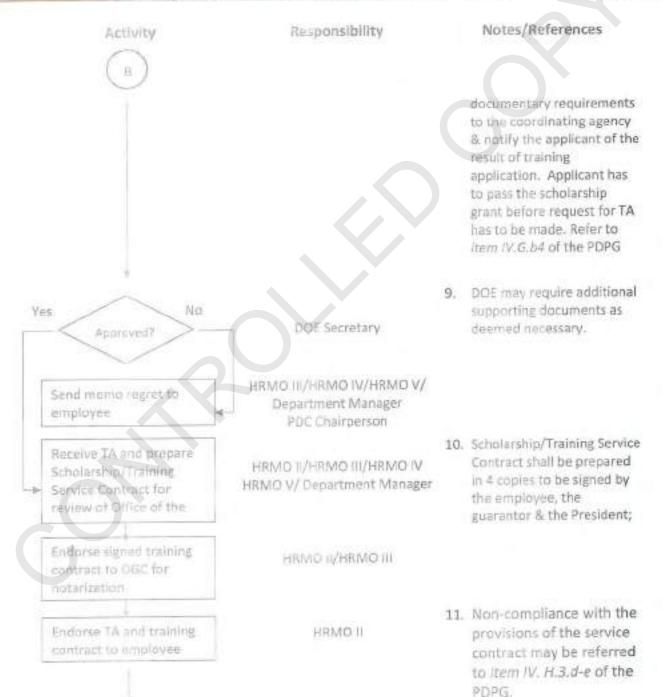
PNOC President

Draft Travel Authority

for request of TA

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#### 7.0. Records and Files Generated

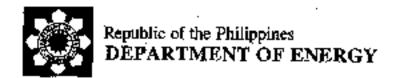
- 7.1 Individual Development Plan Form
- 7.2 Training Needs List
- 7.3 Nomination/Confirmation Form
- 7.4 Local Seminar Participation Proposal Form
- 7.5 Foreign Training Participation Proposal Form
- 7.6 PDC Evaluation Form
- 7.7 Training Memo
- 7.8 Terms of Agreement
- 7.9 Scholarship/Training Service Contract
- 7.10 In-House Training Evaluation Report Form
- 7.11 Local Training Evaluation Report Form
- 7.12 Local Conference/ Forum/Congress Evaluation Form
- 7.13 Foreign Training Report Form
- 7.14 Foreign Post-Travel Report Form
- 7.15 PDC Training Evaluation Rating Form
- 7.16 Client Satisfaction Survey Form

#### 8.0. Attachments

- 8.1 Travel Authority
- 8.2 Work Order Report
- 8.3 Disbursement Voucher

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0	-	New document	

Prepared by	Reviewed by	Approved by
C. A. Guevarra	L. G. G. Calaor	E. B. Albaytar
Process Owner	Department Manager – Administrative Department	SVP Finance and Administrative Services



June 7, 2016 \*

MR. LINO G. CALAOR
Department Manager III
Philippine National Oil Company (PNOC)
Energy Center, Rizal Drive, Fort Bonifacio, Taguig City

Pursuant to Executive Order (E.O.) No. 459 series of 2005, and E.O. No. 367, series 1989, you are hereby authorized to travel to Singapore to attend the Certified International Human Resources Manager Program on 21-25 June 2016 (inclusive of travel time).

PNOC is authorized to shoulder the restricted economy class roundtrip airfare, training fee of US\$3,295.00, prevailing UNDP daily subsistence allowance of US\$401.00 during the actual dates of event and on a pro-rated basis on the days of arrival to and departure from Singapore and the pre-travel allowance of One Thousand Five Hundred Pesos (PhP1,500.00) including reimbursable premium for accident insurance, the coverage of which should not exceed Two Hundred Thousand Pesos (PhP200,000.00), subject to the availability of funds thereof and to the usual accounting and auditing rules and regulations.

To ensure that said travel redounds to the benefit of the Philippine government, you are hereby reminded of your compliance with reporting responsibilities under Section 16 of E.O. 298 and Memorandum Circular No. 7, series of November 2010 within thirty (30) days upon return from your official travel.

### WORK ORDER REQUISITION

Procurement Division	DATE PREPARED 10/9/202	☐ PROJECT CÓNTRIXL NΩ
ON (SECTION / DEPT / COMPANY) Personnel Services Division	ACCOUNTING CHARGE APPROFRIATION NO (IF CAPEX)	PLANNED START UP DATA October 20-22, 2020
Queot Title Occupational First Ald and Basic Life Sup	PROJECT LOCATION	PROJECT BURATION (N
Cardiopulmonary Resuscitation (BLS-CP) Automated External Dollbrillation (AED)	R) with	☐ P1 0/00 M -P10,000 M ☐ P10,000 M 450/0
and First Aiders at the PNOC Industrial Pa Cardiopolinegary Resuscriation (CPR) and	ertificates of the members of the Emergency ark on the administration of First Aid, Basic I of the Automated External Defibribation (AE) as Safety and Health Standard and RA 11050 lites.	tife Straport IBL\$}. Di In compliance
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Please refer to the attached Terms o	ŕReference (*Off)	
ABC =	Php48,800.00	
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P. J. Castillon	
	1 /



# Philippine National Oil Company Energy Center, Rizal Drive, BCG, Taguig City

	TERMS OF REFERENCE	
PROGRAM TITLE	Occupational First Aid and Basic Life Support – Cardiopulmonary Resuscitation (BLS-CPR) with Automated External Defibrillation (AED)	
PROGRAM DURATION	o 3 days	
NO. OF PARTICIPANTS	o Minimum of 14 perticipants	
TARGET PARTICIPANTS	Officers and employees of Park Management Department and designated members of Emergency Response Team and/or First Aid Team	
PROGRAM OBJECTIVE	Recognize a medical emergency situation at workplace.	
	2 Activate the appropriate emergency response system and follow the emergency action principle	
	3 Perform the necessary and correct first aid treatment to a casualty based on their injuries.	
	4 Perform CPR for adult victims with the appropriate use of the AED.	
COURSE MODULES	I. introduction to First Aid and Basic Life Support II. Emergency Action Principles III. Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) Operation IV. Foreign-Body Aiway Obstruction (FBAO) and Rescue Breathing (RB) V. Soft Tissue Injury VII. Environmental Emergencies VIII. Lifting and Moving	
METHODOLOGY	Lecture, discussion, demonstration, hands-on training/exercises	
PROGRAM PACKAGE	Registration Fee : Php3,200/pax x 14 pax = Php44,800.00     Instructors' Honorarium Fee: Php 4,000.00     Total Program Package: Php48,800.00	
PAYMENT TERMS	Payment upon completion of the course	
OBLIGATION OF CONTRACTED PARTY	Conduct the training program     Provide each participant with the training kit (program materials/workbook, notepad, ballpen, mask, gloves, faceshield, T-shirt, memberahip ID w/Accident Insurance) for the duration of the program	
	3 Conduct training evaluation and/or exam to gauge the participants' learning	
	4 Issue the participant's Certificate of Froficiency and Certificate of Completion Ilicanse) upon completion of the program	
	5 Submission of the Terminal Report upon completion of the program	
DBUGATION OF PNOC	<ol> <li>Provide the training venue, facilities, equipment, supplies, meals and snacks for the whole duration of the program</li> </ol>	
	2 Provide list and profile of participants at feast 5 days before each course	
	3 Ensure the participants' 100% attendance to the required total number of hours/course	
	4 Focal person to assist the contracted party during the pre, actual and post stage of the program/course	
	5 Provide logistical requirements such as service vehicle to ferry the Subject Matter Expert (SME) and Course Administrator to & from the venue when needed.	

Prepared by:

cla. Guevarra

Noted by:

F. T. CASTILLON

L. G. CALAOR

#### PHILIPPINE NATIONAL OIL COMPANY



September 16, 2020

Mr. Charlie M. Gatbuntor Jr. Chapter Administrator Philippine Red Cross- Bataan Chapter Balanga City, Bataan

Dear Mr. Gatbuntor:

This has reference to the Occupational First Aid and Basic Life Support- Cardiopulmonury Resuscitation (BLS- CPR) with Automated External Defibrillation Training offered by the Philippine Red Cross- Bataan Chapter.

The Philippine National Oil Company (PNOC) is considered as a High-Risk Establishment based on the Occupational Safety & Health Standard definition. As a high-risk workplace, the Industrial Park workers are exposed to hazards that could result in minor to serious injuries or illnesses and would require application of first aid and BLS-CPR.

First Alders are part of the Emergency Response Team of the PNOC Industrial Park. As first alders, they shall provide immediate lifesaving, medical care before the arrival of further medical help. This could include performing procedures such as placing an unconscious casualty into the recovery position and performing CPR.

To update and enhance the knowledge and skills of our employees on first aid and BLS-CPR with AED, PNOC would like to request for an onsite training on the "Occupational First Aid and Basic Life Support (BLS)- CPR with Automated External Defibrillation" to be conducted at the PNOC industrial Park, Brgy. Batangas Dos, Mariveles, Bataan on October 27-29, 2020.

We hope for your kind consideration on our request.

Very truly yours,

Atty, Graciela M. Jorfeta

Segior Vice President for Energy Business

Park-20-212



Provincial Capitol Compound, City of Balanga, Bataan Tel. No. (047) 791-2351 / (047) 791-4779 Email: bataan@redcross.org.ph

Sptember 22, 2020

Atty. Graciela M. Barleta Senior Vice President for Energy Business Mariveles, Bataan

Greetings in the Spirit of Humanityl

Thank you for choosing Phil. Red Cross- Bataan Chapter for the First Aid Training and CPR Training. We will send you the quotation for this training and keep in touch with our staff in charge Ms. Ella Cruz with her contact no. 09194798734. Certification and license will be release 2 weeks after the training.

Thank you for your continued compassion for humanity as we anticipate your utmost consideration and positive response on this matter.

Very truly yours,

CHARLIE M. GATBUNTON JR., RMT Chapter Administrator



22 September 2020

Atty. Graciela M. Barleta Senior Vice President for Energy Business Mariveles, Bataan

Thru: Adonis C. Yangga Senior Safety Specialist

This has reference to your request for the Safety Services of Philippine Red Cross (PRC) to conduct the following courses wit:

Registration Fee/Pax:

Occupational First Aid and Basic Life Support-CPR with Automated External Defibrillation Training (3 days)

Inclusive:

Training Kit (Workbook, Catleya, Ballpen, Mask, Gloves, Faceshield, T-shirt, Membership ID (Accident Insurance))
Certificate of Proficiency
Certificate of Completion (license)

TOTAL --- P 3,200.00/Pax

Total Instructor's Honorarium Fee P 4,000.00

• Good for 2 Instructors

The transportation and food allowances will provide by the requesting party.

