
 PNOC <small>Philippine Navy Company</small>	Title of Manual SYSTEM PROCEDURES MANUAL	Document No. QMS-03F3	
	Department/ Process Owner ADMINISTRATIVE SERVICES DEPARTMENT/PERSONNEL SERVICES DIVISION	Effective Date September 30, 2020	
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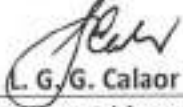

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PSD-02F6	Leave Ledger Card	0	September 30, 2020
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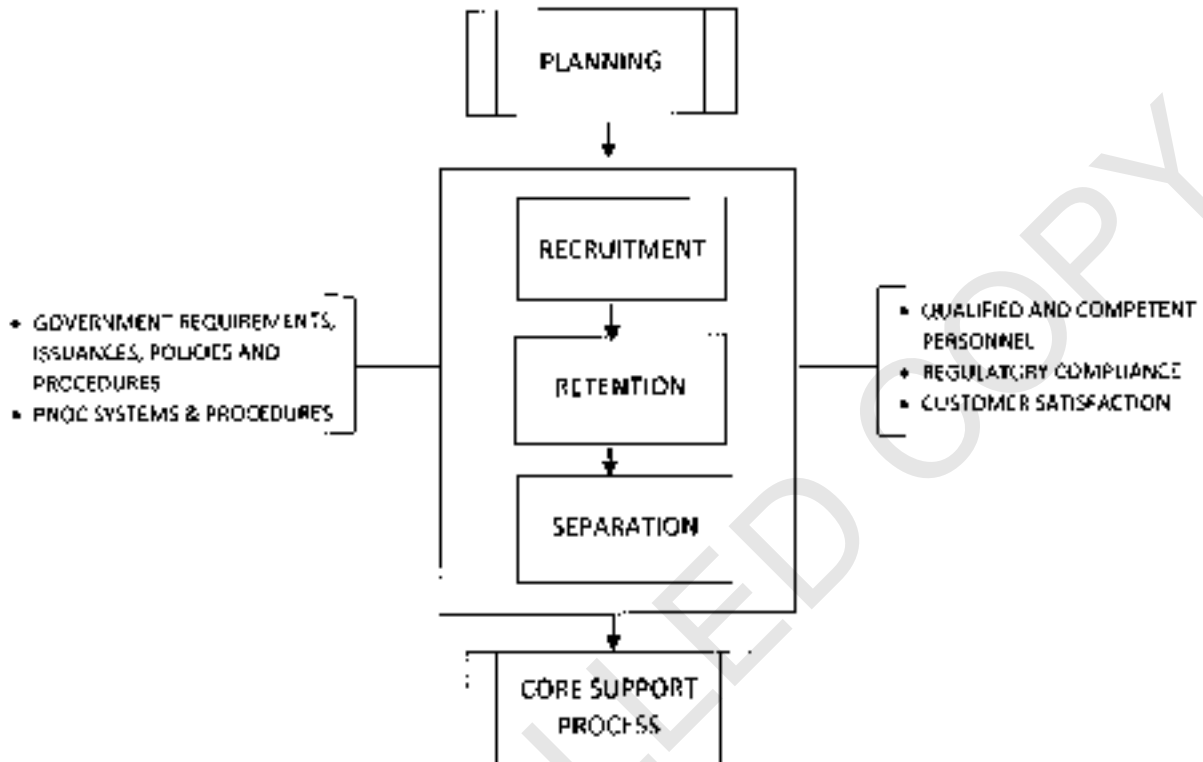
DOC NO.	DOCUMENT TITLE	REV NO	EFFECTIVITY DATE
PSD-03F16	Client Satisfaction Survey Form	0	September 30, 2020
PSD-03A1	Travel Authority	0	September 30, 2020
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PSD-05A2	Application for Terminal Leave	0	September 30, 2020
PSD-05A3	GSIS Separation/Retirement Benefit Claim	0	September 30, 2020
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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
 F. J. Castillon Process Owner	 L. G. G. Calaor Department Manager - Administrative Department	 E. B. Albaytar SVP Finance and Administrative Services



CONTEXT DIAGRAM
Personnel Services Division

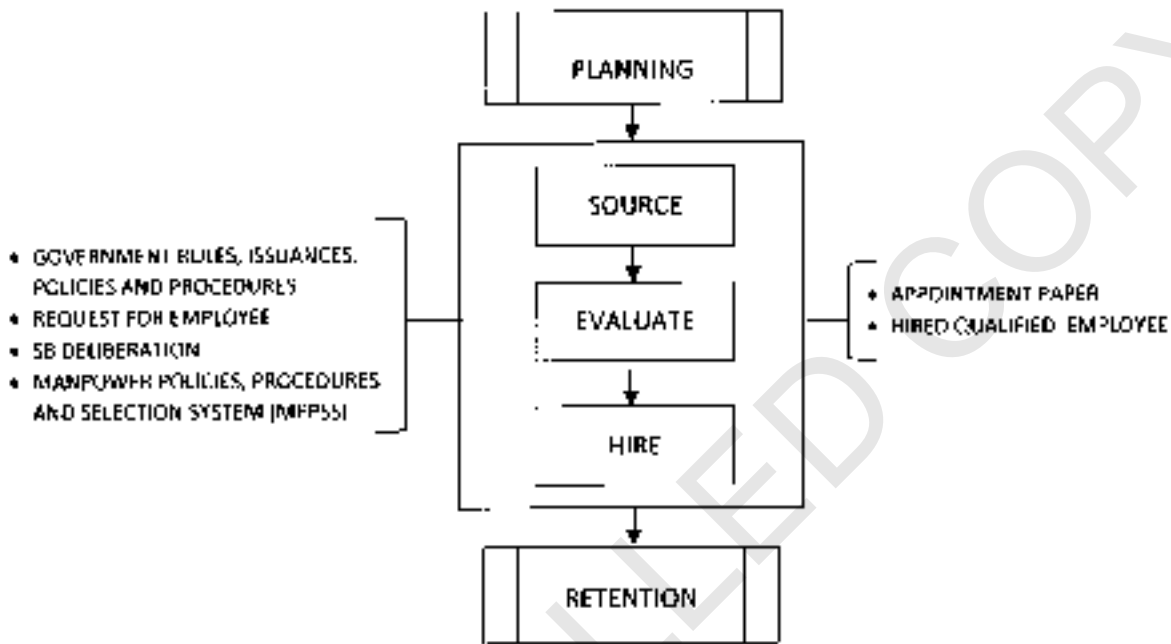


1.0 **PLANNING** – Process of projecting and funding the cost of manpower requirements or determining the optimum use of current manpower resources as inputs for effective and efficient human resource management (Recruitment, Retention and Separation) to attain the Company's Mission, Vision and Goals.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

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Personnel Services Division

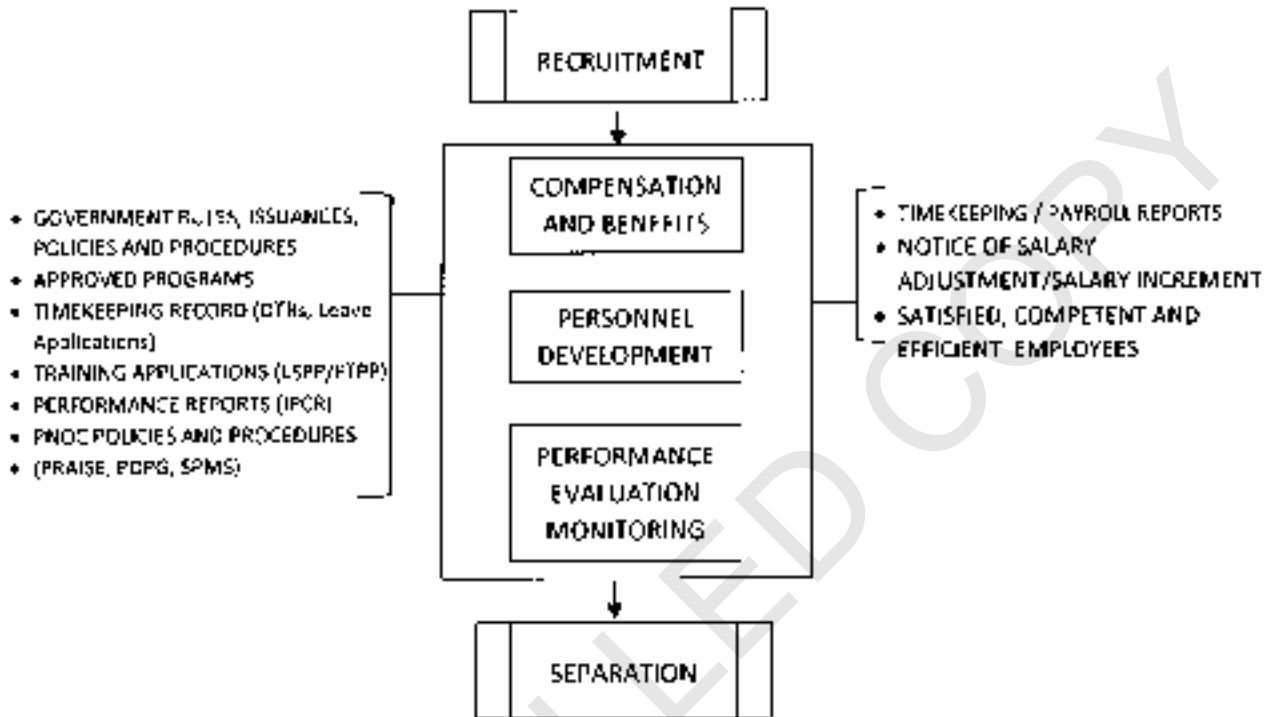


2.0 RECRUITMENT is the process of finding and selecting the right candidate for the right position through interviews, testing and other pre-employment process evaluated through established selection procedures.

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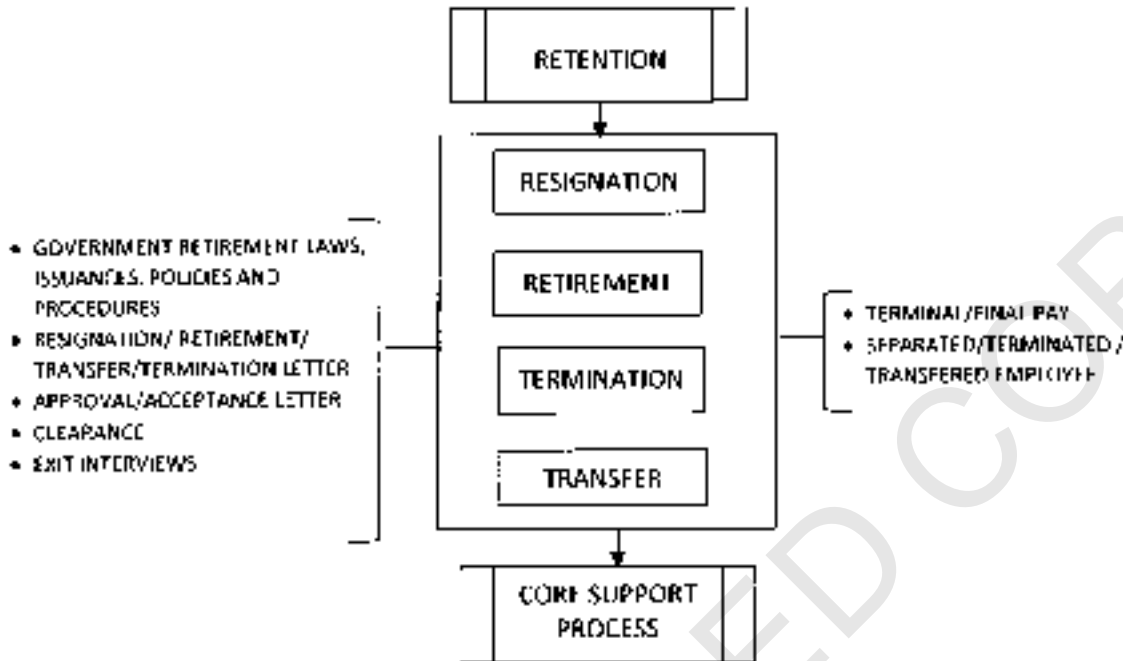


3.0 **RETENTION** covers the process where employees are trained, motivated and rewarded to give value to their work outputs, to encourage them to perform well and to ensure that organizational goals are met with efficiency.

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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
0		New version of PNOC QMS; to include PNOC Energy Supply Base and PNOC Industrial Park.