The Philippine Red Cross will issue Official Receipts in acknowledgment of the payment for the registration fees, training material and membership fee as well as for the honorarium of the instructors PRC.

### Nota:

Please provide the materials for examination

- -plastic roller bandage 3XS per participants
- -akohol
- -infrared thermometer
- -disinfectant solution
- -Individual health clearance from LGU



### PHILIPPING RED CROSS

BATAAN UTAPILIR SALI-TA SERVICES Felefac (1947) 291-355 (291-4779)

### OCCUPATIONAL FIRST AID COURSE OUTLINE (3 days)

### Module I (Introduction to First Aid and Basic Life Support)

- Roles and Responsibilities of a First Aider
- Objectives of First Aid
- Characteristics of a Good First Aider
- Basic Equipment's in First Aid.

### Module II (Emergency Action Principles)

- How to start in emergency response.
- Emergency action principles
- Head-to-Toe Assessment

### Module III (CPR and AED Operation)

- Conditions of Cardiac Arrest
- Compression-Only CPR.
- Ways to Ventilate the Lungs
- Criteria for not starting CPR
- When to stop giving CPR
- BLS sequence ( Procedure )
- Principles of Early Defibrillation
- Structure and Functions of AED.
- Steps to Operate All AED
- Special Situations
- AED (Procedure).

### Module IV (FBAO and RB)

- Causes
- Types
- Classifications
- Management

### Module V (Soft Tissue Injury)

- Wounds
- Burns
- Management
- Specific Body Injuries
- Bandaging Technique

### Module VI (Head and Spine Injury)

- Causes
- Types of Injury
- Management
- Proper Removal of Helmet
- C-Collar Application.

### Module VII (Environmental Emergencies)

- Causes
- Types of Injury
- Management

## Module VIII (Lifting and Moving)

- Kinds of Orills
- Emergency and Non- emergency Move
- Lifting

# PHILIPPINE RED CROSS



Bataan Chapter Provincial Capitol Compound, Balanga City, Bataan Tel. no: (047) 791-2351

### COMPANY PROFILE:

Company Name	PHILIPPINE RED CROSS			
Address (N.H.Q.)	#37 EDSA Cor. Boni. Avenue, Mandaluyong City 1550			
Chairman and CEO	Hon, Richard J. Gordon			
Secretary General	Elizabeth Zavalla			
Date Established	17 February 1899			
Original Charter	Republic Act. 95 (Presidential Decree 1643)			
New Charter	Republic Act 10072 (The Philippine Red Cross Charter)			
Founding Date	15 April 1947			
Our Mandate	"The Philippine Red Cross shall be recognized as the voluntary independent and authorities of the Republic of the Philippines in the humanitarian field to assist said authorities in discharging the obligations set forth in the Geneva Conventions and the Statutes of the International Red Cross and Red Crossent Movement" Section 4. Purposes — The purposes of the Philippine Red Cross shall be as follows: "(f.) to devise and promote such other services in time of peace and in time of armed conflict as may be found desirable in improving the health, safety and welfare of the Filipino people and of a people in general."			
	Member of an International Movement Governed by 30 Board Members (Board of Governors) Headed by a Secretary General 80% of its Manpower are VOLUNTEERS Funded through PUBLIC DONATIONS Exempt from payment of all direct and indirect taxes (TAX EXEMPT)			
Local Chapter	PHILIPPINE RED CROSS, BATAAN CHAPTER			
Address (Local Chapter)	Provincial Capitol Compound, Balanga City, Bataan			
Chairman (Board of	Hon, Jose Villapando			
Directors)	774-57246-1X3-136-600-6			
Administrator	Charlie M. Gathunton Jr., RMT			
CSR- Safety Service	Ella O. Valerio, RN, EMT, AEMT			
Mobile Number	0919-479-87-34			
Office Number	(047) 791-2351			
Email Address	bataan@redcross.org.ph			

## SUMMARY OF LEGAL PROVISIONS ON SAFETY & HEALTH COMPLIANCE:

LAW, STATUTES, CODES	PROVISIONS
	Art. 155. First-aid meatment:
Labor Code of the	Every employed shall keep in his establishment such first-aid medicines and equipment as the nature and conditions of work may require, in accordance with such regulations as the Department of Labor and Employment shall prescribe.
Philippines  BOOK FOUR HEALTH, SAFETY AND SOCIAL	The employer shall take steps for the training of a sufficient number of employees in first-aid treatment.
WELFARE BENEFETS	Art, 157. Emergency medical and downal services:
Title I MEDICAL, DENTAL AND OCCUPATIONAL SAPETY	In shall be the duty of every employer to furnish his employees in any locality with free medical and demail attendance and sacilities consisting of:
Chapter I MEDICAL AND DENTAL RERVICES	Sec. at The services of a full-time registered nurse when the number of employees exceeds lifty (50) but not more than two hundred (200) except when the employer does not maintain hazardous workplaces. In which case, the services of a graduate first-alder shall be provided for the protection of workers, where no registered nurse is available. The Secretary of Labor and Employment shall provide by appropriate regulations, the services that shall be required where the number of employees does not exceed fifty (50) and shall determine by appropriate order, hazardous workplaces for purposes of this Article:
<u>-</u> .	The Guidefines Coverning Occupations' Safety and Health in the Construction industry
	p. Definition of Terms
Department of Labo: and Employment Bureau of Working Conditions Procedural Guidelines	Certified First-Aider – refers to any person as defined in Rule 1960 of the Occupational Safety and Health Standards, trained and duly certified or qualified to administer first-old by the Philippine National Red Cross [PNRC] or by any organization accredited by the same.
Department Date: NO. 23	F. Department Under No. 13, Requirements. The following shall be the minimum regulrements for the approval of a Construction Safety and Realth Program (CSHP).
	<ol> <li>Construction Safety and Health Program pursuant to Section 5, p.D. 18 s. 1996.</li> <li>3.4 Safety and Health Personnel, The following shall apply:</li> </ol>
	a. All appointed thist-aiders shall be duly trained and certified by the Philippine National Red Cross and shall possess a Certificate of Basic First . Ald Training Course (Standard) with a valid PNRC ID Cord.

LAW, STATUTES, CODES	PROVISIONS
SAN, SIMILIES, CODES	Amended Bules and Regulations to Govern the Accreditation of Mountain
	Guides
Department of Tourism	the sealing of the se
	Section 3. Requirements for Issuance of Accreditation An applicant for
Memorandum Circular	accreditation as mountain guide shall submit/comply with the following:
Np. 99-15 Series of 1999	
	f. Certificate of training on basic life support from the Philippine Mational
	Red Cross or its equivalent institution;
	"An Act Providing for the Development, Management and Conservation of
	the Fisheries and Aquano Resources, Integrating All Laws thereto, and for
D	ather Purposes"
Department of	Article 3 – Commercia: Fisheries
Agriculture	Miles a Commission and an array
RA No. 8550 (The	Section 37 – Medical Supplies and Life-Saving Devices
Phillippine Fisheries Code)	
7 7 1111 pp. 112 112 112 112 112 112 112 112 112 11	All fishing vessels shall be provided with adequate medical susplies and
	We employ devices to be determined by the Copyrational Safety and Health
	Current Provided that a fishing vessel of twenty (20) GT or more shall have
	a member of its crew a person qualified as a first aider duby certified by
	the Philippine National Red Cross
	Guidelines for Safety and Security Requirements of Coasta! and Beach
Philippine Coast Guard	Resorts, and Vessels with Pool Facilities uncluding Qualification and
	Resorts, and Vessels with Pool Patintos including security of Life at Sea
Pursuant to Repicblic Act	Requirements or the guards for the Production of Surety of Surety
No. 9993 knowm as "The	IV. SCOPE: This Memorandum Circular shall apply to:
PCG Law of 2009" and	IV. 3CDPE: This normalisation of the apply
Ruig 3 (é)	A. Coastal and beach resort owners
1,1 of the Maplementing Rules and Regulations	B. Ship owners/operators of vessel with pool facilities; and
R.A. 9993 with	C. Lifeguards VII. Safety and Security Requirements
References to IRA of	
Republic Act No. 9593	13. All resorts shall provide the services of a physician, either on-call or on-
known as "The Tourism	turbing havis depending or their volume of operation and accessibility to
Act of 2009" and	Leading or modical contains by addition, resorts shall employ adequate airsu
Department of Tourism.	to be a supply the completed a course in first and duty caramed by the
Rules and Regulations to	Philippine National Red Cross or other PCG accredited organization"
govern the accreditation	
of hotels, 100 rists, mrs.	VIII. Qualification and Requirements of Lifeguards
motels, apartels, resorts,	
pension houses and	"2. As a lifeguard, you must successfully completed the following
other accommodation.	Philippline Red Cross Training or any PCS accredited equivalent training
क्रक्रशिक्ष्याम् व्यवस्था	couráés-
	a. First Ald Course
	b. Basic title Support – Cardio Pulmonary Resuscitation (BLS-CPR) Course
	c. Water Safety Course"
	Z C. WAREET SHIPPY COURSE

### NOTE:

 Please be informed that we (Phillippine Red Cross) do NOT have any accredited organization to conduct Safety and Health Trainings (First Aid, CPR and AED, etc.), hence aforementioned trainings related to your compliance shall be conducted by the Phillippine Red Cross (formerly known as Philippine National Red Cross).

### DISBURSEMENT VOUCHER

FORM OF PAYMENT



### PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI. Energy Center, Rizal Drive, BGC, Taguig City, Philippines

PAY TO/ADDRESS

DV NO.

Tel: No. (632) 789-7662

DATE REQUESTED

PAY TO/ADDRE	ESS PCAPI-REGION 4A CHA	PTER ING CURRENCY	ATTE	PAYMENT DUE ON (DAT	02/11/20
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TIN ,	Non-WAT THE NO TOR 429 752 O	00			A New Contractors
	DETAILS OF PAYME	NT	COST CENTS	EN EXPENSE CODE	AMOUNT
1	Payment of Training Fee to Onentation Training on En- Managing Heads To be hel	vironmental Regulations for			10,000.00
			AMOUNT DE	DE FOR PAYMENT >	10,000.00
AMOUNT IN WO	RDS				10,000.00
		** PESOS: TEN THOUSAND			
AYMENT RED	1,000	PRINT NAME AND SIGN/IND	CATE DATE S	SIGNED APPROVED:	A SELECTION
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## DISBURSEMENT VOUCHER



### PHILIPPINE NATIONAL OIL COMPANY

DV NO.

NOC Building VI, Energy Center, Riza	Down, BGC, Taguig Ci	ty Philippines	Tel. No. (932)	789-7662	
PAY TO/ADDRESS	N. AA CHARTER	FORM OF PAYMEN	π	DATE REQUESTED	02/11/20
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	OF PAYMENT		COST CENTER	EXPENSE CODE	AMOUNT
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AMOUNT IN WORDS				FOR PAYMENT	10,000.00
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PAYMENT REQUESTED BY	PRINT NA	AME AND SIGNIND	ICATE DATE SIG	NED APPROVED:	CALL SELECT
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UDGET POSTED BY:	DATE		advance liquidate		essent source proper,



# INVOICE

Graciela Barleta Philippine National Oil Company Philippine National Oil Company Energy Center Bldg 6 Rizal Drive Fort Bonifacio Global City Taguig Fort Bonifacio Taguig City 1634

### PCAPI-REGION 4A CHAPTER, INC.

PCAPI R4A CHAPTER, INC. Rm 409, 4th Floor VEGA CENTRE, College Los Banos Laguna 4030

Order Number:

10840

Order Date:

February 5, 2020

Payment Method: Bank Deposit or Pay on

the Venue

Product	Quantity	Price
9-hr Training for Managing Heads of PCO- Feb 26, 2020 OCL: 10043-1-8-HF-TRAINING-FOR-MANAGING-HEADS-OF-PCO-FEB-26-2020	2	₱10,000.00
	Subtotal	#10,000.00
	Total	₱10,000.00



December 19, 2019

ATTENTION TO

MANAGING HEADS

RE

ACCREDITED EIGHT (8) HOUR ORIENTATION TRAINING
(ON ENVIRONMENTAL REGULATIONS) FOR MANAGING HEADS
IN COMPLIANCE TO THE REQUIREMENTS OF DENR-DAG 2014-02

Dear Sir/Medam.

The Department of Environment and Natural Resources – Environmental Management Bureau, CALABARZON Region and the Pollution Control Association of the Philippines, Inc. Region IV-A will jointly conduct an \*Accredited Eight (8) Hour Orientation Training (On Environmental Regulations) For Managing Heads" on February 26, 2020 at Selevue Manila, North Bridgeway, Filinvest Corporate City, Alabang, Muntiniupa Metro Manila.

This training aims to impair to participating managing heads to:

- Comply with the training requirement of DENR-DAO 2014-02 for Managing Heads
- Understand the highlights and salient points of relevant environmental regulations
- Delineate the role of a company's Managing Head in their compliance to various environmental regulations
- Develop full understanding on the joint responsibilities of the Managing cleads and the Pollution Control Officer

In this regard, we would like to invite the Manaying Heads of your Companies to attend to this Training. Attendance to this training will form part of their respective PCGs' accreditation with the DENR.

Training fee shall be at **P5,000.00** inclusive of meals (kinch, morning and afternoon spacks), training materials, and training certificate. Stats are limited, and registration is on a first come, first-served basis.

Register online by visiting the link below:

### CLICK HERE TO REGISTER

or visit our website: https://www.gcapi-r4.org.ph/training/8-hr-orientation-training-formanaging-heads/

For additional queries, please contact the PCAPI Ragion IV-A Secretariat: Grace Engle (Mobile #. 0917-8144751/Tell No.: 049-5011706) / E-mail Address: pcapi.calabarzon@gmail.com.

Thank you and we look forward to see you at the Training.

Very truly yours.

Rasmiah M. Maiixi

President, PCAPI Region IV-A Chapter

10401 422 1 DO

-63 917 814 47 91 7 x 93 598 534 7850

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Poort 409 4th Floor Vega Centre, College, Las Barros, Laguna, Philippines



### TENTATIVE PROGRAM OF ACTIVITIES

07:30 - 08:00	REGISTRATION
08:00 - 08,45	OPENING PROGRAM  Prayer and National Anthem  WELCOME REMARKS  Introduction of Participants  Overview of the Training
08:45 - 09:45	Contemporary Issues in Environment and Development
09:45 = 10:00	BREAK
10:00 - #1:00	Philippine Environmental Impact Statement System (PD 1586)  Revised DAO 96-37 (IRR)  Policy Objectives and update  Brief ECC and CNC process  Monitoring and reporting  Project amendments  Conclusions and recommendations  Open forum
11:00- 12:00	Philippine Clean Water Act (RA 9275) Policy objectives Policy update (programs, incentives, standards) Industry compliance requirements (permits, on the spot monitoring, protocols, reports) Conclusion and recommendation Open Forum
12:00- 01:00	LUNCH BREAK
01:00- 01:45	Philippine Clean Air Act (RA 8749)  Policy objectives  Policy update (programs, incontives, standards)  Industry compliance requirements (permits, on the spot monitoring, protocols, reports)  Conclusions and recommendations  Open Forum
01:45- 02:45	<ul> <li>Ecological Solid Waste Management Act (RA 9003)</li> <li>Policy Objectives/updates</li> <li>Industry compliance requirements (principle, standards, monitoring, reports, etc)</li> <li>Conclusions and recommendations</li> <li>Oper forum</li> </ul>
02:45- 03:00	BREAK
03:00 04:00	Toxic Substances & Nuclear & Hazardous Waste Management Act (RA 6969)  Policy objectives Policy update (programs, incentives, standards) Industry compliance requirements (permits, on the spot moratoring, protocols, and

reports)

Open Forum

Conclusions and recommendations



Continuation...

### TENTATIVE PROGRAM OF ACTIVITIES

04:00+05:00

Roles and Responsibilities of the Pollution Control Officer

- Palicy objectives
- Policy update
- Industry compliance requirements
- Conclusion and recommendation

05:00-05:30

SYNTHESIS AND CLOSING



- Cheque: Piease prepare cheque payable to PCAPI-REGION 4A CHAPTER, INC.
- Pay on the vertue
- □ Deposit through Bank.

POARI REGION 44 CHAPTER, INC. Account Name

2911-0147-42 Account No.

Bank of the Philippine (Slands (SPI) Name of Bank

Los Banos, Laguna Branch 008-429-752-000 Non-VATITIN No. 1

### TO RECEIVE A CONFIRMATION OF YOUR REGISTRATION FEE, PLEASE EMAIL DEPOSIT SLIP TO

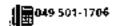
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### CONTACT INFORMATION



ARBIE JANE DE CASTRO GRACE ENGLE

0917-8144751 0998-5347850





<u>асаріі Ажбіуа</u>фор.сот. <u>осаруцајађага за биста Геот</u>

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Ream 109 Ath Flact Vega Centre, College, Los Barros, Carpara Philippine



### PHILIPPINE NATIONAL OIL COMPANY

PNOC Bldg. VI, Energy Center, BGC, Taguig City

February 11, 2020

TRAINING MEMO

NO. 2020 - B - 02

Mr. John Clarence L. Parras, Executive Assistant IV of the OSVP. Energy Business, is authorized to attend the Accredited 8 Hour Orientation Training on Environmental Regulations for Managing Heads offered by the Pollution Control Association of the Phil.(PCAPI)-Reg. IV-A Chapter, Inc., to be held on February 26, 2020, 7:30 A.M. to 5:30 P.M. at the Bellevue Manila, North Bridgeway, Filinvest Corp. City, Alabang, Muntinlupa City.

Upon completion of the program, Mr. Parras is required to submit to the Personnel Development Committee (PDC) the copy of his training certificate, evaluation report, executive summary and soft copy of training materials. His attendance to future trainings will be suspended until he has complied with all these requirements.

G. Calaor

. F					
Local Seminar Participation Pro	oposal				
Please attach brochure/program schedule of se     Trainee is required to submit the following to PS training materials and training certificate.	minar. SD a week after cor	mpletion: ar	evaluation report of	the course, copies of	
TITLE OF SEMINAR		VENUE C	OF SEMINAR		
Accredited 8 HR Orientation Training (on Environme for Managing Heads in compliance to the requirement DAO- 2014-02		Bellevu Muntin		st Corp. City,Alabang,	
AGENCY CONDUCTING THE SEMINAR  DENR-EMB, CALABARZON Region	& the Pollution	Control	Association of t	he Phils., Inc. Region I	IV-A
SEMINAR FEE (Per Participant)	NUMBER	OF DAYS	DATE OF SEMINA	R TIME OF SEMINAR	
P5,000		1	26-Feb-20	8:00am-5:00	pm
FULL NAME OF NOMINEE (Last, First, MI)	DXI Parm	sanant	POSITION	DEPARTMENT/DIVIS	SION
PARRAS, JOHN CLARENCE L.	[X] Permanent [ ] Temporary [ ] Contractual		EA-IV	Office of the OSVP-EB	
PROGRAM OBJECTIVE(S) The specific know	wedge and skills th	ne employe	e is intended to deve	ор.	
The training is expected to leach and help par  1. To learn about environmental management  2. Understand the highlights and salient points  3. 4. Develop full understanding on the joint re	covering the basic of revelant environ	environme nunetal reg	julations		
EMPLOYEE SELECTION Reason for selecting	ig the employee an	d the releva	ance of the program	to current or future position	
As an executive assistant of the SVP for Energy environmental laws for the efficient operation a	gy Business, the no and management(y	minee is ex Othe Indust	specied to have a go rial Park in order to p	od understanding of relevant rowde relevant technical ass	t sistance.
PROGRAM EVALUATION Expected Improvement	s) on employee's per	formance as	a result of his participa	tion in this training program.	3
The employees knowledge of environmental late to the SVP-EB as head of the Energy Business	ws relevant to the s Group.	operations	of the industiral park	will alde him in providing inp	auts
	NATION ENDORSE		DAPPROVAL	- A	
G. M. BARLETA	MM MYN G. G. Marti	is .	11.20% RE	SUBEN S. LISTA	



December 19, 2019

ATTENTION TO

MANAGING HEADS

ŖΕ

ACCREDITED EIGHT (8) HOUR ORIENTATION TRAINING

(ON ENVIRONMENTAL REGULATIONS) FOR MANAGING HEADS
IN COMPLIANCE TO THE REQUIREMENTS OF DENR-DAO 2014-02

Dear Sir/Madam.