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

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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

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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 of 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

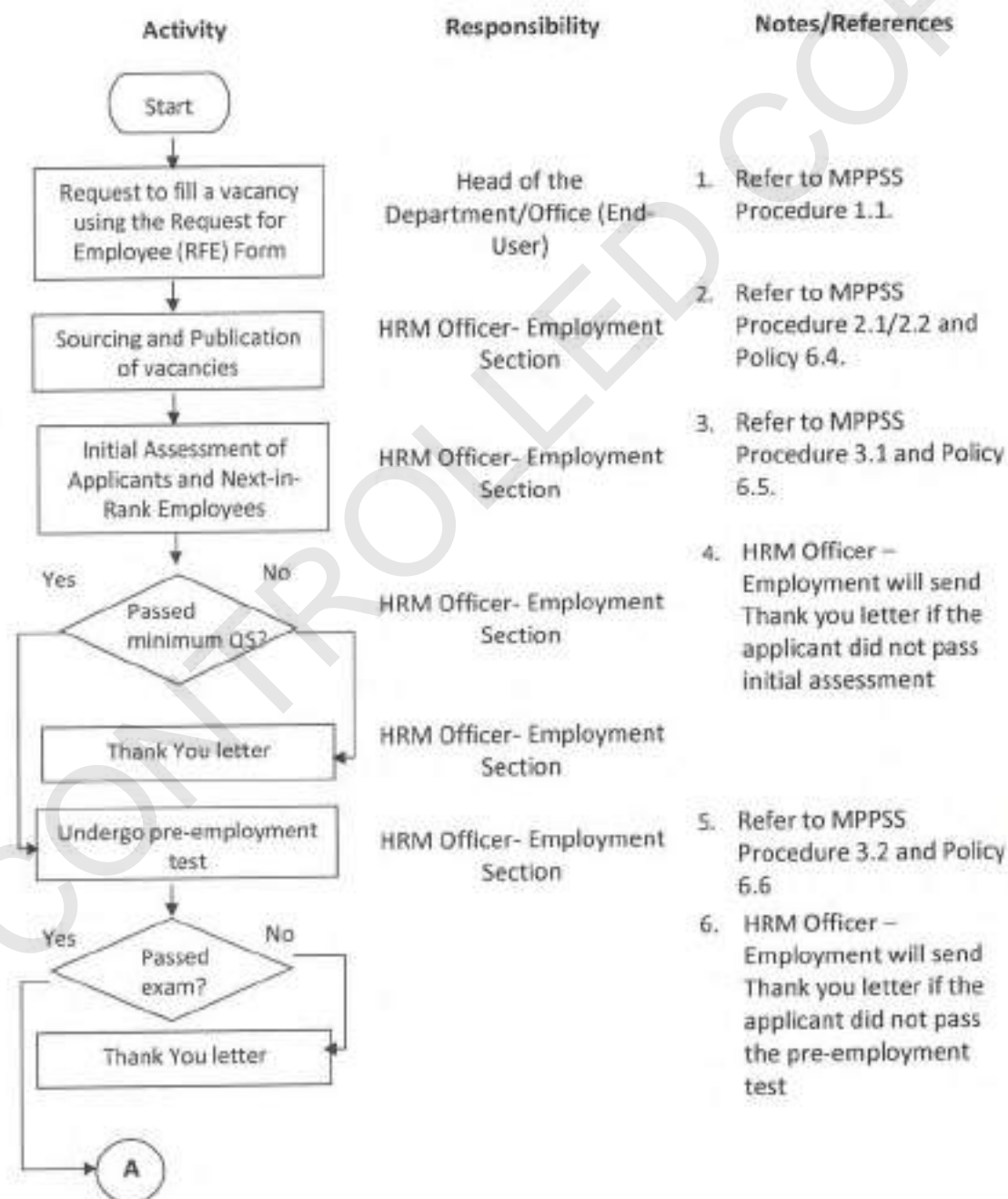
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- 5.11 An appointment becomes valid immediately upon issuance by PNOC President. The new appointee who has formally assumed the duties of the position is entitled to receive his salary at once without waiting for the approval of his appointment by 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 30th day of the succeeding month. The appointment remains valid unless disapproved by the Commission.

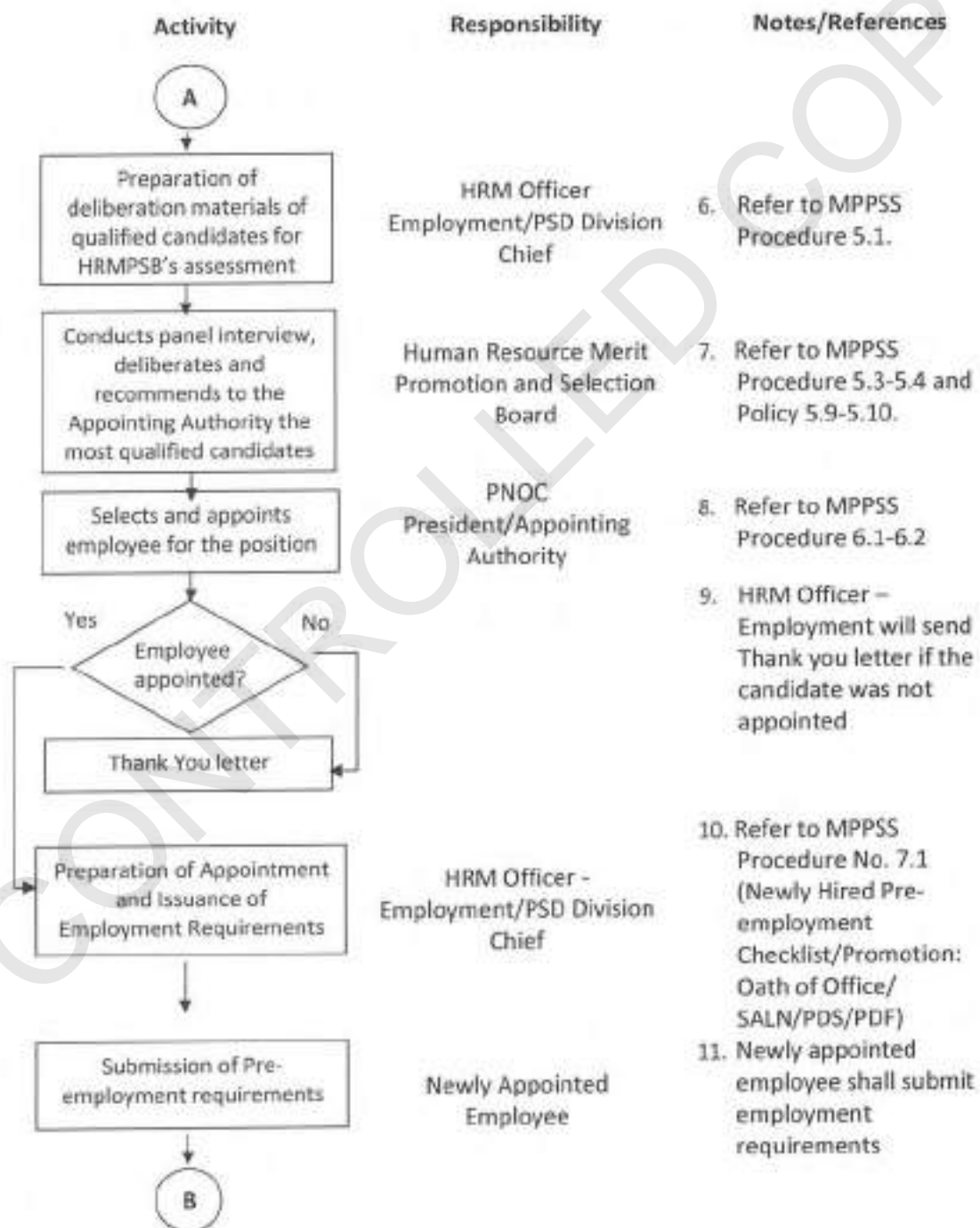
The specific guidelines as indicated in the PNOC Merit and Promotion Plan and Selection System Policies and Guidelines, under Sections V and VI will be followed in the hiring and promotion process.


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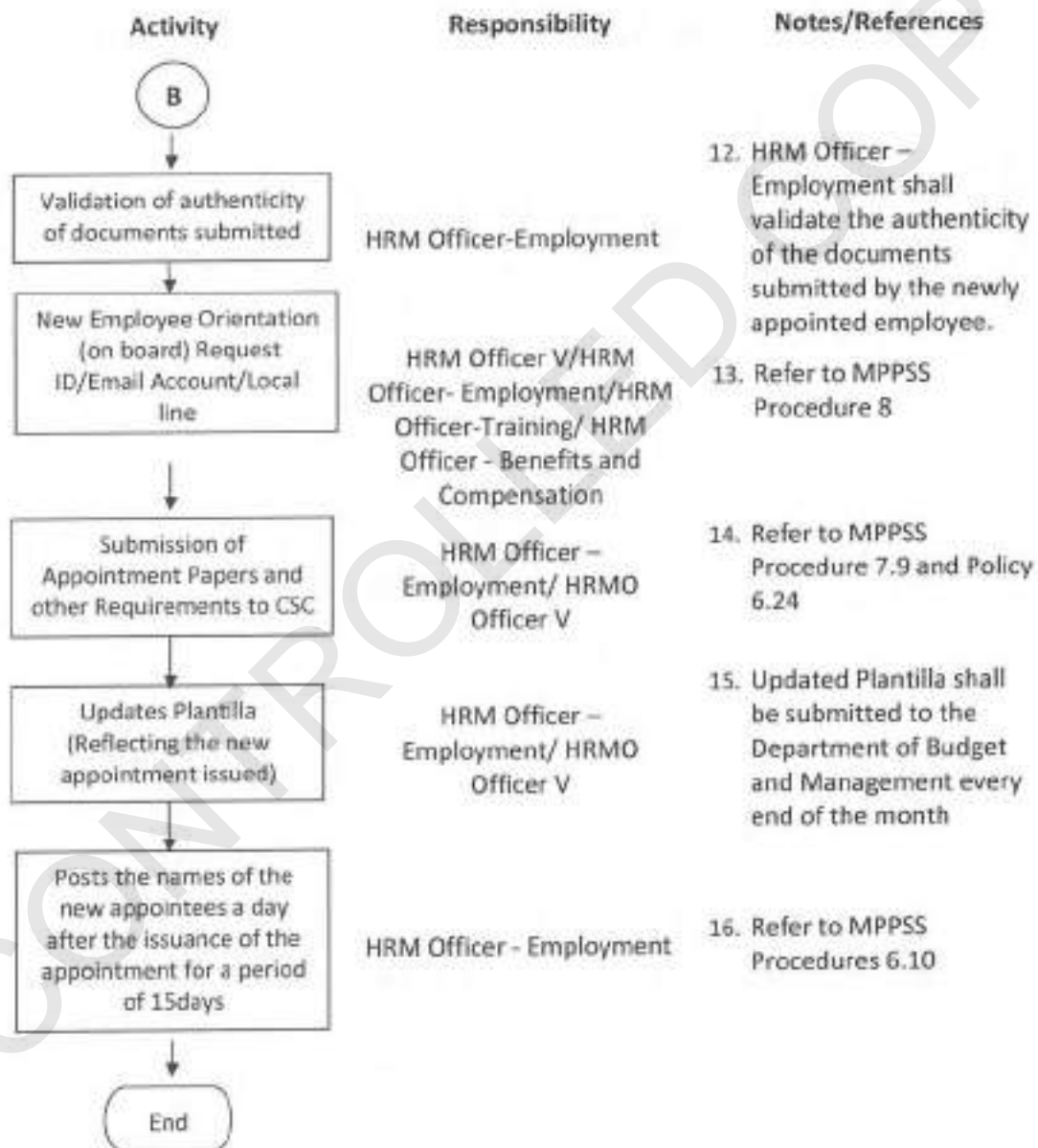
6.0 Procedure Details




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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)

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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. Cabig Process Owner	 L. G. G. Calaor Department Manager - Administrative Department	 E. B. Albaytar SVP Finance and Administrative Services

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Name of Agency) in the CSC website

(Head of Agency)
Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1										
2										
3										
4										
5										

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 later than _____

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-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 courier/email their application to:

(Head of Office/Agency)

(Position Title)

(Complete Office Address)

(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

- Instructions:**
1. Use this Form for new publication of vacant Executive/Managerial positions in the second level.
 2. Use only the CSC prescribed electronic form downloadable from <http://www.csc.gov.ph>. All items on this Form should be completely filled and with no abbreviation.
 3. Submit duly accomplished electronic form to CSC-ERPO as an email attachment to: jobs@webmail.csc.gov.ph and cc: csc.erpo.psd@gmail.com
 4. Confirm with CSC receipt of email at telephone numbers (02)9317939 / 9318002 local 713, or (02)9318163.

WARNING: 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.

Date of Preparation :											
Name of Agency :											
Mailing Address :											
Name of Contact Person :											
Position Title :											
Email Address :											
Telephone Number :											
DETAILS OF VACANCY (Errors should be penalized per Plastic Item Number.)											
Seq. No.	Plastic Item Number	Position Title	Salary/ Job Grade	Annual Salary (in PHP)	Qualification Standards				Other Requirements of the Position	Place of Assignment	
					Education	Training	Experience	Eligibility		Office/Dept./ Division	Geographical Region
01	02	03	04	05	06	07	08	09	10	11	12

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 later than _____.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-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 courier/email their application to:

 Bldg. IV, Energy Center, Rizal Drive, BGC Taguig
jobs@pnoc.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

APPROVED BY:

 President and CEO

CS Form No. 33-B
Revised 2017

(Stamp of Date of Receipt)

Republic of the Philippines
(Name of Agency)

Mr./Mrs./ Ms.: _____

You are hereby appointed as _____ (SG/JG/PG _____)
(Position Title)

under _____ status at the _____
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of _____ (P _____)
pesos per month.

The nature of this appointment is _____ vice _____
(Original, Promotion, etc.)

_____, who _____ with Plantilla Item No. _____
(Transferred, Retired, etc.)

Page _____

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,

Appointing Officer/Authority

Date of Signing

Accredited/Deregulated Pursuant to
CSC Resolution No. _____, s. _____
dated _____

DRY SEAL

(Stamp of Date of Release)

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 _____, 20____ and posted in _____ from _____ to _____, 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

This is to certify that the appointee has been screened and found qualified by the majority of the HRMPSB during the deliberation held on _____.

Chairperson, HRMPSB

ACTION ON APPOINTMENTS

Recorded by _____

Validated per RAI for the month of _____

Invalidated per CSCRO/FO letter dated _____

Appeal _____

DATE FILED

STATUS

CSCRO/ CSC-Commission

Petition for Review

CSC-Commission

Court of Appeals

Supreme Court

Original Copy - for the Appointee
Original Copy - for the Civil Service Commission
Original Copy - for the Agency

Acknowledgement

Received original photocopy of appointment on _____

Appointee

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in this Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal cases against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes and use separate sheet if necessary. Indicate N/A if not applicable. **DO NOT ABBREVIATE.**

Print Name

(Do not fill up for CSC use only)

I. PERSONAL INFORMATION

2. SURNAME			
FIRST NAME		NAME EXTENSION (JR, SR)	
MIDDLE NAME			
3. DATE OF BIRTH (mmMMyyyy)	16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country	
4. PLACE OF BIRTH	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/>	
5. SEX			
6. CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other(s):	17. RESIDENTIAL ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
7. HEIGHT (cm)	ZIP CODE	18. PERMANENT ADDRESS	House/Block/Lot No. Street Subdivision/Village Barangay City/Municipality Province
8. WEIGHT (kg)		19. TELEPHONE NO.	20. MOBILE NO.
9. BLOOD TYPE	21. E-MAIL ADDRESS (if any)		
10. OSGS ID NO.			
11. PAG-IBIG ID NO.			
12. PhilHEALTH NO.			
13. SSS NO.			
14. TIN NO.			
15. AGENCY EMPLOYEE NO.			

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	23. NAME OF CHILDREN (Write full name and list all)	DATE OF BIRTH (mmMMyyyy)
FIRST NAME		
MIDDLE NAME		
OCCUPATION		
EMPLOYER/SUBSIDIARY NAME		
BUSINESS ADDRESS		
TELEPHONE NO.		
24. FATHER'S SURNAME		
FIRST NAME	NAME EXTENSION (JR, SR)	
MIDDLE NAME		
25. MOTHER'S MAIDEN NAME		
SURNAME		
FIRST NAME		
MIDDLE NAME		

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ACADEMIC AWARDS RECEIVED
			From	To			
ELEMENTARY							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)

SIGNATURE	DATE
-----------	------

<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau, or Department where you will be appointed:</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Cases: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>37. Have you ever been separated from the service at any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (accident in the public or private sector)?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election in which you actively campaigned for a national or local candidate?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>40. Pursuant to (a) Indigenous People's Act (RA 8171); (b) Magna Carta for Disabled Persons (RA 7277) and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>A. Are you a member of any indigenous group?</p> <p>B. Are you a person with disability?</p> <p>C. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify (S/No): _____</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, please specify (S/No): _____</p>												
<p>41. REFERENCES: a. name of the organization and its address</p> <table border="1"> <thead> <tr> <th>NAME</th> <th>ADDRESS</th> <th>TEL. NO.</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NAME	ADDRESS	TEL. NO.										<p>It is hereby acknowledged that the contents of this document are true and correct.</p> <p>_____</p> <p>Date: _____</p>
NAME	ADDRESS	TEL. NO.											
<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency hereinafter named representative to verify the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/complaint cases against me.</p>	<p>_____</p> <p>Date: _____</p>												
<p>Government Issued ID (if changed since last time, attach latest one). PLEASE INDICATE ID Number and Date of Issuance.</p> <p>Government Issued ID: _____</p> <p>ID Number/Date of Issuance: _____</p> <p>Classification of Insurance: _____</p>	<p>Signature by: _____</p> <p>Date: _____</p>												
<p>SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____ at _____, Philippines.</p> <p>_____</p> <p>Notary Public for the Philippines</p> <p>_____</p> <p>Notary Public</p>													

REPUBLIC OF THE PHILIPPINES
PHILIPPINE NATIONAL OIL COMPANY

OATH OF OFFICE

I, _____ of
_____ having been appointed to the
position of _____ hereby 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 allegiance to the same; that I will obey the
laws, legal orders, and decrees promulgated by the 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: _____
ID Number _____
Date Issued: _____

Subscribed and sworn to before me this _____ day of
_____ 20____ in _____
Philippines.

(Signature over Printed Name
of the Appointing Officer/
Authority/ Head of Office)



Republic of the Philippines
POSITION DESCRIPTION FORM
 PNOC Form No. _____ Adapted from
 DBM-CSC Form No. 1
 (Revised Version No. 1, s. 2017)

1. OFFICIAL DESIGNATION OR POSITION

2. ITEM NUMBER _____ **3. SALARY GRADE** _____

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

Province	1st Class	5th Class
City	2nd Class	6th Class
Municipality	3rd Class	Special
	4th Class	

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT Philippine National Oil Company (PNOC) **6. BUREAU OR OFFICE**

7. DEPARTMENT / BRANCH / DIVISION _____ **8. WORKSTATION / PLACE OF WORK**

9. PRESENT APPROP ACT _____ **10. PREVIOUS APPROP ACT** _____ **11. SALARY AUTHORIZED** _____ **12. OTHER COMPENSATION**

13. POSITION TITLE OF IMMEDIATE SUPERVISOR _____ **14. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED**

15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (If more than seven (7) list only 2y their next numbers and dates)

POSITION TITLE	ITEM NO./S

16. MACHINE, EQUIPMENT, TOOLS ETC. USED REGULARLY IN PERFORMANCE OF WORK
 COMPUTER, FAX, PHOTOCOPIER, CELLPHONE, PRINTER

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal	Occasional		Frequent		17b. External	Occasional		Frequent	
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please specify) :	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Private/business Sector	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. WORKING CONDITIONS

Office Work

Field work

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION
 To optimize corporate financial viability through sound investment decisions and fund sourcing; ensures liquidity and maintains good financial reputation by prudent management of receivables and disbursements; summarizes, analyzes and reports financial information and transactions; implements adequate internal control procedures to safeguard company assets, processes, services, and payment of financial obligations. To provide support to the core business of PNOC; ensures smooth core business operations by providing adequate resources i.e., Personnel Services, infrastructure, etc. and services in a timely manner; ensures that administrative processes conform to the rules and regulations of the government.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION
 The Executive Assistant functions as the technical assistant of the Senior Vice President providing researches and studies on matters presented for consideration to the Senior Vice President, assists in the management of the Office as well in the oversight functions of the SVP with the departments under the Group.

21. QUALIFICATION STANDARDS

21.a Educational Attainment	21.b Work Experience	21.c Training	21.d Eligibility /License
Bachelors degree	3 years of experience	16 hours of training	Career Service (Professional) Second Level Eligibility

<p>C1 Delivering Service Excellence - Provides proactive, responsive, accessible, consistent and effective public service to attain the highest level of stakeholder satisfaction</p> <p>Promotes the highest standards for individual and corporate performance by upholding the vision, mission, values, policies and guidelines of the Organization, taking into account the social and environmental impact of one's actions and decisions. It includes:</p> <ul style="list-style-type: none"> • strong personal discipline and work ethics in reporting for work regularly and on time; and • ensures that all commitments are properly met through completed staff work, and therefore creates a reputation for reliability and dependability <p>Advance - Manages stakeholders' standards and requirements towards excellent service</p>	
<p>C2 Exemplifying Integrity - Holds oneself accountable for the achievement of organizational targets, goals and objectives and maintains high standards of quality work output. It includes resiliency and adaptability in handling diverse work situations concerning stakeholders</p> <p>Maintains high ethical standards at the Organization and individual levels which include the ability of the employee to maintain high level of trustworthiness and strong determination to resist the tempting power of corruption</p> <p>Adheres to Organization's policies on prudent spending and financial controls and upholds the highest standards of moral values and practices.</p> <p>Advanced - Influences others to adhere to the policies and rules, takes full responsibility for all business decisions, actions/actions and conduct in delivering what one has promised.</p>	
<p>L1 Building Collaborative, Inclusive Working Relationships - Builds and maintains network of reciprocal, high trust, synergistic working relationships within the organization and across government and relevant sectors. This involves the ability to successfully leverage and maximize opportunities for strategic influencing within the organization and with external stakeholders.</p> <p>Advanced - Strengthens and deepens partnerships and networks to deliver or enhance work outcomes.</p>	
<p>L2 Managing Performance and Coaching for Results - Creates an enabling environment which will nurture and sustain a performance-based, coaching culture. Effectiveness in this competency area also includes a strong focus on developing people for current and future work, managing talent, promoting the value of continuous learning and improvement.</p> <p>Intermediate - Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.</p>	
<p>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.</p> <p>Advanced - Constructs a change management plan in which one or more office systems and/or processes are affected within by a change intervention</p>	
<p>L4 Thinking Strategically and Creatively - "Sees the big picture", reflects multi-dimensionally, crafts innovative solutions, identifies connections between customs or things that are not obviously related, and comes up with new and different ways to enhance organizational effectiveness and responsiveness.</p> <p>Advanced - Plans, crafts and adapts strategies for achieving the vision, mission and objectives of the agency or organization and secures the proper</p>	
<p>L5 Creating and Nurturing a High Performing Organization - Crafts a high performing organizational culture that is purpose-driven, results based, client focused and team oriented</p> <p>Basic - Builds a shared sense of commitment to a common goal among individuals and utilizes interventions to help close gaps or improve competence of staff to achieve that goal.</p>	
<p>F6 Communication (Oral and Written) - Conveys ideas through the use of speech and written words in a clear, concise, and coherent manner to communicate information or to support programs, projects, activities.</p> <p>Advance (Oral Communication) - Facilitates delivery of information and influences target audience or other relevant stakeholders.</p> <p>Advance (Written Communication) - Writes appropriate communication materials.</p>	
<p>F10 Critical Thinking - Involves analysis, concerns and exercise sound judgment by using fact-based analysis and causal relationships and generating and selecting appropriate courses of action to arrive at the most advantageous result.</p> <p>Advance - Manifests synthesis and evaluation as dimensions of critical thinking; sees the underlying causes behind events/situations, and formulates several possible courses of action to address/resolve a situation, and is able to choose best option</p>	
<p>F22 Innovation and Creativity - Creates, identifies and/or translates ideas by formulating and establishing new strategies, approaches and improvements to address challenges and add value in the delivery of service</p> <p>Intermediate - Seeks opportunities to try out new concepts, ways, and ideas to come up with solutions. Develops new approaches or ideas to improve existing procedures.</p>	
<p>F24 Network and Collaboration - Develops and maintains a network of reciprocal, high trust, synergistic relationships within the organizations and across government and relevant sectors for the attainment of goals of mutual benefit.</p> <p>Intermediate - Builds collaborative relationship with partner agencies and stakeholders to help achieve work objectives</p>	
<p>F30 Planning and Organizing - Develops and maintains a network of reciprocal, high trust, synergistic relationships within the organizations and across government and relevant sectors for the attainment of goals of mutual benefit.</p> <p>Intermediate - Leads the design and implementation of plans, goals and/or objectives which involve members from other units</p>	
<p>F31 Problem Solving and Decision Making - Resolves decisions and exercises good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive results</p> <p>Intermediate - Provides timely solutions to problems and decision dilemmas that do not have clear-cut options and resolution may require some analysis or creativity.</p>	
<p>F41 Stakeholder Relationship Management - Identifies scope and responsibilities of various stakeholders; Responds appropriately to stakeholders' concerns and expectations by consistently addressing and exceeding client satisfaction standards ensuring positive feedback on client satisfaction thereby strengthening and sustaining mutually beneficial relationships; Readily attends to stakeholders' needs</p> <p>Basic - Manifests understanding of client relationships, concerns and expectations and the factors that affect these</p>	
<p>F44 Technical Advisory - Capabilities the partner stakeholders in complying with technical requirements and with project readiness by addressing issues and concerns based on the existing laws, rules, regulations, policies and/or guidelines.</p> <p>Intermediate - Identifies project issues and concerns with stakeholders</p>	

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 **Human Resource Management Officer III** of **Personnel Services Division/ Administrative Services Department** effective **October 16, 2018**.

This certification is issued in connection with the issuance of the appointment of **Ms/Mr. Ng-Cabig** as **Human Resource Management Officer III**.