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- Coscply with the training requirement of DSNR-DAO 2014-02 for Managing Heads
- Understand the highlights and safient points of relevant environmental regulations.
- Defineete the role of a company's Managing Head in their compliance to various environmental regulations.
- Develop full understanding on the joint responsibilities of the Managing Heads and the Pollution Control Officer.

In this regard, we would like to invite the Managing Heads of your Companies to attend to this Training. Attendance to this training will form part of their respective PCOs' accreditation with the DENR.

Training fee shall be at **P5,000.00** inclusive of meals (funch, morning and afternoon snacks), training materials, and training certificate. Slots are limited, and registration is on a first-come, first-served basis.

Register online by visiting the link below:

CLICK HERE TO REGISTER

or visit our website: https://www.pcapi-r4.org.ph/training/8-hr-orientation-training-formanaging-heads/

For additional quories, please contact the PCAPI Region IV-A Secretariat: Grace Engle (Mobile #: 0917-8144751/Tell No.: 049-5011706) / E-mail Address: peapica/abarxon@gmail.com.

Thank you and we look forward to see you at the Training.

Very Iruly yours,

Rasmiah M. Malixi

President, PCAPI Region IV-A Chapter

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16 (917) 614 (75) - 66 (998) 534 2850

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#### TENTATIVE PROGRAM OF ACTIVITIES

	TENTATIVE PROGRAM OF ACTIVITIES
¢7.30 = 08:00	REGISTRATION
08:90 <b>- 08:4</b> 5	OPENING PROGRAM  Prayer and National Anthem  WELCOME REMARKS  Introduction of Participants  Overview of the Training
08:45 - 09:45	Contemporary Issues in Environment and Development
09.45 - 10:00	BREAK
10:00 — 11:00	Philippine Environmental Impact Statement System (PO 1586) Revised DAC 96-37 (IRR)  Policy Objectives and update Brief ECC and CNC process Monitoring and reporting Project amendments Conclusions and recommendations
	Open forum
11:00- 12:00	Philippine Clean Water Act (RA 9275)  Policy objectives  Policy update (programs, incentives, standards)  Industry compliance requirements (permits, on the spot monitoring, protocols, reports)  Conclusion and recommendation  Open Forum
12.00-01:00	EUNCH' BREAK
G1:0G- O1:45	Philippine Clean Air Act (RA 8749) Policy objectives Policy update (programs, incentives, standards) Industry compliance requirements (permits, on the spot monitoring, protocols, reports) Conclusions and recommendations Open Forum
01:45- 02 45	<ul> <li>Ecological Solid Waste Management Act (RA 9003)</li> <li>Policy Objectives/updates</li> <li>Industry compliance requirements (principle, standards, rismitoring, reports, etc)</li> <li>Conclusions and recommendations</li> <li>Open forum</li> </ul>
02:45- 03:00	BREAK
03.90- 04:00	Toxic Substances & Nuclear & Hazardous Waste Management Act (RA 6969)  Policy objectives  Policy update (programs, incentives, standards) Industry compliance requirements (permiss, on the spot monitoring, protocols

Conclusions and recommendations

Open Forum



Continuation...

### TENTATIVE PROGRAM OF ACTIVITIES

64.00- 05.00

Roles and Responsibilities of the Pollution Control Officer

- Policy objectives
- Policy update
- Industry compliance requirements
- Conclusion and recommendation

05/00-05:30

SYNTHESIS AND CLOSING

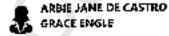


- ☐ Cheque: Please prepare cheque payable to PCAPI-REGION, 4A CHAPTER, INC.
- □ Pay on the veside
- 🗖 Ceposit through Benk:
  - ACAM REGION 4A CHAPTER, NO. Ассоциі Мате
  - 0911-6147-42 Account No.
    - Bank of the Philippine Islands (BPs) Name of Bank
    - Los Baños, Laguna Branch
    - 008-429-752-008 Ngn-VAT TIN No.

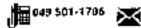
### TO RECEIVE A CONFIRMATION OF YOUR REGISTRATION FEE, PLEASE EMAIL DEPOSIT SUP TO

<u>дорон 4р®уейно урт. 7 осло, спідф</u>аггоп@<u>gm dill.co</u>riн.

### CONTACT INFORMATION



0917-8144751 0998-5347850





yx spiji4<u>u™yahoo.com</u> geani galationagn@gmarccom

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### MEMORANDUM

February 7, 2020

ADM Reuben S. Lista (Ret) To:

Ref:

Cc:

Code:

Attendance to Training

The Personnel Development Committee (PDC) recommends the attendance of Mr. John Clarence L. Parras, Executive Assistant IV of OSVP-Energy Business, to the training on:

Program:

Accredited 8-Hour Orientation Training on Environmental

Regulations for Managing Heads

Sponsor:

Pollution Control Association of the Phil. (PCAPI)-Reg. IV-A

Chapter, Inc.

Duration:

February 26, 2020

Venue:

Bellevue Manila, North Bridgeway, Filinvest

Corporate City, Alabang, Muntinlupa City

For the President's consideration.

Thank you.

Chairperson, PDC

Philippins National Oil Company

MIMCSPACFAS

JCLP01-2020

ATIONAL OF GC. Taguig City		MINT		
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EVALUATION		February 6, 2020		
	DEPARTMENT/DESI	D. Contraction		
Assistant IV		OSVP - Enegy Busine	55	
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Bellevue Ma Muntiniupa			A Comment	
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26-1	Feb-20	7:30AM-5:30PM	1 Day	
ENTRANCE TO	DUTY	March 11	, 2015	
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RECOMMEND	MOLTA	5/		
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		Member		
Approved By				
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Chairperson



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### PHILIPPINE NATIONAL OIL COMPANY

Personnel Development Committee (PDC)

#### TRAINING EVALUATION RATING FORM

JOHN CLARENCE L. PARRAS Dept/Office OSVP- Energy Business Nominee PCAPI: Accredited 8 Hour Orientation Training on Environmental Regulations for Training Title Managing Heads Bellevue Manila, North Bridgeway, Filinvest Corp. City, Training Date February 26, 2020 Venue: Alabang, Muntinlupa City TOTAL SCORE CRITERIA FOR EVALUATION AVERAGE SCORE LGC 1) Need for Training (40%) This measures the necessity of the training with the Organization (10 pts. or 4,0 ave. score) Most Necessary (5 pts. or 2.0 ave. score) Necessary (1 pts. or 0.4 ave, score) · Least Necessary 2) Relevance of the Training (40%) This measures the relevance of the program to the actual duties and responsibilities of the candidate: (10 pts. or 4,0 ave. score) · Relevant 2 · Indirectly Relevant (5 pts. or 2.0 ave score) (1 pts, or 0.4 ave. score) · Not Relevant Trainings Attended for the Year (5%) · 1st Training (10 pts. or 0.5 ave. score) 17 pts or 0.35 ave. score) · 2nd Training (4 pts. or 0.2 ave. score) · 3rd Training (I pts. or 0.05 ave. score) · 4th Training 4) Career Development Training (10%) This measures the significance of the program to the employee's career development plan. (10 pts. or 1.0 ave. score) Most Appropriate (5 pts. or 0.5 ave. score) Appropriate (1 pts. or 0.1 ave. score) Least Appropriate 5) Years in Service (5%) (10 pts. or 0.5 ave. score) More than 10 years (7 pts. or 0.35 ave. score) Between 5 - 10 years .2 Between 2 to > 5 years (4 pts. or 0.2 ave score) 12 Between 0 to > 2 years (1 pts. or 0.05 ave. score) TOTAL AVERAGE SCORE >> 77

### AVERAGE RATING/SCORE

1-2 = 0% (Least recommended)

3-4 = 25% (Neutral / for further discussion)

5-6 = 50% (Recommended)

7-8 = 75% (Strongly recommended)

9-10 = 100% (Must attend)

RATED BY	SIGNATURE
HMA	-1/- f- 2/10/2020
LGC	18 202004O
GGM	munitive 02.11 2020
	-

<sup>\*</sup>Use average score in rating each criteria



### PHILIPPINE NATIONAL OIL COMPANY

\_\_\_ INDIVIOUAL DEVELOPMENT PLAN (IDP)

[350-3401]

1. Name (Last, first, MI)	5. Division	
2, Current Position	6 Office	
3. Salary Grade	7. Years in the PNOC	
4. Years in the Posibon	8. Supervisor's name (LHz).	, First, MII

### PART A: COMPETENCY ASSESSMENT AND DEVELOPMENT PRIORITIES

At the end of the rating period, the Heads of Office and supervisor mod discuss the result of the assessment with the administrations concerned. Places identify and discuss the cross that the employee needs to focus or for the individual development with

Compaging in limitest assessment of the employee's covern strangth, areas for improvement or comparency related performance years and the development actions accorded to appress these mem. As a rule of themse, it would be less to positive lines (s) development ment over a two year nevert

Comparencies are the measurable condisornable knowledge, while, abilities, and behaviors (KSAR) includes a successful job performance

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### Philippine National Oil Company

PNOC Building VI, Energy Center, Rizal Drive, BGC, Taguig City

### TRAINING NEEDS LIST

(PSD-04F2)

### EMPLOYEE DEVELOPMENT PLAN CY 2020

AREA/S FOR DEVELOPMENT	EMPLOYEES NAME	FORMS OF DEVELOPMENT	TARGET
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### Philippine National Oil Company PNOC Building VI, Energy Center, Rizal Drive, BGC, Taguig City

### NOMINATION/CONFIRMATION FORM

(PSD-04F3)

-	(Departmen	nt/Office)	70
The following employees:			
NAME OF EMPLO	YEE	DATE	CONFORME/SIGNATURE
	4		

I support the participation of the above employee/s to the program. I am aware that I am also accountable in ensuring that the employee/s complete/s the program.

Local Seminar Participation Proposal

(PSD-C4F4)			
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2. Traines & required to submit the fall	owing to the PDC to week sitter complet	han of the program, toughts	žining Evoluation Pepuri.
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Foreign Training Participation Proposal

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ENDORSED: [PDC Chairperson]	A	are was open some ty		
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### PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Unergy Center, BGU, Lague, City.