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

Lino G. Calaor
Head of Office/Department/Unit

Date: October 16, 2018

Attested 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*

MEDICAL CERTIFICATE
(For Employment)

INSTRUCTIONS

- a. This medical certificate 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:

- Blood Test
 Urinalysis
 Chest X-Ray
 Drug Test
 Psychological Test
 Neuro-Psychiatric Examination (if applicable)

FOR THE PROPOSED APPOINTEE

NAME (Last Name, First Name, Name Extension (if any) and Middle Name)			AGENCY / ADDRESS		
ALETA, PIA MATINING			PNOC BLDG. VI, ENERGY CENTER, RIZAL DRIVE, BGC, TAGUIG CITY		
AGE	SEX	CIVIL STATUS	PROPOSED POSITION		
40	FEMALE	SINGLE	PRIVATE SECRETARY III		

FOR THE LICENSED GOVERNMENT PHYSICIAN

<p><i>I hereby certify that I have reviewed and evaluated the attached examination results, personally examined the above named individual and found him/her to be physically and medically <input checked="" type="checkbox"/> FIT / <input type="checkbox"/> UNFIT for employment.</i></p>					
SIGNATURE over PRINTED NAME OF LICENSED GOVERNMENT PHYSICIAN			OTHER INFORMATION ABOUT THE PROPOSED APPOINTEE		
AGENCY/Affiliation of Licensed Government Physician:					
LICENSE NO			HEIGHT (w/ Bare Feet	WEIGHT (kg) Striped	BLOOD TYPE
OFFICIAL DESIGNATION			DATE EXAMINED		

SWORN STATEMENT OF ASSETS, LIABILITIES AND NET WORTH

As of _____
(Required by R.A. 6713)

Note: Husband and wife who are both public officials and employees may file the required statements jointly or separately.
 Joint Filing Separate Filing Not Applicable

DECLARANT:	_____	POSITION:	_____
	(Family Name) (First Name) (M.I.)	AGENCY/OFFICE:	_____
ADDRESS:	_____	OFFICE ADDRESS:	_____
	_____		_____
SPOUSE:	_____	POSITION:	_____
	(Family Name) (First Name) (M.I.)	AGENCY/OFFICE:	_____
		OFFICE ADDRESS:	_____

UNMARRIED CHILDREN BELOW EIGHTEEN (18) YEARS OF AGE LIVING IN DECLARANT'S HOUSEHOLD

NAME	DATE OF BIRTH	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____

ASSETS, LIABILITIES AND NETWORTH

(Including those of the spouse and unmarried children below eighteen (18) years of age living in declarant's household)

1. ASSETS

a. Real Properties*

DESCRIPTION <small>(e.g. lot, house and lot, condominium and apartment)</small>	UNIT	LOCATION	ASSESSED	CURRENT PAID		ACQUISITION		ACQUISITION COST
			VALUE <small>(indicated in the Tax Declaration of Real Property)</small>	MARKET VALUE	YEAR	MODE		
Subtotal:								

b. Personal Properties*

DESCRIPTION	YEAR ACQUIRED	ACQUISITION COST/AMOUNT
Subtotal:		
TOTAL ASSETS (a+b):		

2. LIABILITIES*

NATURE	NAME OF CREDITORS	OUTSTANDING BALANCE
TOTAL LIABILITIES:		

NET WORTH : Total Assets less Total Liabilities = _____

* Additional sheet/s may be used, if necessary.

BUSINESS INTERESTS AND FINANCIAL CONNECTIONS

(of Declarant / Declarant's spouse/ Unmarried Children Below Eighteen (18) years of Age Living in Declarant's Household)

 If We do not have any business interest or financial connection.

NAME OF ENTITY/BUSINESS ENTERPRISE	BUSINESS ADDRESS	NATURE OF BUSINESS INTEREST &/OR FINANCIAL CONNECTION	DATE OF ACQUISITION OF INTEREST OR CONNECTION

RELATIVES IN THE GOVERNMENT SERVICE

(Within the Fourth Degree of Consanguinity or Affinity. Include also Bias, Being and Inny)

 If We do not know of any relative/s in the government service)

NAME OF RELATIVE	RELATIONSHIP	POSITION	NAME OF AGENCY/OFFICE AND ADDRESS

I hereby certify that these are true and correct statements of my assets, liabilities, net worth, business interests and financial connections, including those of my spouse and unmarried children below eighteen (18) years of age living in my household, and that to the best of my knowledge, the above enumerated are names of my relatives in the government within the fourth civil degree of consanguinity or affinity.

I hereby authorize the Ombudsman or his/her duly authorized representative to obtain and secure from all appropriate government agencies, including the Bureau of Internal Revenue such documents that may show my assets, liabilities, net worth, business interests and financial connections, to include those of my spouse and unmarried children below 18 years of age living with me in my household covering previous years to include the year I first assumed office in government.

Date: _____

(Signature of Declarant)_____
(Signature of Co-Declarant/Spouse)Government Issued ID: _____
ID No. _____
Date Issued: _____Government Issued ID: _____
ID No. _____
Date Issued: _____

SUBSCRIBED AND SWORN to before me this ____ day of _____ 2020 affiant exhibiting to me the above-stated government issued identification card

(Person Administering Oath)

CHECKLIST OF COMMON REQUIREMENTS	HRMO	CSC FO
Instructions: Put a check if the requirements are complete. If incomplete, use the space provided to indicate the name of appointee and the lacking requirement/s		
1 APPOINTMENT FORMS (CS Form No. 23-B, Revised 2017) - Original CSC copy of appointment form	↗	
2 PLANTILLA OF CASUAL APPOINTMENT (CSC Form No. 24-B or D) - Original CSC copy	N/A	
3 PERSONAL DATA SHEET (CS Form No. 212, Revised 2017)	↗	
4 ORIGINAL COPY OF AUTHENTICATED CERTIFICATE OF ELIGIBILITY/ RATING/ LICENSE - Except if the eligibility has been previously authenticated in 2004 or onward and recorded by the CSC	To follow	
5 POSITION DESCRIPTION FORM (DBM-CSC Form No. 1, Revised 2017)	To follow	
6 OATH OF OFFICE (CS Form No. 32, Revised 2017)	To follow	
7 CERTIFICATE OF ASSUMPTION TO DUTY (CS Form No. 4)	↗	
<p>This is to certify that I have checked the veracity, authenticity and completeness of all the requirements in support of the appointments attached herein.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Highest Ranking HRMO</p>		<p>This is to certify that I have checked all the requirements in support of the appointments attached herein and found these to be <input type="checkbox"/> complete / <input type="checkbox"/> lacking</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">CSC FO Receiving Officer</p>

REQUEST FOR EMPLOYEE (RFE) FORM

PSD-01F1

To be submitted in duplicate for each position

POSITION	DEPARTMENT/OFFICE	LOCATION	REQUISITION DATE
EMPLOYMENT STATUS		BUDGET DIVISION FOR BUDGET VERIFICATION <i>(Availability of Funds/Position funded in the Fiscal Year)</i>	
REGULAR POSITION	NON-REGULAR POSITION	<input type="checkbox"/> Funded	<input type="checkbox"/> Unfunded
<input type="checkbox"/> Permanent	<input type="checkbox"/> Contractual	Verified by:	Checked by:
<input type="checkbox"/> Temporary	<input type="checkbox"/> Others _____		
EXPLAIN WHY NEEDED			
ADDITIONAL/PREFERRED REQUIREMENTS(Other than the minimum requirements)			
BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES OF THE POSITION			
			APPROVED BY : PRESIDENT
PREPARED BY	DEPARTMENT HEAD	CONTACT SR. VICE-PRES.	ADM REUBEN S LISTA (Ret.)
TO BE FILLED BY PERSONNEL SERVICES DIVISION			
MINIMUM QUALIFICATIONS REQUIREMENT			
EDUCATION	EXPERIENCE	TRAINING/SEMINAR	ELIGIBILITY
<i>Please refer to the Competency Based Human Resource Manual for the Competency requirement of the position to be filled up</i>			
DATE PUBLISHED IN THE CIVIL SERVICE WEBSITE	DATE OF PSB DELIBERATION	NAME OF HIRER	
		ITEM NUMBER/SG/SALARY	DATE OF ATD

MEMORANDUM
(PSD-01F2)

Date: _____

To: L.G. Calao

Ref :

Cc: NIR Candidate

Code :

Next-in-Rank Candidate to
(Position)
Item No _____

In response to your request for assistance in filling-up the _____ position (SG _____), Item No. _____ at the _____ Division of the _____ Department, **(NAME)** is considered qualified Next-In-Rank (NIR) candidate to the vacancy.

The Personnel Selection Board (PSB) shall require the interested next-in-rank candidate to submit application letter and updated Personal Data Sheet not later than _____, 2020 to be considered a candidate for the position. Uninterested next-in-rank candidate must formally waive his/her right to compete for the position.

Notwithstanding the next-in-rank rule, the appointing authority is not bound to appoint the next-in-rank employee. Thus, the vacant _____ position is also open for other applicants who are not NIR but have met the minimum requirements of the position.

Thank you.

F.J. Castillon

mta/dmc: NIR memo

Date

Addressee

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

PSD-01F3.2

Date

Addressee

Address 1

Address 2

Dear _____,

We wish to thank you for considering the Philippine National Oil Company as your prospect for employment. We regret to inform you that your test result did not meet the minimum requirements set by the Company.

We appreciate your interest in joining us and take this opportunity to extend to you our best wishes in your future endeavor.

Very truly yours,

HRMO-V
Personnel Services Division

November 3, 2020

Addressee

Address 1

Address 2

Dear _____:

Thank you for your interest in applying for the vacant _____
position (SG __), Item No. __ in the _____.

Based on the result of the deliberation and assessment of the PNOC Selection Board,
we regret to inform you that you did not meet the minimum criteria of 60.00 points
for endorsement/recommendation to the Appointing Authority.

We wish you good luck to your future endeavors.

Very truly yours,

Chairperson
PNOC Selection Board



PHILIPPINE NATIONAL OIL COMPANY TEST RESULT PROFILE

PSD-01F4

NAME:	DATE:
POSITION APPLIED:	LEVEL:

CLASSIFICATION

CLASSIFICATION

INTELLIGENCE TEST

a. Culture Fair Intelligence Test Scale 3 (CFIT 3)	
b. Culture Fair Intelligence Test Scale 2 (CFIT 2)	
c. Thurstone Test for Mental Alertness (TMA)	
d. Purdue Non-Language Test (PNLT)	Average

g. Office Skills Test Grammar (OST Gr)	
h. Office Skills Test Filing (OST F)	
i. Office Skills Test Numerical Skill (OST NS)	
j. Office Skills Test Checking (OST Ch)	
k. Office Skills Test Vocabulary (OST Vc)	
l. Typing Test	
m. Flanagan Industrial Test Coordination (FIT Co)	
n. Flanagan Industrial Test Electronics (FIT E)	

APTITUDE TEST

a. Flanagan Industrial Test Planning (FIT PL)	
b. Flanagan Industrial Test Judgment and Comprehension (FIT JC)	
c. Flanagan Industrial Test Mathematical Reasoning (FIT MR)	
d. Accounting Orientation	
e. Flanagan Industrial Test Expression (FIT Ex)	
f. Flanagan Industrial Test Arithmetic (FIT Ar)	

SUPERVISORY INDEX

a. Management	
b. Supervision	
c. Employees	
d. Human Relations	
TOTAL	
COMPUTER OPERATION APTITUDE BATTERY (COAB)	
a. Sequence Recognition	
b. Formal Checking	
c. Logical Thinking	
TOTAL	

REMARKS

- Highly Recommended
- Moderately Recommended
- Recommended with Reservations
- Not Recommended

Prepared by: <p style="text-align: center; margin-top: 10px;">DMR Ng-Cabg/MTA Tripulca</p>	Reviewed by: <p style="text-align: center; margin-top: 10px;">FJ Castillon</p>
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PSD-01FS.1

PHILIPPINE NATIONAL OIL COMPANY
EVALUATION DATA SHEET

DEPARTMENT/DIVISION: _____
POSITION TO BE FILLED: _____

Salary Grade : _____
Rate Per Month : _____
Item Number : _____

EDUCATIONAL REQUIREMENT	EXPERIENCE REQUIREMENT	TRAINING REQUIREMENT	CS ELIGIBILITY

NAME OF APPLICANT	EDUCATIONAL ATTAINMENT	RELEVANT WORK EXPERIENCE	TRAININGS/SEMINARS ATTENDED	CS ELIGIBILITY	PERFORMANCE RATING

CONTROLLED COPY



**COMPETENCY BASED ASSESSMENT
 INTERVIEW RATING SHEET**

NAME OF APPLICANT				POSITION TO BE CONSIDERED		
ALEJANDRO M. UNTALAN				EXECUTIVE ASSISTANT IV		
ITEM NUMBER	SALARY GRADE	LEVEL	SALARY AUTHORIZED	DEPARTMENT	DIVISION	PLACE OF ASSIGNMENT
52	22	II	Php65,319.00	OSVP- ENERGY INVESTMENTS		Taguig City
QUALIFICATION STANDARDS						
EDUCATIONAL ATTAINMENT			WORK EXPERIENCE	TRAINING	ELIGIBILITY/LICENSE	
Bachelor's degree relevant to the job			3 years relevant experience	16 hours relevant training	Career Service (Professional) Second Level Eligibility	
COMPETENCY				COMPETENCY LEVEL REQUIREMENT	COMPETENCY ASSESSMENT (Based on Interviewer's Assessment - Behavioral Indicators)	COMPETENCY MATCHING (+; X; -)
A. CORE COMPETENCIES						
C1 Delivering Service Excellence - Provides proactive, responsive, accessible, courteous and effective public service to attain the highest level of stakeholder satisfaction. Promotes the highest standards for individual and corporate performance by upholding the vision, mission, values, policies and guidelines of the Organization taking into account the social and environmental impact of one's actions and decisions. It includes: strong personal discipline and work ethics in reporting for work regularly and on ensures that all commitments are properly met through completed staff work, and therefore creates a reputation for reliability and dependability. Advance - Manages stakeholders' standards and requirements towards excellent service.				3		
C2 Exemplifying Integrity - Holds oneself accountable for the achievement of organizational targets, goals and objectives and maintains high standards of quality work output. It includes resiliency and adaptability in handling diverse work situations concerning stakeholders. Maintains high ethical standards at the Organization's and individual levels which include the ability of the employee to manifest high level of trustworthiness and strong determination to resist the tempting power of corruption. Adherence to Professional's ethics - An employee recognizes and respects corporate and applicable the Advance - Influences others to adhere to the policies and rules; takes full responsibility for all business decisions, actions/ fractions and conduct in delivering what one has promised.				3		
B. LEADERSHIP COMPETENCIES						
L1 Building Collaborative, Inclusive Working Relationships - Builds and maintains network of reciprocal, high trust, and synergistic working relationships within the organization and across-government and relevant sectors. This involves the ability to successfully leverage and maximize opportunities for strategic influencing within the organization and with external stakeholders. Advanced - Strengthens and deepens partnerships and networks to deliver or enhance work outcomes.				3		
L2 Managing Performance and Coaching for Results - Creates an enabling environment which will nurture and sustain a performance-based, coaching culture. Effectiveness in this competency area also includes a strong focus on developing people for current and future needs, managing talent, and promoting the value of continuous learning and improvement. Intermediate - Creates tools and/or applies new methods in correcting and improving below standard or non-compliant performance of individuals or groups, using knowledge and skills in coaching to enable them to self-initiate solutions for their growth and development.				2		
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 consultant.				3		
L4 Thinking Strategically and Creatively - "Sees the big picture", think multi-dimensionally, craft innovative solutions, identify connections between situations or things that are not obviously related, and come up with new ideas and different ways to enhance organizational effectiveness and responsiveness. Advanced - Plans, crafts and adapts strategies for achieving the vision, mission and objectives of the agency or organization and secures the proper implementation of these strategies.				3		
L5 Creating and Nurturing a High Performing Organization - Crafts a high performing organizational culture that is purpose-driven, results-based, client-focused and team-oriented.				3		