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Non-Participation			Chai:person	



### PHILIPPINE NATIONAL OIL COMPANY

PNOC Bldg. VI, Energy Center, BGC, Taguig City (PSD-04F7)

			(DATE)	2	
TRAINING MEMO					
NO.					
(NAME OF EMPLOYEE)	(POSITION)	of the	(DEPARTMENT)		, is
authorized to attend the _	(TITLE OF	THE PROGRAM)	offered	d by	the
(TRAINING INSTITUTION)	, to	be held on	(DATE)	_	to
at the (VENUE)					
Upon completion of the progra Personnel Development Committe report, executive summary and so trainings will be suspended until h	ee (PDC) the co oft copy of trai	opy of his/her training materials. His	s/Her attendanc	evaluat e to futi	ior
			(DEPARTMENT MA	NAGER)	
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PROPOSENT

### Philippine Nutional Off Company

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SUBJECT MATTER EXPERT



### SCHOLARSHIP/TRAINING SERVICE CONTRACT (PSD-O4F9)

KNEC	OW ALL MEN BY THESE PRESENTS:
-	This CONTRACT made and executed this day of
	The Government of the Philippines through the PHILIPPINE NATIONAL OIL  COMPANY represented by with principal office at , hereinafter referred
	to as the GRANTOR;
	- and -
	, of legal age, Filipino, (CIVIL STATUS), presently
	residing at hereinafter called the GRANTEE;
	residing at , hereinafter called the <b>GUARANTOR</b> .
	Testangut
	WITNESSETH;
	That pursuant to the PNOC Personnel Development Policy Guidelines, as amended,
	ch provides for the grant of developmental opportunities to PNOC officials and
	oloyees, the GRANTEE is hereby given approval to attend the <u>(PROGRAM TITLE)</u> offered the <u>(TRAINING INSTITUTION)</u> to be held in <u>(VENUE)</u> on <u>(DATE)</u> .
DY L	International Property Control of Tenantic Con
The	GRANTEE hereby agrees to fulfill the following terms and conditions:
1.	The GRANTEE shall keep up with the standards of scholarship or training grant;
2.	The GRANTEE shall conduct herself/himself in a manner as not to bring disgrace or
10(1)	dishonor to herself/himself and/or to the Company:

The GRANTEE shall submit to the GRANTOR, through the Personnel Development

Committee (PDC), copy of the training certificate, soft copy of the training materials, and the report/evaluation of the program attended within one (1) week after the

3.

completion of the whole course

	provided for in the revised PNOC Personnel Development Policy Guidelines to begin upon the completion of the course. In case she fails to complete the required service obligation, PNOC shall deduct from the salary and/or from other benefits due her the amount equivalent to the remaining service requirement;
5.	The GRANTEE receives from the GRANTOR the following amount:
	a. Training Fee - Php
	The rate does not include:
	<ul> <li>Regular salaries, allowances, and other benefits as provided by law for the duration of the grant;</li> </ul>
	<ol> <li>Travel and per diem allowances if grantee attends training in another region, province or municipality;</li> </ol>
6.	Should the GRANTEE fail to comply with the foregoing conditions through her/his fault or willful neglect, resignation, voluntary retirement or other causes within her/his control, she/he shall refund all the amount defrayed by the Philippine Government and/or the sponsoring agency as stated in Section 5;
	Proportionate refund shall be allowed provided that the GRANTEE has served the GRANTOR at least 75% of her/his total service obligation;
7.	The <b>GRANTEE</b> may still be allowed to apply for another training/seminar course provided that the program fee is less than Twenty Thousand Pesos (Php20,000.00) or if she/he has served at least fifty percent (50%) of her/his service obligation at the commencement of the grant or training being applied for;

The GRANTEE shall serve the GRANTOR for the period of \_\_\_\_

4.

8.

9.

This Contract shall take effect immediately upon signing hereof by the Parties and shall remain valid and subsisting until the satisfactory fulfillment of the terms and conditions embodied therein.

fail to comply with the conditions set forth herein;

the GRANTEE (ail to comply with the conditions set forth herein.

The GRANTEE shall have a GUARANTOR as her/his co-maker or co-signer in this

contract that shall assume full, joint and several responsibility, should the GRANTEE

The GUARANTOR undertakes to assume full, joint and several responsibility should

IN WITNESS THEREOF, the Parties have hereunb first above written.	o set their hands on the date and at th	e plac
Government of the Philippines through the PHILIPPINE NATIONAL OIL COMPANY (PNOC)		
by:	by:	
President and CEO	Grantee	_
	Guarantor	
SIGNED IN THE P	RESENCE OF:	

### **ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES) TAGUIG CITY ) S.	5.	
BEFORE ME, a Notary P	ublic for and in the above july appeared:	urisdiction, thisday of
NAME	PROOF OF IDENTIFICATION	DATE/PLACE ISSUED

known to me and known to be the same persons who executed the foregoing instrument, and they acknowledge to me that the same is their own free and voluntary act and deed, as well as the free and voluntary act and deed of the corporation represented herein.

This instrument consisting of three (3) pages including this page whereon the acknowledgement clause is written, signed by the parties and their instrumental witnesses on each and every page hereof, sealed by my notarial seal, refers to a Scholarship/Training Service Contract.

WITNESS BY MY HAND AND SEAL on the date and at the place first above written.

Doc. No.	
Page No.	
Book No.	
Spring of 20	



### PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center, Riral Drive, RGC, Taguig City

### IN-HOUSE TRAINING EVALUATION REPORT

[PSD-04F30]

ART I. Please evaluate and rate by putting an X muck on each area described below.  HATING GUIDE: 8 - Excellent; 4 - Very Satisfactory: 3 - Average; 2 - Unastisfactory: 1 - Poor  FROGRAM COMPONENT INDICATORS  PROGRAM OBJECTIVES  1 The course was clear and well-organized, All topics were covered and molaired 2 The reformations are accurate, very interesting and new to most participants. 1 Topics were relevant paperations. 1 Topics were relevant paperations. 2 The tourise was estimated in violentiating of the topics. 3 The course meet my expectations. 4 The samples & cases enhanced my understanding of the topics. 5 The course meet my expectations.  RESCURCE SPEAKER! 1 Effectivates of the training methodology used 2 Technical expensionable to the subject matter. 3 Ability to actively innotes the subject matter. 4 Usefulness of the training materials provided 4 Usefulness of the training materials provided 5 Precase answer the juliculus; 6 Using Amaragement of Facilities (verige Jegusphent/materials) 3 Food served 4 ART II. Flease answer the juliculus; 6 ew things it learned from the program.	ellent; 4 - Very Statisfactory: 3 - Average; 2 - Unsatisfactory; 1 - Poor  M COMPONENT INDICATORS  RATING  Clear and well-organized. All topics were covered and  ins are accurate, very interesting and new to most event /applicable to my job/function/special assignment cases enhanced my understanding of the topics my expectations  The training methodology used tise/mastery of the subject matter by mostly the subject matter by mostly the subject matter by mostly of the subject matter by mostly of the workshop: we training materials provided	Covered and to most topics
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	,	The course utipolities were achieved at the end of the course.    India or perent			
	3	Considering the length of time the training took you away from your reguler cuties, it can did you find			
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	5	Muse would you rate the entire program in relation to cost?			
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		Lumments.			
II.	455	ESSTATION CON CLIDINASE DESOLLT			
	1	Did the pourse introl your expectations?    Fully			
	2	Will the course help unprove your performance in some persons just in the large cate of the large cate			
	2	Want digrative commend this program to niher PMOs personnel?    Yes			
	4	Did you learn any new concepts/sedK/lecliniques from the program/   Yes			
		thyes, all the following			
		NEW CONCENTS/SKILLS/TECHNIQUES LEARNED WHEREONOW NEW LEARNINGS WICH DEXIDENT			
		(use additional superitare des)			
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		SIGNATURE OF EMPLOYEE			
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#### PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center, Rizal Orive, BGC, Taguig City

#### CONFERENCE SYMPOSIUM/FORUM EVALUATION REPORT

[PSD-04F12]

frogram: Date: Nac: Venue:			_	o. of He rogram			
ART I.	Please equivale and place on $X$ mark on your rating for or	ch area	desir	ibed be	doser		
LATING O	NOTE: 5 - Excellent: 4 - Very Sarisfactory; 5 - Average; 2	- Line	urtisfac				
	PROGRAM COMPONENT INDICATORS	- 5	- 4	RATI	2	1	COMMENT
PROGE	Objectives of the conference/forum were discussed with the periodpants						
2	The conference forum covered the relevant subject matter and met the program objectives					R	
PROGE	ZAM ACTIVITIES						
-1	The course was clear and well-organized. All topics were covered and explained						
2	The informations are socurate, very interesting and new to most perticipants.	K					
3	Topics were relevant and applicable to my job/function/special assignment						
+	The samples & cases enhanced my understanding of the topics						
	The course met my expectations						
RESOL	RCE SPEAKER/S	A				3 (1)	
1	Effectiveness of the training methodology used:						
2	Technical experimentastery of the subject matter			100			
3	Ability to actively involve the audience, and address participants' concern on the content/conduct of the workshop						
4	Usefulness of the training materials provided						
ADMIN	ISTRATIVE					30	
1	Performance of organizer/ staff /coordinators	-					
2	Use/Arrangement of Facilities (venue requipment/materials)						
- 3	Food served						
RT II.	Please answer the following						
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ess whi	re new learnings will be opplied				W.		
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		13					
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ate:							

# PHILIPPINE NATIONAL OIL COMPANY PNOC Building VI, Energy Center, Rizal Drive, BGC, Taguig City

#### FOREIGN TRAINING REPORT

(PSD-04F13)

NAME OF PARTICIPANT	
OFFICE/AGENCY	
COURSE TITLE	
DURATION	
COUNTRY PROGRAM	
PLACE OF TRAINING	

(The Post-Training Report should be submitted to PNOC-Personnel Development Committee (PDC) within thirty (30) days upon completion of the training.)

#### REPORT OUTLINE:

 EVALUATION OF THE COURSE, THE CONTENT DELIVERY, APPLICABILITY TO PHILIPPINE SITUATION TO INCLUDE POSITIVE AND NEGATIVE FACTORS

This includes the scholar's/participant's ideas and expectations on the course in both technical and administrative matters. Technically, the impression must indicate the manner that the course design was prepared, the effectiveness of the lecturers and the programming of lectures. The impression must also indicate the efficiency of the overall administrative and logistic report, the allowances, social workers, student advisers, accommodations.

The evaluation should be an analysis of the training program, which should mention:

- a) the importance of the course in relation to the priorities of the Medium Term Philippine Development Plan (MTPDP) and the agency's training needs;
- the need for modification in the coverage of the training which matches with the agency's training needs/expectations; and
- other agencies or institutes relevant to participate in the training.