Advanced - Creates a culture where team work and interdependence is nurtured by facilitating collaboration across organizations.			
F9. Communication (Oral and Written) - Conveys ideas through the use of speech and written words in a clear, concise, and coherent manner to communicate information to support programs, projects, activities. Advance (Oral Communication) - Facilitates delivery of information and influences target audience or other relevant stakeholders. Advance (Written Communication) - Writes appropriate communication materials.	3		
F10. Critical Thinking - Resolves issues/ concerns and exercises sound judgment by using fact-based analysis and causal relationships and generating and selecting appropriate courses of action to arrive at the most advantageous result. Advance - Manifests synthesis and evaluation as dimensions of critical thinking, and sees the underlying causes behind events/ situations, and formulates several possible courses of action to address/ resolve a situation, and is able to choose best option.	3		
F22. Innovation and Creativity - Creates, identifies and/ or translates ideas by formulating and establishing new strategies, approaches and improvements to address challenges and add value in the delivery of service. Intermediate - Seeks opportunities to try out new concepts, ways, and ideas to come up with solutions, and develops new approaches or ideas to improve existing procedures.	2		
F23. Network and Collaboration - Develops and maintains a network of reciprocal, high trust, synergistic relationships within the organizations and across government and relevant sectors for the attainment of goals of mutual benefit. Intermediate - Builds collaborative relationship with partner agencies and stakeholders to help achieve work objectives.	2		
F30. Planning and Organizing - Develops and maintains a network of reciprocal, high trust, synergistic relationships within the organizations and across government and relevant sectors for the attainment of goals of mutual benefit. Intermediate - Leads the design and implementation of plans, goals and/or objectives which involve members from other units.	2		
F31. Problem Solving and Decision Making - Resolves dilemmas and exercises good judgment by using fact-based analysis and generating and selecting appropriate courses of action to produce positive results. Intermediate - Provides timely solutions to problems and the non dilemmas that do not have clear-cut answers and resolution may require some analysis or creativity.	2		
F44. Technical Advisory - Coaches the partner stakeholders in complying with technical requirements and with project readiness by addressing issues and concerns based on the existing. Intermediate - Identifies project issues and concerns with stakeholders.	2		
F45. Technical Writing - Constructs and generates clear, readable and concise information by using well-researched and fact-based analysis to convey in an easily understood and timely manner such information to the intended users. Intermediate - Develops and organizes data/information to produce the required reports/instruments.	2		
F47. Use of Technology - Makes effective use of technology to achieve results and ensures access to security of technology systems. Basic - Applies basic technology (off ice software and equipment) in the performance of the assigned tasks.	1		
TOTAL >>	39		

POTENTIAL RATING** - Encircle your rating with Level 5 being the highest, and Level 1 as the lowest.

HAS HIGH POTENTIAL	HAS MODERATE POTENTIAL		HAS MINIMAL POTENTIAL	
LEVEL 5	4	3	2	1

POTENTIAL RATING SCALE

HIGH POTENTIAL	A high-potential employee will often have a significant amount of ambition. Not necessarily the ambition to have a "higher" position per se, but rather to continuously grow and improve. A high-potential employee is one who has been identified as having the potential, ability, and aspiration to hold successive leadership positions in an organization.
MODERATE POTENTIAL	The employee appears to have the sufficient ability to perform effectively at the next position level. Employee appears to have applied the competencies repeatedly and successfully in the performance of his/her job but still has much to learn about the advanced aspects or behaviors associated with the competencies.

MINIMAL POTENTIAL

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 competencies required for the position. He/she applies general knowledge in common situations but has limited practical experience in applying the competencies in a work environment presenting more complex situations.

SUMMARY OF EVALUATION

DATE: _____

I	COMPETENCIES/MANAGERIAL SKILLS	45%	
II	CHARACTERISTICS AND PERSONALITY TRAITS	10%	
III	EDUCATION	10%	
IV	TRAINING	10%	
V	EXPERIENCE	15%	
VI	POTENTIAL	5%	
VII	OUTSTANDING ACCOMPLISHMENTS/AWARDS AND CUMMULATIONS	5%	
	TOTAL	100%	
NAME OF EMPLOYEE		POSITION	SIGNATURE

CONTROLLED COPY

NAME: _____	AGE: _____
PRESENT POSITION: _____	SALARY: _____
DIVISION: _____	DEPARTMENT: _____
CONSIDERED FOR THE POSITION OF _____	

PERSONALITY INTERVIEW ASSESSMENT FORM

Instructions:

You are about to rate the candidate on certain characteristics and traits that can be observed when you talk with him/her face to face. Consider whether his personal characteristics, as manifested during the interview, will be an asset or liability to the position being considered. Make your rating of the candidate's characteristic solely on evidence during the interview by putting a check mark (✓) on the proper scale. (Each part of the scale has an equivalent point score.)

Be sure to record your rating of the candidate on each of the trait. Do not omit any item. After rating the candidate, accomplish the summary rating form by indicating the point score obtained in each characteristic. Add the total point scores.

TRAITS	POINTS															
<p>1. Voice and Speech.</p> <p>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?</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 5%;">1</td> <td style="width: 5%;"><input type="radio"/></td> <td>Irritating or indistinct.</td> </tr> <tr> <td style="text-align: center;">2</td> <td><input type="radio"/></td> <td>Understandable but rather unpleasant</td> </tr> <tr> <td style="text-align: center;">3</td> <td><input type="radio"/></td> <td>Neither conspicuously pleasant or unpleasant</td> </tr> <tr> <td style="text-align: center;">4</td> <td><input type="radio"/></td> <td>Definitely pleasant and distinct</td> </tr> <tr> <td style="text-align: center;">5</td> <td><input type="radio"/></td> <td>Exceptionally clear and pleasing</td> </tr> </table>	1	<input type="radio"/>	Irritating or indistinct.	2	<input type="radio"/>	Understandable but rather unpleasant	3	<input type="radio"/>	Neither conspicuously pleasant or unpleasant	4	<input type="radio"/>	Definitely pleasant and distinct	5	<input type="radio"/>	Exceptionally clear and pleasing
1	<input type="radio"/>	Irritating or indistinct.														
2	<input type="radio"/>	Understandable but rather unpleasant														
3	<input type="radio"/>	Neither conspicuously pleasant or unpleasant														
4	<input type="radio"/>	Definitely pleasant and distinct														
5	<input type="radio"/>	Exceptionally clear and pleasing														
<p>2. Appearance.</p> <p>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 he well-groomed or unattractive in appearance?</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 5%;">1</td> <td style="width: 5%;"><input type="radio"/></td> <td>Unprepossessing or unsuitable</td> </tr> <tr> <td style="text-align: center;">2</td> <td><input type="radio"/></td> <td>Creates a rather unfavorable impression</td> </tr> <tr> <td style="text-align: center;">3</td> <td><input type="radio"/></td> <td>Suitable, acceptable</td> </tr> <tr> <td style="text-align: center;">4</td> <td><input type="radio"/></td> <td>Creates a distinctly favorable impression</td> </tr> <tr> <td style="text-align: center;">5</td> <td><input type="radio"/></td> <td>Impressive, commands admiration</td> </tr> </table>	1	<input type="radio"/>	Unprepossessing or unsuitable	2	<input type="radio"/>	Creates a rather unfavorable impression	3	<input type="radio"/>	Suitable, acceptable	4	<input type="radio"/>	Creates a distinctly favorable impression	5	<input type="radio"/>	Impressive, commands admiration
1	<input type="radio"/>	Unprepossessing or unsuitable														
2	<input type="radio"/>	Creates a rather unfavorable impression														
3	<input type="radio"/>	Suitable, acceptable														
4	<input type="radio"/>	Creates a distinctly favorable impression														
5	<input type="radio"/>	Impressive, commands admiration														
<p>3. Alertness.</p> <p>Does the candidate readily grasp the meaning of a question? Is the candidate slow to comprehend even the most obvious points? Or does the candidate understand quickly, even though the idea is new, involved or difficult?</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; width: 5%;">1</td> <td style="width: 5%;"><input type="radio"/></td> <td>Slow in grasping obvious questions; often misunderstands meaning of questions</td> </tr> <tr> <td style="text-align: center;">2</td> <td><input type="radio"/></td> <td>Slow to understand subtle points, requires explanations</td> </tr> <tr> <td style="text-align: center;">3</td> <td><input type="radio"/></td> <td>Nearly grasps intent of interviewer's question</td> </tr> <tr> <td style="text-align: center;">4</td> <td><input type="radio"/></td> <td>Rather quick to grasping questions and new ideas</td> </tr> <tr> <td style="text-align: center;">5</td> <td><input type="radio"/></td> <td>Exceptionally keen and quick to understand</td> </tr> </table>	1	<input type="radio"/>	Slow in grasping obvious questions; often misunderstands meaning of questions	2	<input type="radio"/>	Slow to understand subtle points, requires explanations	3	<input type="radio"/>	Nearly grasps intent of interviewer's question	4	<input type="radio"/>	Rather quick to grasping questions and new ideas	5	<input type="radio"/>	Exceptionally keen and quick to understand
1	<input type="radio"/>	Slow in grasping obvious questions; often misunderstands meaning of questions														
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3	<input type="radio"/>	Nearly grasps intent of interviewer's question														
4	<input type="radio"/>	Rather quick to grasping questions and new ideas														
5	<input type="radio"/>	Exceptionally keen and quick to understand														

TRAITS	POINTS
<p>4. Emotional Stability.</p> <p>Is the candidate emotionally mature? Is the candidate touchy, sensitive to criticism, easily upset? Is the candidate irritated or impatient when things go wrong? Or does the candidate keep an even keel?</p>	<p>1 o Overly sensitive, easily disconcerted</p> <p>2 o Occasionally impatient or irritated</p> <p>3 o Well-poised most of the time</p> <p>4 u Superior self-command</p> <p>5 o Exceptional poise, calmness and good humor under stress</p>

<p>5. Self-confidence.</p> <p>Does the candidate seem to be uncertain of him/herself, hesitant, lacking in assurance, easily bluffed? Or is the candidate wholesomely self-confident and assured?</p>	<p>1 o Timid; hesitant; easily influenced</p> <p>2 o Appears to be over self-conscious</p> <p>3 o Moderately confident of him/herself</p> <p>4 u Wholesomely self-confident</p> <p>5 o Shows superb self-assurance</p>
---	--

SUMMARY RATING FORM

Traits	Points					
1. Voice and Speech	<table border="1" style="width: 100%; height: 100%;"> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>					
2. Appearance						
3. Alertness						
4. Emotional Stability						
5. Self-confidence						
TOTAL						

Do you think this candidate is capable of eventually performing at the management level?

Does the candidate have the potential to go beyond this? If so, in what functions?

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:

CONTROLLED COPY

EVALUATION TABLE

NAME:

CONSIDERED FOR THE POSITION:

	Evaluation Factor	RAW SCORE	%age Factor	Equivalent Point Weight	Point Weight	Point Score
1	Competencies				45	
2	Characteristics and Personality Traits				10	
3	Education <i>(in excess of Bachelor's degree in Engineering)</i>				10	
	Training <i>(in excess of 8 hours of relevant training)</i>				10	
4	Experience <i>(in excess of 2 years of relevant experiences)</i>				15	
5	Potential				5	
6	Outstanding Accomplishments/Awards/Commendations				5	
	TOTAL				100	

Prepared by:

Checked by:

 DMN Cabig/ MTA Tripulca

 FJ Castillon

COMPARATIVE SUMMARY RATING

CONSIDERED FOR THE POSITION: CHIEF ADMINISTRATIVE OFFICER

PROCUREMENT MANAGEMENT DIVISION - ADMINISTRATIVE SERVICES DEPARTMENT

	CANDIDATES	EVALUATION FACTOR SCORE							RANKING	
		COMPETENCIES MANAGERIAL SKILLS	CHARACTERISTICS AND PERSONALITY TRAITS	EDUCATION	TRAINING	EXPERIENCE	POTENTIAL	OUTSTANDING ACCOMPLISHMENTS		TOTAL
1	CANDIDATE 1									
2	CANDIDATE 2									
3	CANDIDATE 3									
4	CANDIDATE 3									
5	JOHN PAUL P. PRUDENCIO									

Prepared by:

DMN Cabig/ MTA Tripulca

Checked by:

FJ Castillon

Philippine National Oil Company
SELECTION BOARD RESOLUTION
PSD-01F10

Resolution No.:

Date:

Division/Office:

Position to be Filled:

No. of Vacancies:

Salary Grade:

Item No:

Salary Rate:

QUALIFICATION STANDARDS OF THE POSITION TO BE FILLED

Education:

Experience:

Training:

Eligibility:

The PNOC Personnel Selection Board evaluated the qualified candidates listed below using as basis the standards set for hiring/promotion:

1.	_____	_____
2.	_____	_____
	_____	_____

After in depth assessment of the merits and qualifications of the qualified candidates, the PNOC Personnel Selection Board (PSB), recommends the appointment of _____ to the vacant position as he garnered the highest score in the selection process.