Relevance to present work of the scholar and applicability and availability of materials used during the training in his present place of work - to maximize multiplier effect of the training.

#### II. PROBLEMS ENCOUNTERED

This portion should indicate the difficulties experienced in the country of training, school facilities, lodging, training staff, languages, schedules, etc. It must also indicate, e.g. the donor agency's reporting to the institutes' rapport with the adviser.

# PNOC

#### PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center, Rizal Drive, BGC, Taguig City

#### III. RECOMMENDATIONS

This includes suggestions and comments on the training attended for the improvement of the program. Modifications on the course modules, lecturers, site visits, accommodations, allowances, terms of the grant, etc. must be expounded. Recommendations must respond to the issues/problems earlier identified in order to have meaning and significance.

#### IV. RE-ENTRY PLAN

This must explain how the technology gained will be transferred/applied to the nominating agency. The proposed entry plan may be explained through set of activities to be undertaken within the unit/staff/office/agency. The proposal may indicate the budgetary requirements for the implementation of said activity. The assistance from the donor institute or the government coordinating authority may likewise be needed to make effective proposal. This must also include the scholar's proposal to utilize the knowledge learned upon return to his/her country (Philippines). The re-entry plan must at least cover 2-3 years plan of action with clear quantifiable targets (supported by schedule of activities) to address actual gaps in his/her office/organization. This consideration is closely linked to how multiplier effects should be maximized

#### V. OTHERS

This may include items that would contribute to improvement/effectiveness of the program. A free-wheeling discussion of other points of interest that would directly or indirectly influence the formulation of course designs/programs that would be more responsive and practicable to Philippine conditions. Special concerns that the scholar would wish to highlight.

NOTED BY:	SIGNATURE OF ATTENDEE
DEPARTMENT/OFFICE HEAD	



#### Philippine National Oil Company

PRIOC Building VI, Energy Center, Rizal Drive, BGC, Taguig City

## POST-TRAVEL/TRAINING/CONFERENCE REPORT

	(PSO-08) 14]	
NAME OF PARTICIPANT		
OFFICE/DEPARTMENT		•
PROGRAM/CONFERENCE TITLE		
DATE OF TRAVEL/DURATION	<u> </u>	
SPONSORING AGENCY		
VENUE	<u> </u>	
CONTROL OF THE TRAININ	G/CONFERENCE	
II. HIGHLIGHTS OF THE TRAININ		
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III. EVALUATION		
1. CONTENT		
2. APPLICABILITY TO PIF UP	DORNIC SITUATION IA J.	,
2. AFFOCKBILL TO FIT DE	Frac at pationals, 1	
3 LISTIDE TRAINING/CONF	ERENCE MATERIALS AVAILABLE	
(V PROBLEMS ENCOUNTERED		
1. TECHNICAL		
2 120 120		
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3. PEKSONA.		
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V RECOMMENDATIONS		
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VI., OTHERS		
Submitted by:	Noted by:	
	<b></b>	
SIGNATURE OF PARTIC PART	IMMEDIATE SUPERVISUR	NEXT HIGHER SUPERVISOR



#### PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center, Rizal Drive, BGC, Taguig City

# PERSONNEL DEVELOPMENT COMMITTEE Training Evaluation Rating Form

(PDC-04F15)

Nominee			Dept/Office				
Training Title		117-0					
Training Date	Venue:						
CRITERIA FOR EVALU	ATION	1	50	ORE		AVE.	TOTAL AVERAGE
The state of the state of the		L1/L2	L2-0	ADM	CHAIR	SCORE	SCORE
1 Need for Training (40%)							
This measures the necessity of the training of	with the Organization						
<ul> <li>Most Necessary</li> </ul>	(10 or 4.0 ave. score)						
Necessary	(5 or 2.0 ave. score)						
<ul> <li>Least Necessary</li> </ul>	(1 or 0.4 ave. score)						
2 Relevance of the Training (40%)							
This measures the relevance of the program responsibilities of the candidate;	to the actual duties and						
Relevant	(10 or 4.0 ave. score)						
Indirectly Relevant	(5 or 2.0 ave. score)						
Not Belevant	(1 or 0.4 ave. score)					7 10	
3 Trainings Attended for the Year (5%)							
1st Training	(10 or 0.5 ave. score)						
2nd Training	(7 or 0.35 ave. score)						
3rd Training	(4 or 0.2 ave. score)						
4th Training	(1 or 0.05 ave. score)						
4 Career Development Training (10%)							
This measures the significance of the progra development plan.	m to the employee's career						
Most Appropriate	(10 or 1.0 ave. score)						
Appropriate	(5 or 0.5 ave. score)						
Least Appropriate	(1 or 0.1 ave. score)						
5 Years in Service (5%)				·	*		
More than 10 years	(10 or 0.5 ave. score)						
Between 5 to 10 years	(7 or 0.35 ave. score)						
<ul> <li>Between 2 to less than 5 years</li> </ul>	(4 or 0.2 ave. score)						
<ul> <li>Between 0 to less than 2 years</li> </ul>	(1. or 0.05 ave. score)						
TOTAL AVERAGE SCO	ORE >>			(a) /		W	
IDIAL AVERAGE SC	NC SS						

#### AVERAGE RATING/SCORE

1-2 = 0% (Least recommended)

3-4 = 25% (Neutral / far further discussion)

5-6 = 50% (Recommended)

7-8 = 75% (Strongly recommended)

9-10 = 100% (Must attend)

RATED BY	SIGNATURE



### PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center, Rizal Drive, BGC, Taguig City

## **CLIENT SATISFACTION SURVEY FORM**

(PSD-04F16)

D	ept./Division:	
rogram/Act	tivity/Service:	
	Training Title:	
Tr	aining Date :	
	SERVICE/OUTPUT	QUALITY
facilita	d completeness of documents to te the evaluation and approval of the g application	
the tra	ed assistance and/or coordination with ining institution to facilitate the nt of the training/seminar fee.	
Legend: 5 — Very Sa 4 — Satisfie 3 — Neutral reas that v	d 1 - Very Unsatisfied	
Rater :		
Date :	(Signature over Printed Name)	
	(mm/dd/yyyy)	

	Title of Manual	Document No	),
	SYSTEM PROCEDURES MANUAL	PSD	-05
	Department/ Process Owner	Effective Date	2
PNOC	ADMINISTRATIVE SERVICES DEPARTMENT/PERSONNEL SERVICES DIVISION	September	30, 2020
	Title of Document	Revision No.	Page
	EMPLOYEE SEPARATION	0	1 of 5

#### 1.0 Objective

In some point in time, employees will be separated voluntarily or involuntarily from the service at PNOC (Resignation, Retirement, Termination and Transfer). This personnel action is managed to effectively addressed employee turnovers. Employees who will be separated from the service are required to secure clearance from money and property accountabilities and other documents needed to facilitate the processing of separation benefits, if there is any

1.1 To provide guidelines and procedures in the processing of employee separation from the service.

#### 2.0 Scope

- 2.1 This document contains work methods that will be used as guide in facilitating and processing employee separation (Resignation, Retirement, Termination, Transfer).
- 2.2 This shall cover regular employees of PNOC.

#### 3.0 References

- 3.1 PNOC Policy on Separation from the Service
- 3.2 Executive Order 292 (Omnibus Rules on Leave)

#### 4.0 Definitions and Abbreviations

- 4.1 Resignation a voluntary act of an employee signifying through a letter (Resignation Letter) to give up his position and leave the Company. The Resignation Letter is addressed to the appointing authority who is the PNOC President (Submitted to the PNOC President at least 30 days prior to the effectivity date of the employee's resignation).
- 4.2 Retirement Separation from the service of an employee as mandated by law (GSIS Act 8291and other applicable retirement laws)
  - 4.2.1 Optional Retirement (Voluntary at least 60 years old with 15 years government service)
  - 4.2.2. Mandatory Retirement (Mandatory/Involuntary 65 years of age)
- 4.3 Termination Termination is an involuntary separation from the service of an employee which can be through no fault of his own or not.

	Title of Manual	Document No	),
	SYSTEM PROCEDURES MANUAL	PSD-	-05
4	Department/ Process Owner	Effective Date	
PNOC	ADMINISTRATIVE SERVICES DEPARTMENT/PERSONNEL SERVICES DIVISION	September	30, 2020
	Title of Document	Revision No.	Page
	EMPLOYEE SEPARATION	0	2 of 5

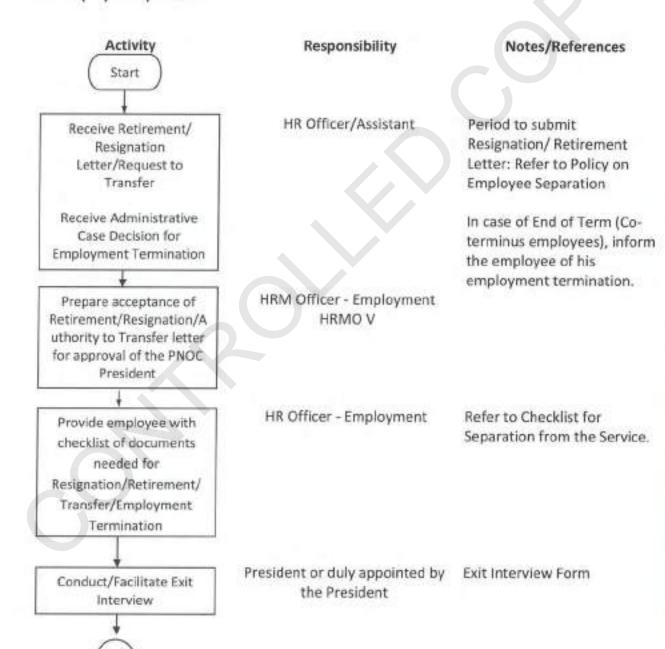
- 4.3.1 End of Term The employment term of the employee is co-terminus with the incumbent (involuntary)
- Disciplinary Actions Administrative case decision to separate the employee from the service (Involuntary)
- 4.3.3 Non-Disciplinary Actions Absence Without Approved Leave (AWOL)/ Medical and health (physical or mental disability) reasons (Involuntary)
- 4.4 Transfer is a movement from one position to another which is of equivalent rank, level or salary without break in service involving issuance of an appointment. The transfer may be from one department or agency to another.
- 4.5 GSIS Government Service Insurance System
- 4.6 Pag-IBIG Pagtutulungan sa Kinabubasan, Ikaw Banko, Industria at Gobyerno: a housing and provident/savings fund institution