Based on the provision of PNOC Merit Promotion Plan and Selection System, the President may select from the list of candidates endorsed by the Personnel Selection Board. If the President does not choose from the list, he may direct the Administrative Department to repeat the selection process.

Chairman

Member

Member

Member

Member

I hereby appoint _____ to the position.

Head of the Agency/Appointing Authority

PSD-01FL13

EMPLOYEE REQUEST FORM

Name: _____
 Employee Number: _____
 Position: _____
 Division/Department: _____

Reason for Request New Hire Effective: 12-10-19
 Employment Status
 Permanent Casual Contractor (Office Based)
 Job Order Others (Specify) _____
 Marriage/Annulment/ Change Name
 Details of change: Change surname and change of office location
 Separation/Retirement Effective:
 Resignation Retirement End of Term
 Termination Others (Specify) _____

Requested by: _____	Checked by: _____	Approved by: _____
DMN Cabig HRM Office	FJ Castillo HRM O-V-PSO	LG Calaur Department Manager A - AS Dept

For Administrative Services Department use only

Local Phone number assigned (w/o GSO): _____
 Phone Area Tag Number: _____
 Assisted by: _____

EMAIL REQUEST

May we request the processing of the internet / e-mail account of the PNOC employee as indicated herein

Nature of Request Creation of PNOC Individual/Email Account Account Change Name
 De-Activation/Deletion _____

Approved by: _____
 M.B.L. Cabelo
 OIL Corporate Planning Dept.

For Corplan MIS Use Only

Account Name: _____ @pnoc.com.ph
 Account name created/deactivated by: _____
 Date action taken: _____
 Checked by: _____

*Please return original copy to Personnel Services Division

Original Copy: _____
 Copy for Corplan MIS: _____
 Copy for PSD: _____
 Copy for PRMT: _____



Welcome to PNOC!
newly hired employees

PSO-01F12.1

NAME
POSITION
DIVISION
DEPARTMENT
ATD:

NAME
POSITION
DIVISION
DEPARTMENT
ATD:

NAME
POSITION
DIVISION
DEPARTMENT
ATD:

NAME
POSITION
DIVISION
DEPARTMENT
ATD:

God bless you!





CONGRATULATIONS to our
newly promoted employees!

PSD-01F11.2

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!



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1.0 Objective

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

- 1.1. 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 Co-terminus 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

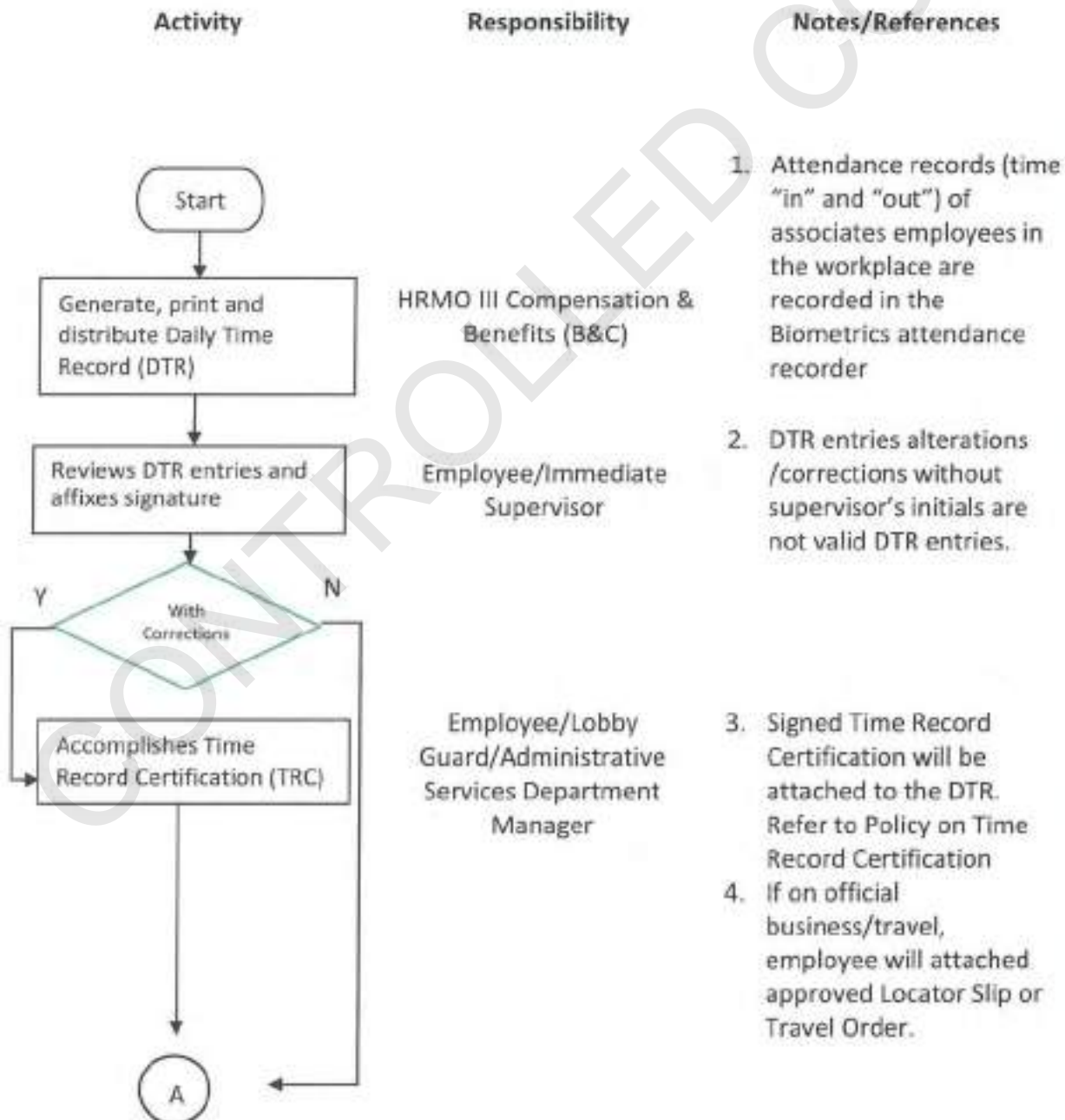
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- 5.2. Daily Time Record Submission (Refer to Rule XVII [Government Office Hours] Section 2 Book V of Executive Order 292, page 112)
- 5.3. Leave Applications Processing (Refer to Rule XVI [Leave of Absence], Sections 1-67, pp 91-111)
- 5.4. Payroll Processing – The Personnel Services Division shall submit on or before the 18th day of the month a Payroll Report (Overtime, Leave without Pay and Tardiness/Undertime without Pay) to the Accounting Department.
- 5.5. Leave Credits Monitoring/Updating – (Refer to Rule XVI [Leave of Absence] Sections 27-30, pp 98-102)
- 5.6. 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.

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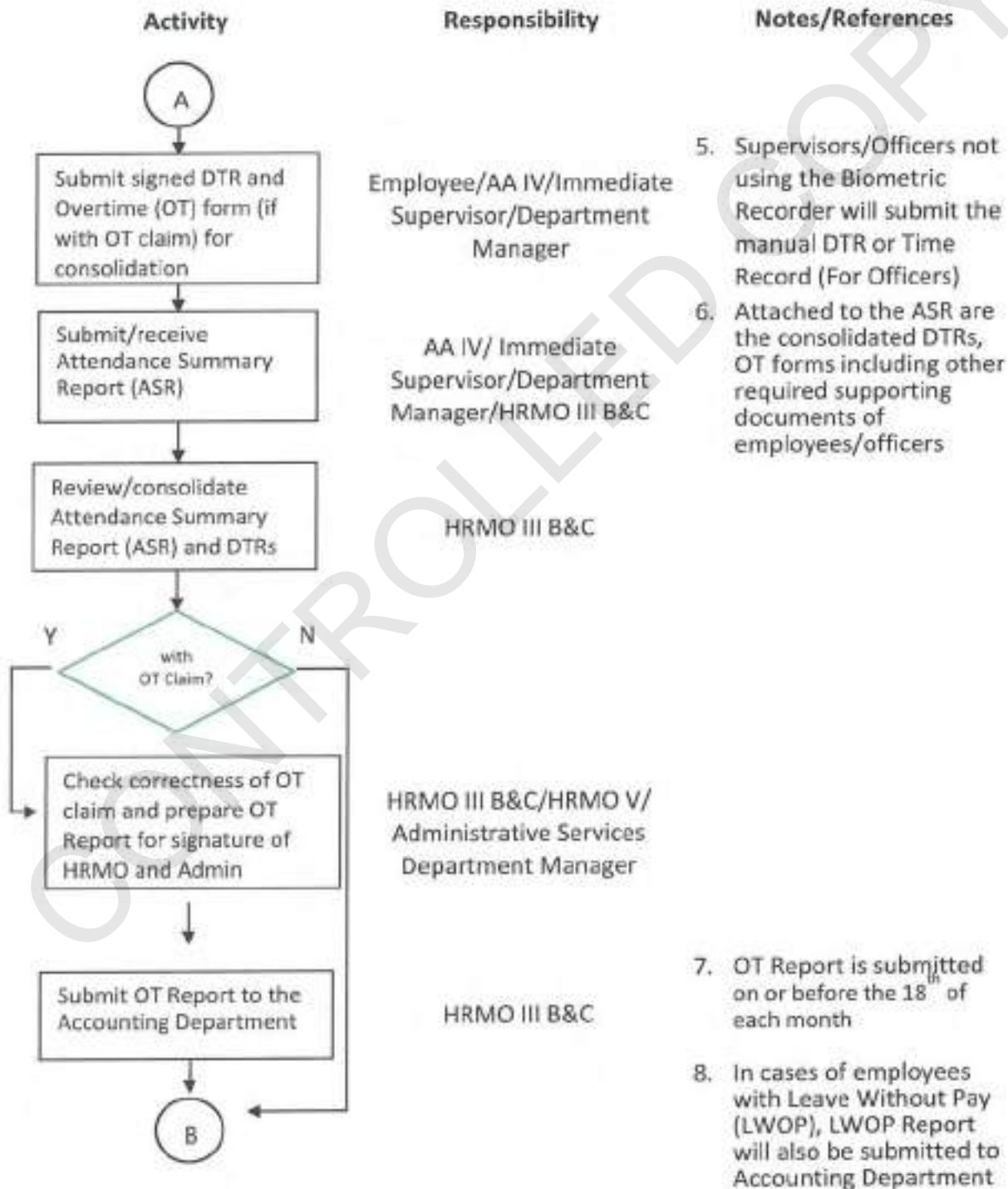
6.0 Procedure Details

6.1. Timekeeping and Overtime Process




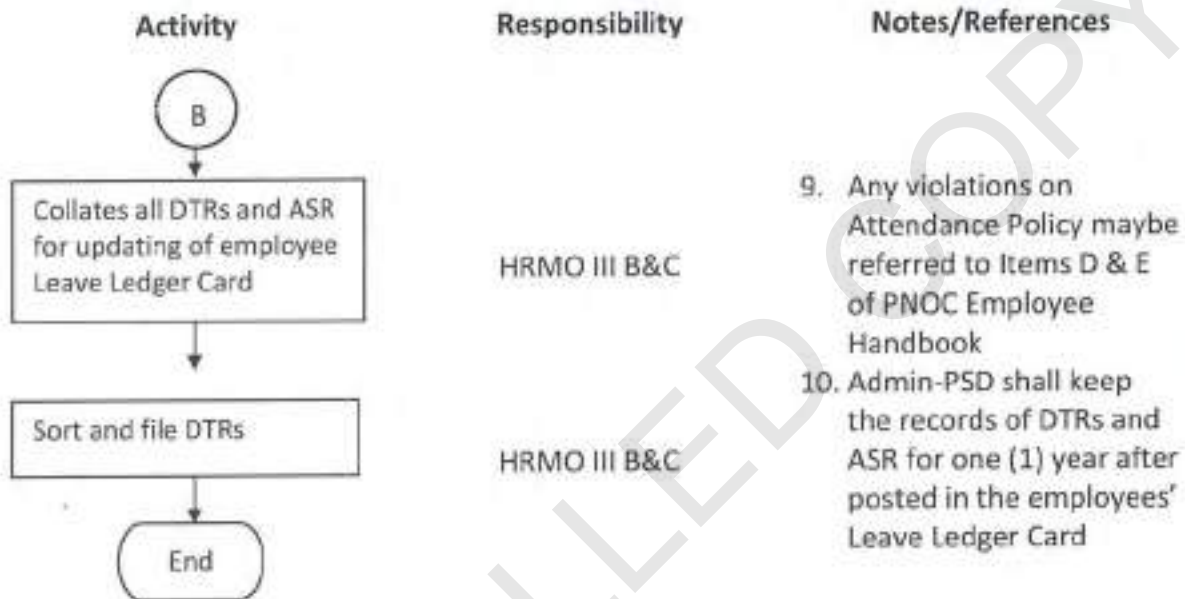



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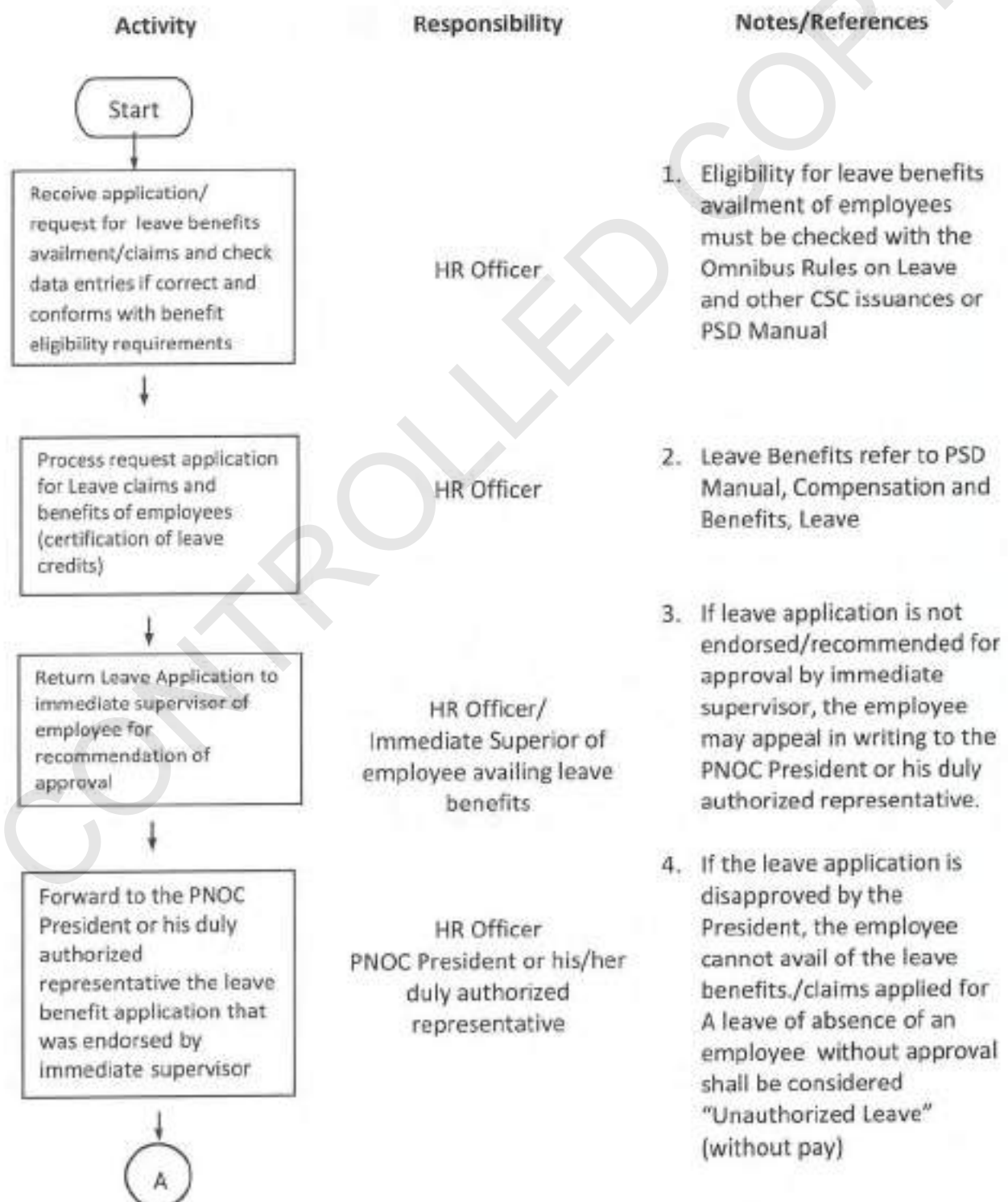



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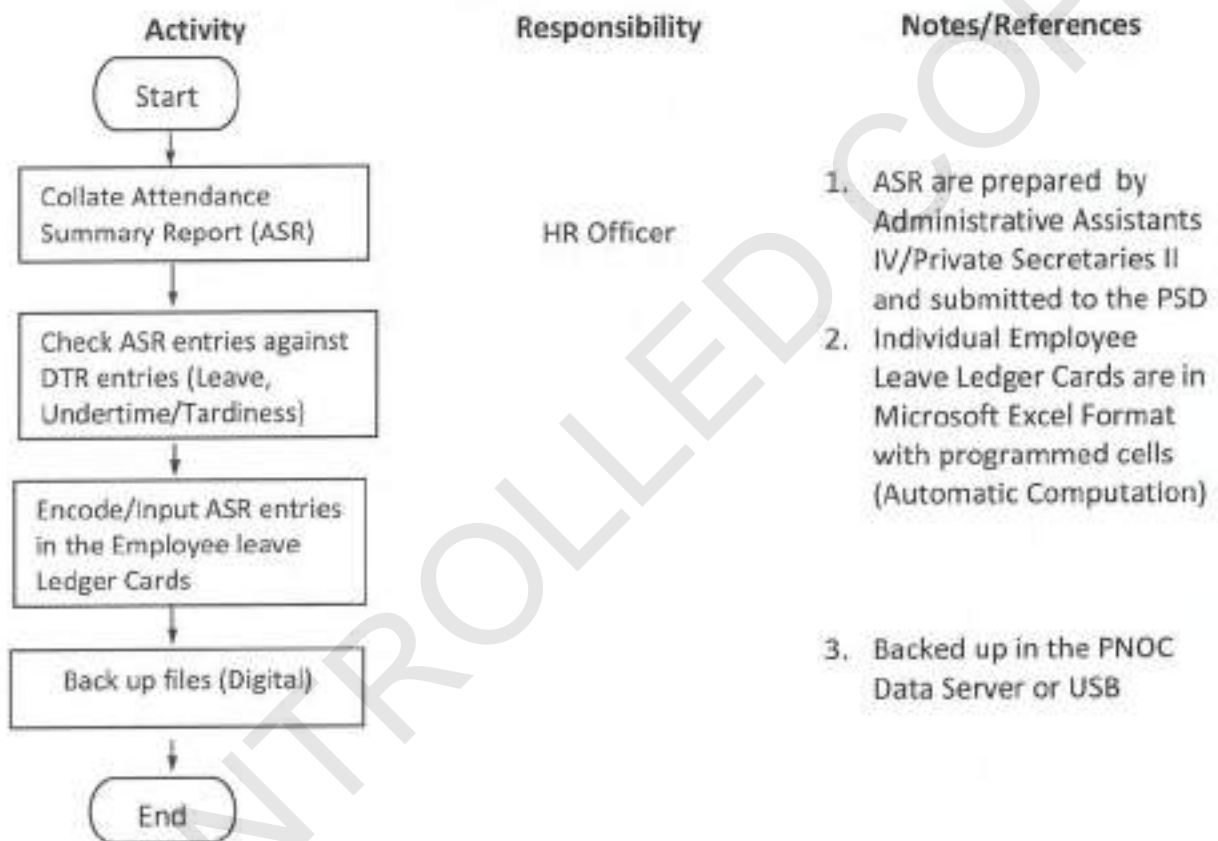
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6.2. Leave Application Processing



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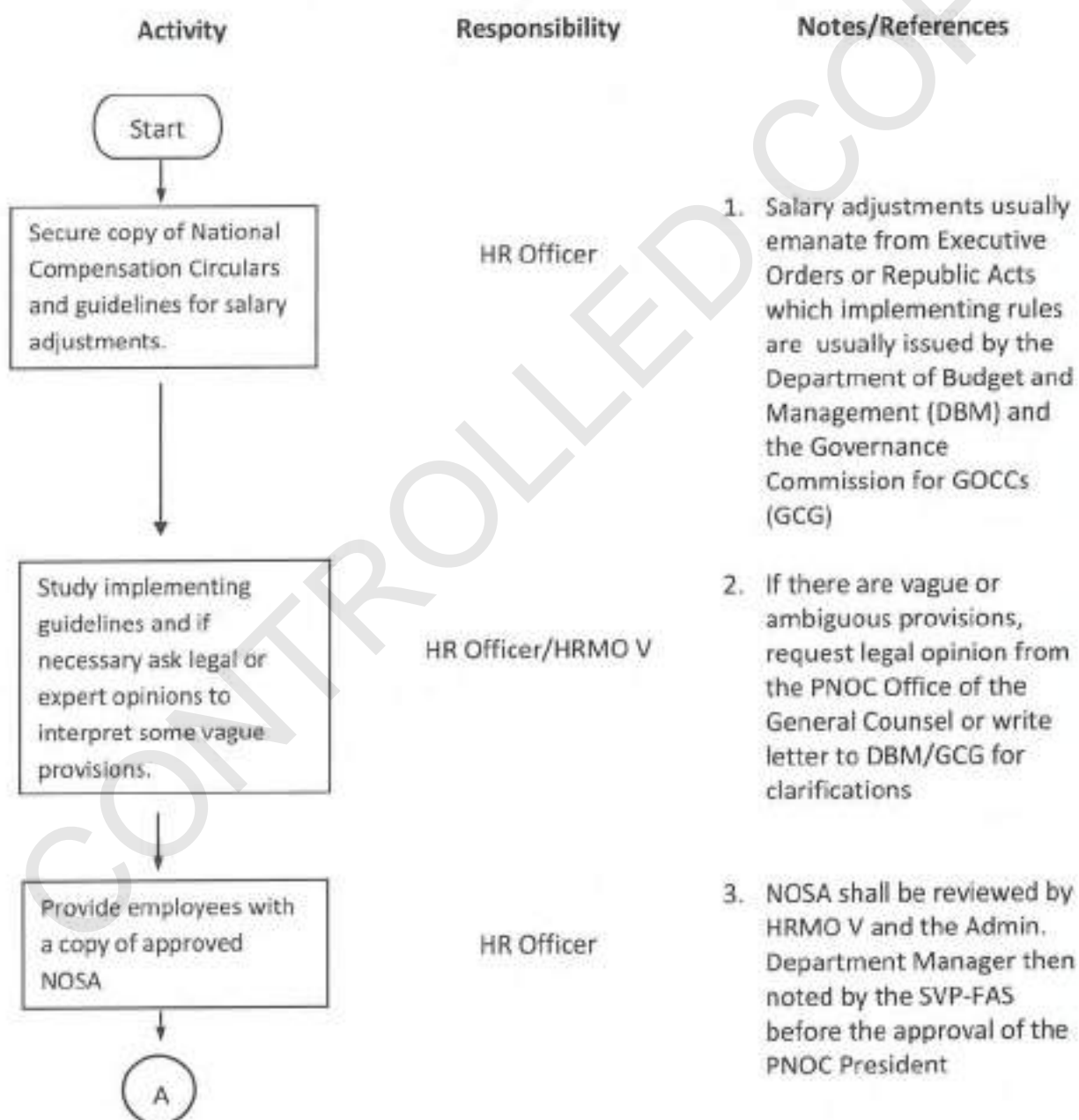
6.3 Leave Credits Monitoring




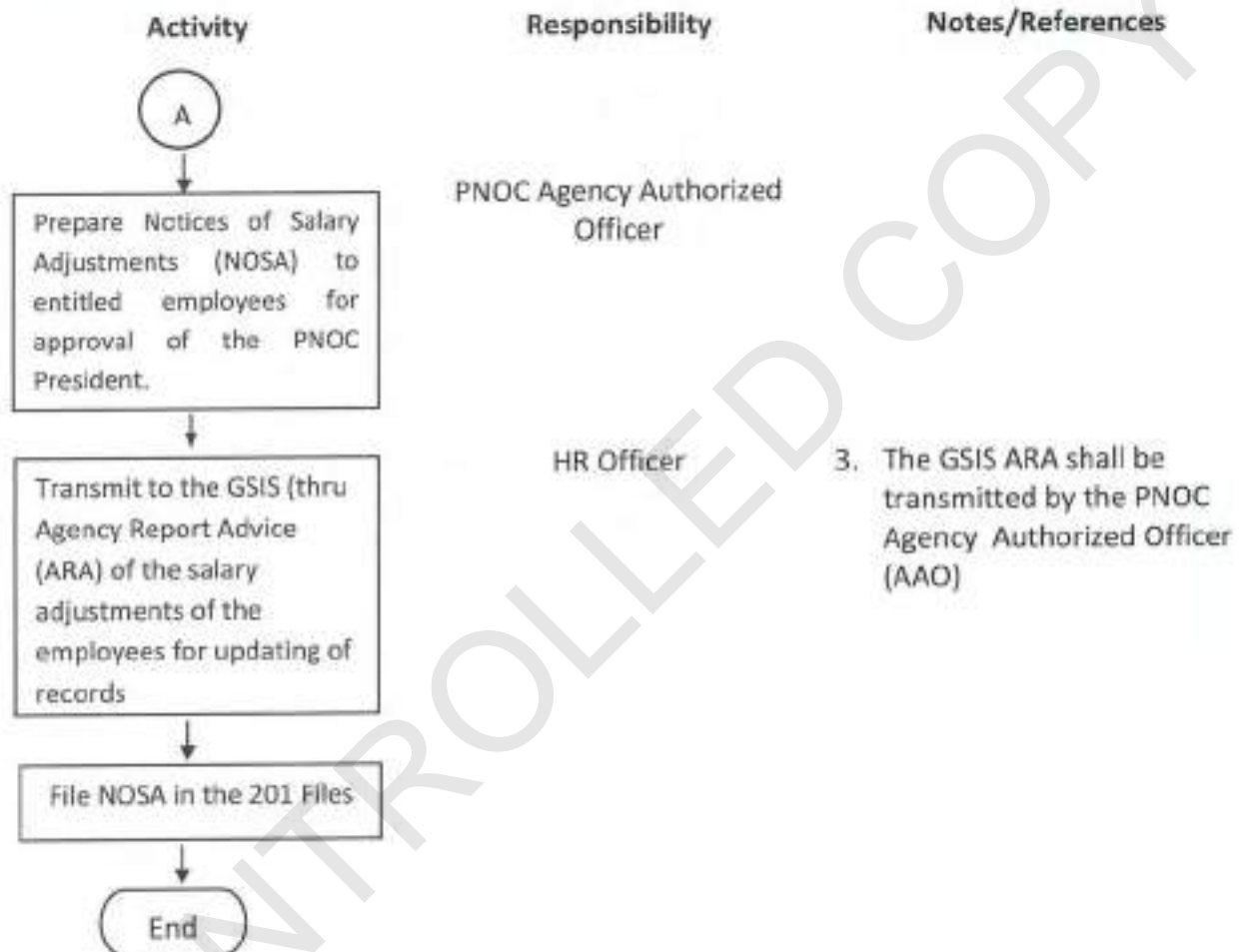
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6.4 Salary Adjustments Monitoring