#### 5.0 Policies and Guidelines

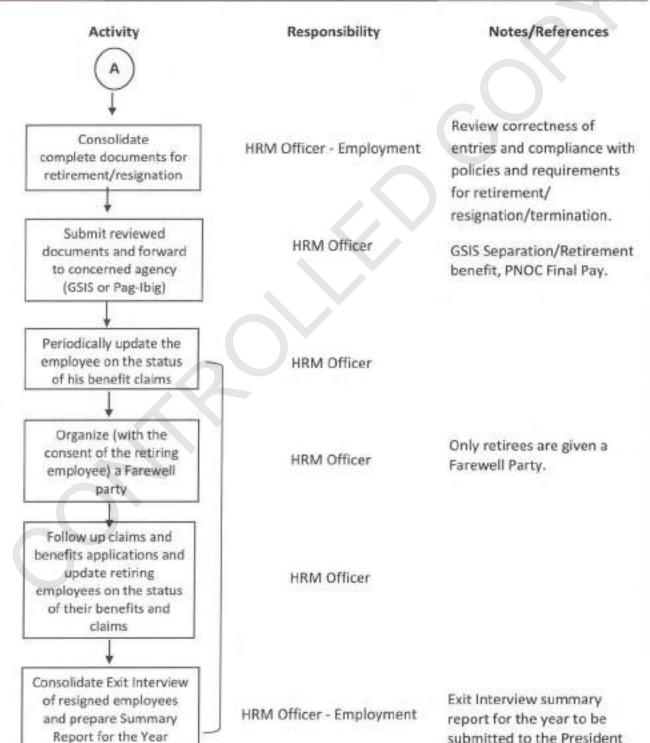
Employee Separation – The PSD shall manage the turnover of employee (Resignation, Retirement, Termination and Transfer) to facilitate employee clearance from money and property accountabilities, completion of documentary requirements for separation from the service and the release of separation benefits, if there is any.

	Title of Manual	Document No	).
	SYSTEM PROCEDURES MANUAL	PSD	-05
4	Department/ Process Owner	Effective Date	
PNOC	ADMINISTRATIVE SERVICES DEPARTMENT/PERSONNEL SERVICES DIVISION	September	30, 2020
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	EMPLOYEE SEPARATION	0	3 of 5

#### 6.0 Employee Separation



	Title of Manual	Document No	).
	SYSTEM PROCEDURES MANUAL	PSD	-05
	Department/ Process Owner	Effective Date	3
PNOC	ADMINISTRATIVE SERVICES DEPARTMENT/PERSONNEL SERVICES DIVISION	September	30, 2020
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	EMPLOYEE SEPARATION	0	4 of 5



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PNOC	ADMINISTRATIVE SERVICES DEPARTMENT/PERSONNEL SERVICES DIVISION	September	September 30, 2020	
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#### 7.0 Records and Files Generated

- 7.1 Separation from the Service Checklist (PSD-05F1)
- 7.2 Clearance from Money and Property Accountabilities (PSD-05F2)
- 7.3 Exit Interview Form (PSD-05F3)

#### 8.0 Attachments

- 8.1 Disbursement Vouchers (PSD-05A1)
- 8.2 Application for Terminal Leave (PSD-05A2)
- 8.3 GSIS Separation/Retirement Benefit Claim (PSD-05A3)
- 8.5 Pag- IBIG Provident Benefit Claim (PSD-05A4)

#### Sample Forms

Rev. No.	Affected pages/ section	Revision History
0		New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.

Prepared by	Reviewed by	Approved by
M.T.A. Tripulca/D.M.N.Qabig	L. G. G. Calaor	E.B. Albaytar
Process Owner	Department Manager – Administrative Department	SVP Finance and Administrative Services

# DISBURSEMENT VOUCHER



# PHILIPPINE NATIONAL OIL COMPANY DV NO.

AY TO/ADDRESS		FORM OF PAYMEN		DATE REQUESTED	
		☐ CURRENCY	ATTF	PAYMENT DUE ON (DAT	E)
		☐ CHECK	DAPT	EXPECTED DATE OF LIF	DUIDATION (FOR CA)
DETAILS OF	DIVIENT	CHOCKED BOOK	GOST CENTER	EXPENSE CODE	AMOUNT
	1				
			AMOUNT DUE	FOR PAYMENT	
MOUNT IN WORDS					
	PDINE I	IAME AND SIGNING	DICATE DATE OF	GNED	THE PERSON NAMED IN
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#### APPLICATION FOR LEAVE

EMPLOYEE NAME (Last, First, MI)	EMPLOYEE NO.	DATE FILED
1.	2	3
DEPARTMENT / DIVISION	POSITION	MONTHLY SALARY
4	5	6
LE.	AVE TYPE	
VACATION LEAVE Within the Philippines Abroad, specify: Reason:	OTHERS, specify Reason:	SPECIAL LEAVE
Redsort.	DURATION (I	nclusive Dates)
7b SICK LEAVE In-Hospital	8	
Out-Patient	EMPLOYE	E SIGNATURE
Reason:		
	ON ON APPLICATION	
CERTIFICATION OF LEAVE CREDITS		MENDATION
AS OF  Vacation Leave Sick Leave	APPROVED	DISAPPROVED
Total	Remarks:	ED OFFICIAL
CERTIFIED BY  APPROVED FOR		
DAYS WITH PAY  DAYS WITHOUT PAY  Remarks:	ADM REUBEN S LI	\$1000 personers
Date	Signed:	

#### INSTRUCTIONS

- 1. Accomplish form by filling in the required information in boxes 1-9 as applicable.
- 2. Application for vacation, sick or special leave for one full day or more shall be made on this form.
- Application for vacation leave shall be filed in advance whenever possible three (3) days before going on such leave.
- 4. Application for sick leave filed in advance, or exceeding five (5) days shall be accompanied by a medical certificate.
- An employee who is absent without approved leave shall not be entitled to receive his salary corresponding to the period of his unauthorized, leave of absence.
- An application for leave of absence for thirty (30) calendar days or more shall be accompanied by degrance from money and property accountabilities.
- 7. Submit application form to the Personnel Services Division for leave credits certification.



RECEIVED BY

DISAPPROVED BY

DATE

DATE

## APPLICATION FOR PROVIDENT BENEFITS (APB) CLAIM

HOP-PFF-285 (V06. 09/2020)

CLAIM FILE No.

(To be filled out by member/disimant. Print this form back to back on one single sheet of paper) TYPE OR PRINT ENTRIES ☐ Pag-IBIG I ☐ MODIFIED Pag-IBIG II (MP2) MEMBERSHIP PROGRAM REASON FOR CLAIM (Check appropriate box) ☐ MEMBERSHIP TERM MATURITY ORITICAL ILLNESS OF THE MEMBER OR ANY OF HS IMMEDIATE FAMILY MEMBER □ RETIREMENT Date of Death Effective Date of Retirement, Last Day of Service ☐ Member ☐ Immediate Family Member EXPATRIATE fease specify type of lifess: MODIFIED Pag-IBIG II (MP2) ☐ PERMANENT TOTAL DISABILITY/INSANITY ☐ OPTIONAL WITHDRAWAL CI Meanity TERMINATION FROM SERVICE BY REASON | PERMANENT DEPARTURE FROM THE COUNTRY Plausa specify Reason of Pre-Termination OF HEALTH MEMBER'S PERSONAL DETAILS LASTINAME FIRST NAME NAME EXTENSION (e.g., Jr., II) MIDDLE NAME MAIDEN NAME Pag-IBIG MID No./RTN. DATE OF BIRTH MARITAL STATUS DESIREO AMOUNT (For optional withorame) □ Single-Unmarried Cl Annulled ☐ Married ☐ Legaly Separated CLAIMANT, If other than the Member (Last Name, First Name, Name Extension, Middle Name) MELATIONSHIP TO MEMBER ADDRESS AND CONTACT DETAILS MEMBER'S PRESENT HOME ADDRESS MEMBER/CLAIMANT CONTACT DETAILS Unit/Room No., Floor Building Name Lot No., Block No., Phase No., House No. Street Name Subdivision COUNTRY + AREA CODE TELEPHONE NUMBER Municipality/City Province/State/Country (if abroad) Barangay ZIP Code Home CLAIMANT'S PRESENT HOME ADDRESS/Leave blank if the same as member) Cell Phone (Required) Unit/Room No., Floor Building Name Lot No. Block No., Phase No. House No. Street Name Subdivision Email Address Barangay Municipality/City Province/State/Country (if abroad) ZIP Code EMPLOYMENT DETAILS FROM DATE OF Pag-IBIG MEMBERSHIP (Use another sheet if necessary) DATE OF Pag-IBIG MEMBERSHIP EMPLOYER/BUSINESS NAME **EMPLOYER/BUSINESS ADDRESS** FROM (Month/Year) TO (Month/Year) **AUTHORITY TO CREDIT AUTHORITY TO TRANSFER** IN THE EVENT OF THE APPROVAL OF MY APPLICATION FOR PROVIDENT MENERIFS IN THE EVENT OF THE APPROVAL OF MY APPLICATION FOR PROVIDENT BENEFITS CLAIM, I HEREBY AUTHORIZED Pag-IBIG FUND TO TRANSFER MY CLAIM PROCEEDS TO MY MP2 ACCOUNT THAT I HAVE INDICATED BELOW: CLAM, THEREBY AUTHORIZE PapilBIG FUND TO CREDIT MY CLAM PROCEEDS TO MY PAYROLL ACCOUNT/DISBURSEMENT CARD THAT I HAVE INDICATED BELOW. PAYROLL ACCOUNT/DISBURSEMENT CARD No. BANK'S ADDRESS MP2 ACCOUNT NO AMOUNT TO BE TRANSPERRED SIGNATURE OF MEMBER SIGNATURE OF MEMBER DATE APPLICATION AGREEMENT I hereby certify that I have read and understood the contents hereof, including the guidelines and instructions indicated at the back portion of this form. I likewise understand that the processing of this application is subject to pertinent provisions of the imprementing rules and regulations of the Pag-IBIG Fund. In the event of any outstanding Pag-IBIG THUMBMARKS OF MEMBER/CLAIMANT (If unable to sign) loan, Pag-BIG Fund is hereby authorized to withhold, in whole or in part, the provident benefit subject of this claim, and apply the same as payment to the said loan as well as other obligations due to the Pag-BIG Fund as of the date of this I hereby waive my rights under R.A. No. 1405 (Secrecy of Bank Deposits Act) and authorize Pag-IBIG Fund to verify/validate my payrol account/disbursement card. LEFT THUMB RIGHT THUMB I authorize Pag-IBIG Fund to disclose, submit and share or exchange any of my account information to legal and government regulating agencies in accordance with R.A. No. 10173 (Data Privacy Act of 2012), and other related or (To be done in the presence of Pag-Will Food Personnel) pertinent laws and regulations, as described in Pag-BIG Fund's Freedom of Information (FOI) Manual. I certify that the information given and any or all statements made herein are true and correct to the best of my knowledge and belief. I hereby centify under pain or parjury that my signature appearing herein is genuine and authentic MEMBERICLAIMANT (Signature over Printed Name of Witness) (Signature over Printed Name) THIS PORTION IS FOR Pag-BIG Fund USE ONLY CLAIMS/HL/STL/LOYALTY CARD VERIFICATION PARTICULARS WITH WITHOUT **DUTSTANDING BALANCE VERIFIED BY** OF IONIHL ID NO DATE TAKEOUT DATE CLAIMS HOUSING LOAN MULTIPURPOSE LOAN CALAMITY LOAN DYALTY CARD AVEER NAME WAS REMARKS

RECEIPT OF APPLICATION

APPROVED BY

DATE

REVIEWED BY

REMARKS

#### **GUIDELINES AND INSTRUCTIONS**

#### A Withern 10 Fills

The Application for Providery Benefits Clear (APB) [HCP-PFF 286] may 10. Payment of Benefits be liked upon the recurrence of any of the following

- Meirbarahip Malunty shall be basen on 20 years of memberelay with the Find, rackaned from the mittel Pag-IBIO Fund Recept (PFR) date, provided line member has remitted a total of 240 monthly membership sayings to the Fund at the time of maturity
- Retrieved a matter shall be complete by redred under the Func. upon reaching the aga of 65. A member may our to rains earlier under the Fund upon the accurrence of any of the following avents:
  - a Actual reprement from the ISSS, GS/S, or from government sorrice. by provision of law
  - b Retrement under a private employer's provident/verrement plan. provided that the member is all least 45 years of age at the time of retirement
  - c Reacting the age of skey (60).
- Permanent Total Orsability (PTD) or Insanty PTD refers to the loss or imparment of a physical or mental function resulting from injury or sickness, which incopectates said member to perform any work or engage in any business or kompalian.
- Termination from Service by Reason of Health a meinber can no langer render service to lan employer due to severe re-ehn concerons as conded by his disclu-
- Official Bloods of the member or any of his immediate tensily marriage as confiled by a suggested physician, under any of the informic calegons, subject to the approximation Deputy Chief Executive Officer. Mambor Services Custer
  - a Canter
  - ្រ () ហ្វូសា Falure
  - Haart-valated liness
  - d Shows
  - e. Meuromuscular-related (Intest

The increations family member includes any of the lollowing.

- Spense
- Parent
- Children
- Sigling
- Grandpareme
- Grandchildren)
- Legally edopted children shall any be included results as applications for withcrawal of savings of their approval mothers or acoptive (albers
- Oeath.
- Optional Withdrawal of Pag-IB13 Savings
  - a.Members of the Fund after the effectivity of R.A. 9679 shall have the option to withdraw his or her TAV on the fileanth (15") year of continuous membarship Frovided the said member has no outstanding from with the Fund at the tree of withdraws. This poten may be exercised only cross during the membership isim;
  - n.A member eligible for optional withdrawal after completing 180 contributions morthly sawings may opt to validing an amount less man the equivalent sum of said 193 monthly savings. The remaining TAY together with succeeding savings shall be received to the mornior upon the ecounteries of any of the grounds for membership.
- Permanent Deporture from the Country a mamber has been permitted by his legal extensive to remain there indefinually or has permanently left the Philippinas to reside in another ixturbly;
- Expairtaces:
- 10. Monthed Pag-IBIG h (MP2).
- 11. Any other masons as may be approxed for by the Board

#### B. Who May File

The application may be filed by the mamber, his guarden, in any authorized representatively. If the reason for claim is death of the member, the application may be filed by his heins of the latter's representative's, or any appointed (xxx) agricultural or executive

- Return of Total Accumulated Value
  - a. The TAV to be returned to the member or his legal neits, less of any and all pending obligations will the Fund ishall consist of member's remitted accumulated savings employer's counterpart savings if application and dradend eginings credited to the member's account as cectared by the Board
- For members with outstanding obligations with the Fund, at the time of farmination at membership, the said obligation shall be beducted from ing TAV poor to the release of the provident dawn.
- Receive of member's TAV shall be based on actual savings remitted. by the employee and employer, it applicable to the case of memberclasmants whose employer counterpart savings have the teren remmed to the Find is partial release of their TAV shall be made based on activitie-mounts credited to their accounts. In the same manner, the computation of annual dividends shall be based on social remittances. made. Any amount that the Fund may collect from the employer due to ento-cement shall be succeptedly released to the mambar or his he rs.
- d in case of member's coath, the release of the provident benefit claims gratifie in accordance with the laws on accession.
- e. A member who has multiple employers shall be availed to claim his entire energy anythric upon occurrence of any of the grounds for membership remination.

#### 2. Death Bereik

- a. Upon the death of a member, his legal news shall be enitted to receive the applicable deady benefit in addition to the deceased member's The amount of the death periodic shall repend on his membership status with the Fund at the time of his death
  - For active members at the time of death P8,000, regardless of the VAT to stucme
  - For most we members at the time of death the amount is aquivalent. ic members TAV or P8,000 whichever is lower
  - If TAV affecting external prior to the member a death the ancount of death penefit to be granted shall depend on the inembership stallis. as of date of death, in case of mathie status as of date of death. The TAY under consideration shall be the TAY prior to offsetting
- b The legal hers of the deceased member shall slit be entitle till death. banefic, subject to the conditions soll and under the following CYCLIMSVAFIDES:
  - The check for providers benefit claims based on the grounds for membership termination other than death is not yet released to the momber
  - The member's gravident benefit than proceeds are not yet credited to his disbursement-teeth hard or Payroll Account at the time of his death

#### Massianof Payment

- a Shall be paid to the member of his logal hers through any of the lotowing modes:
  - Crediting to the steament's disbursement/cash swill or Payroll Account
  - Through check payetsly to the blatmant; or
  - Other similar modes of payment approved by the Board
- Claiming of checks through a representative shall be allowed provided. the representative shall present the documents that the Fund may require relative to the provident transfer claim.



#### SEPARATION FROM THE SERVICE CHECKLIST

NAME	Position:	Date of Separation:
COAPTION SEC		

- 1. Resignation Letter (At least 30 days before effectivity)
- 2. Acceptance of Resignation by the PNOC President
- 3. PNOC Clearance and from Money and Property Accountabilities
- 4. Certificate of No Pending Administrative Case (Legal Department)
- 5. Statement of Assets and Liabilities (as of the last day of service)
- 6. GSIS Clearance
- 7. Company ID (surrender)
- 8. Latest Daily Time Record (as of last day of service)
- 9. Exit Interview ( Personnel Services HRMO V )
- 10.IPCR
- 11.Ombudsman Clearance

#### For Terminal Leave Benefit Claim

12. Application for Terminal Leave

### For GSIS Cash Surrender/Termination Value

- 13.Certificate of Surrender
- 14. Original Copy of GSIS Policy Contract

## For GSIS Separation/Retirement Benefit

- 15. Application for Separation/Retirement Benefit
- \* The Resignee is required to undergo "Exit Interview" by the President or the Personnel Services HRMO V



Philippine National Oil Cortipany PNQC Building VI Encryy Center Fuzal Disse, Benildein Global City, Taguig City, 1634 Philippines

#### CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

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# **EXIT INTERVIEW FORM**

POSITI	\$ 1 m	DEPARTMENT:
	ON:	DATE EMPLOYED:
		DATE OF SEPARATION :
REASO	ON FOR LEAVING PNOC:	
VOLUI	NTARY	INVOLUNTARY
П	Higher Responsibility	Attendance
П	More pay	☐ Violation of Company Policy
	Relocation	☐ Reorganization/Position Eliminated
П	Family Illness	☐ End of Assignment
П	Further Education	☐ Other Reasons
	Transfer to other Government Agency	
	Retirement	
П	Job Closer to Home	
	Other Reasons	
1. Wh	nat did you find most satisfying about your	
Σ. Wh	at did you find most frustrating about your	job?

4.	Do you reel that your office near -	ALWAYS	USUALLY	SOMETIMES	NEVER
	Communicated policies and practices		Π		П
	Followed policies and practices	<del>.</del> _	o	<del></del> .	ſΙ
	Demonstrated fair treatment	Г.	רן		0
•	Gave recognition for a job well done	Ľ	Ü	·	П
•	Encourage cooperation	IJ	Ü	·	Ü
٠	Resolved problems promptly	IJ	IJ	<u>.</u> .	0
٠	Could explain benefits	لـا	J	Z	O
•	Understood your responsibilities		١	-	Li
5.	I feel that —	EXCELLENT	6000	FAIR	POOR
	As a workplace, I would rate PNOC as			П	
	PNOC's benefit package is	n		il	_
	The level of concern for employee here is	iJ.			
	Management's willingness to make	Ü		Л	
	corrections and changes is				
•	The amount of training I received is	П	_	<del>-</del>	L
•	My understanding of my duties and responsibilities of my job is	П			I_
	Cooperation within my	_	٦	Г	כ
	Oivision/Department is				
•	The cooperation with other Division is	_	1.1	L	
•	The equipment we are provided (materials, resources, facilities) are	÷	L		Л
	The Company's performance review system	-	[1]	כו	ل
	is	_		-	
•	The Company's new employee orientation			ſΙ	::
	program is The career development or advancement	_	Li	П	L
	opportunities in PNOC are		_		_
	and the second s	bas case association	ted it weuld	baΣ	
6.	Was the work you were doing approximately	wnat you exped ☐ No	.( <del>C</del> 0 I( W00III	De:	
	∵ Yes	11 140			
7.	Was Your workload usually:	ī, Tad	, [	About	LI Too
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	Octavia and an abole you to fulfill your care	ar goals?			
8.	Oid this company help you to fulfill your care:  ———————————————————————————————————	_ No			
	L res				
9.	Would you recommend the company to a frie	end as a good or	ganization to	) work for?	
	D 111031 0011111101,	/ith	ا نـ	No	
	re	eservations			

10. Would you consider working again in PNOC in the future?

-		
Chief, Personnel Service	es Division	
Date:		