6.4.1. Mandatory – Notice of Salary Adjustment (NOSA)

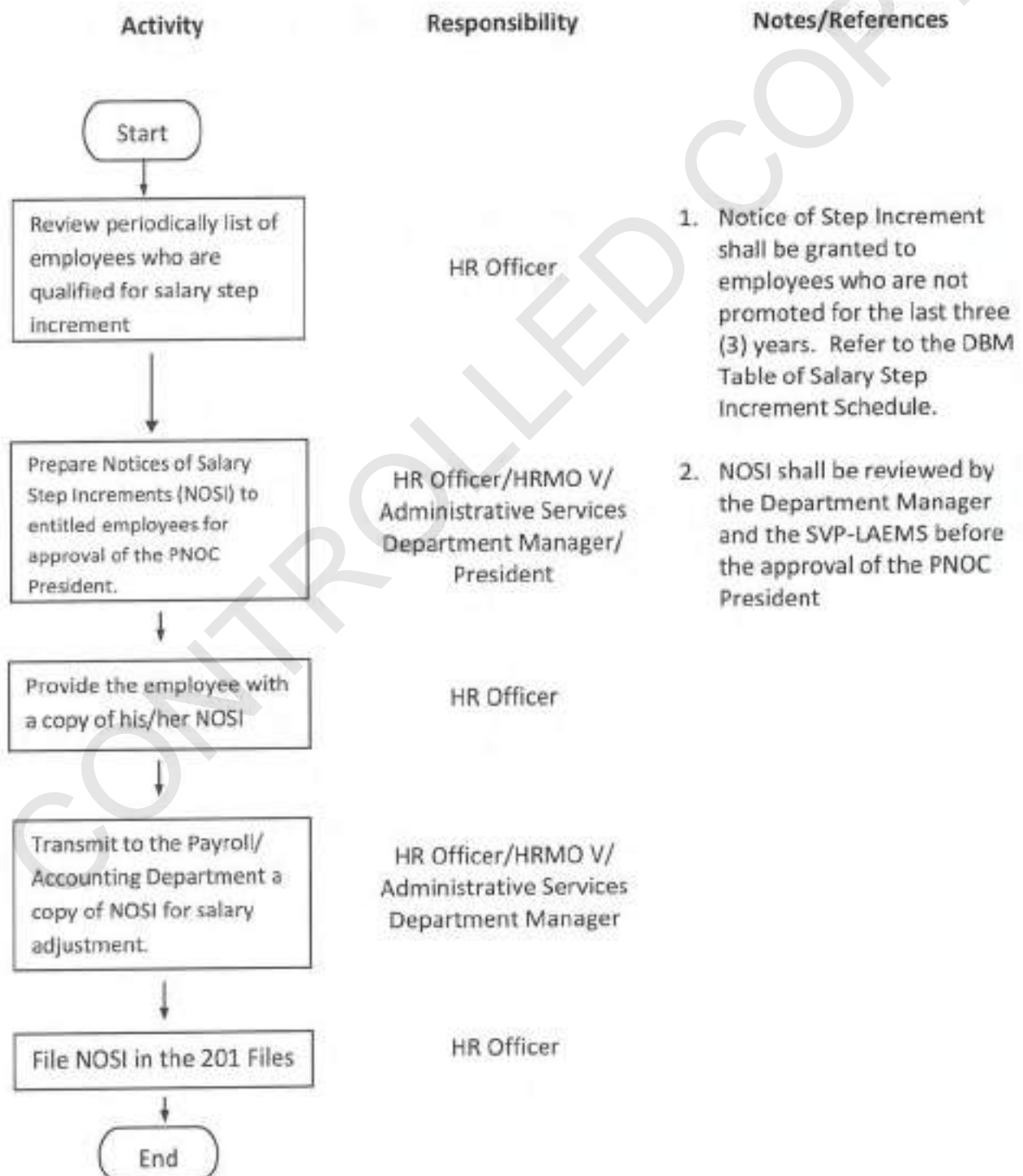



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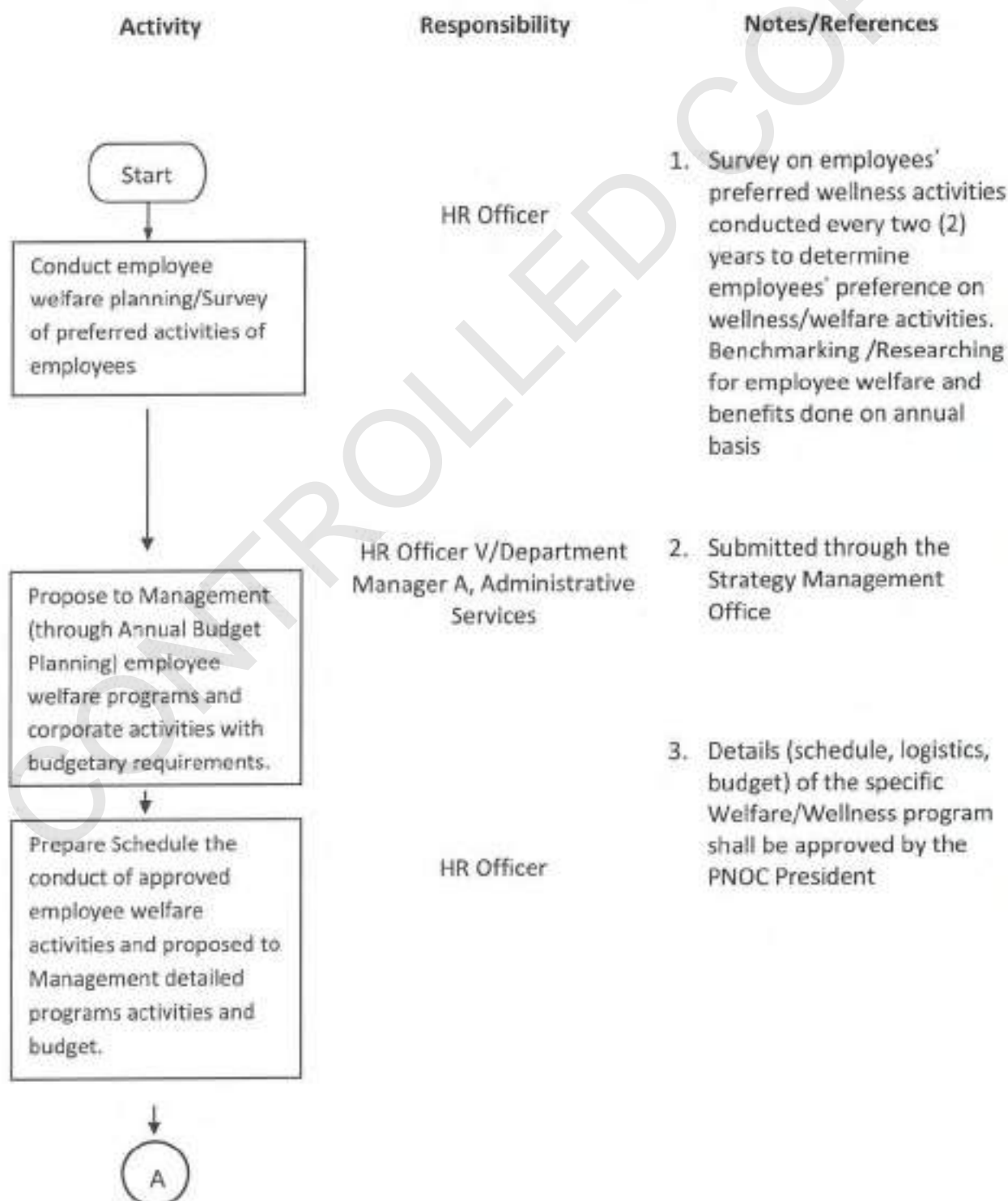
6.4.2. Notice of Step Increment




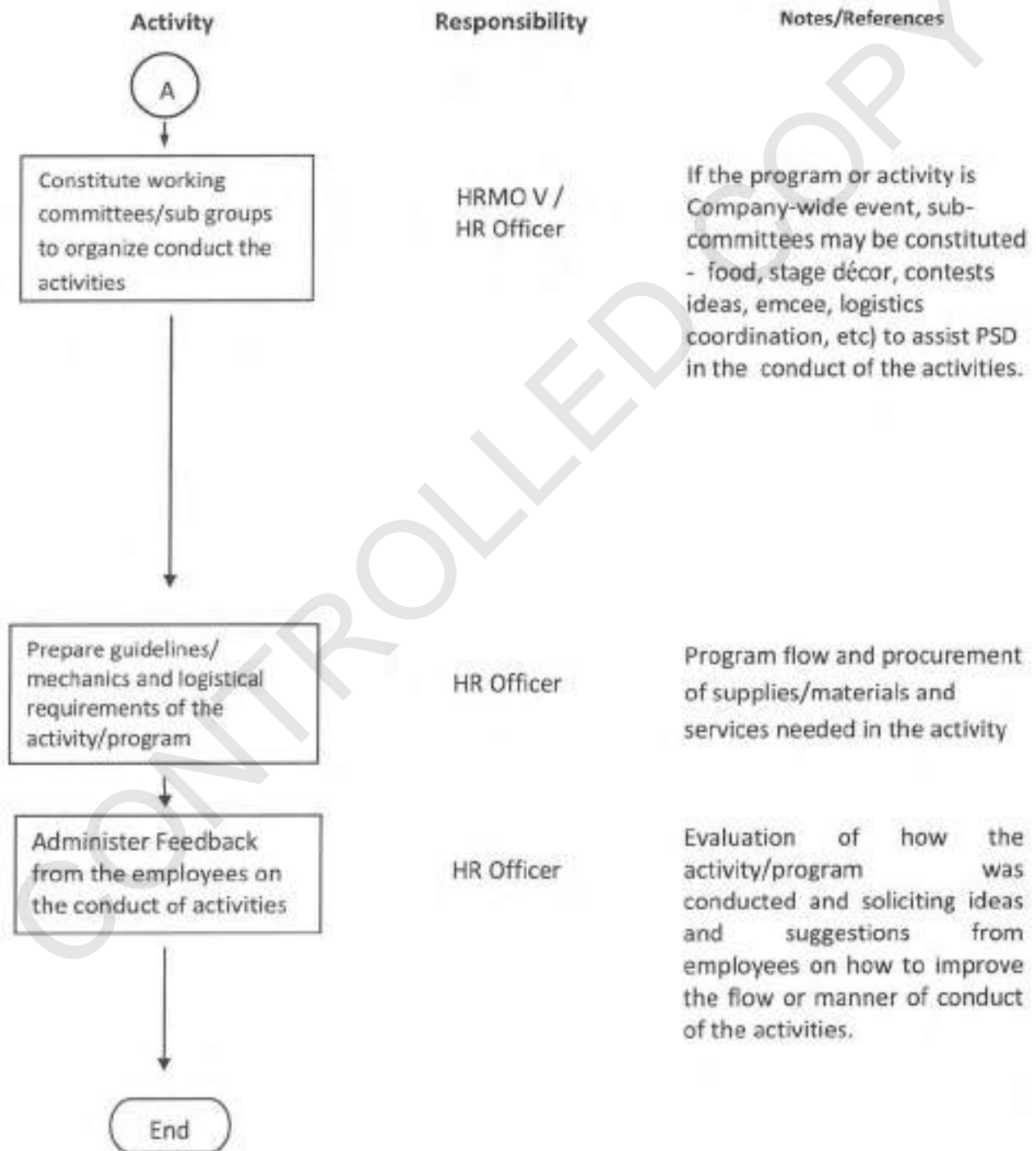
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6.5. Employee Benefits and Incentives Processing

6.5.1. Conduct of Employee Welfare/Wellness Programs

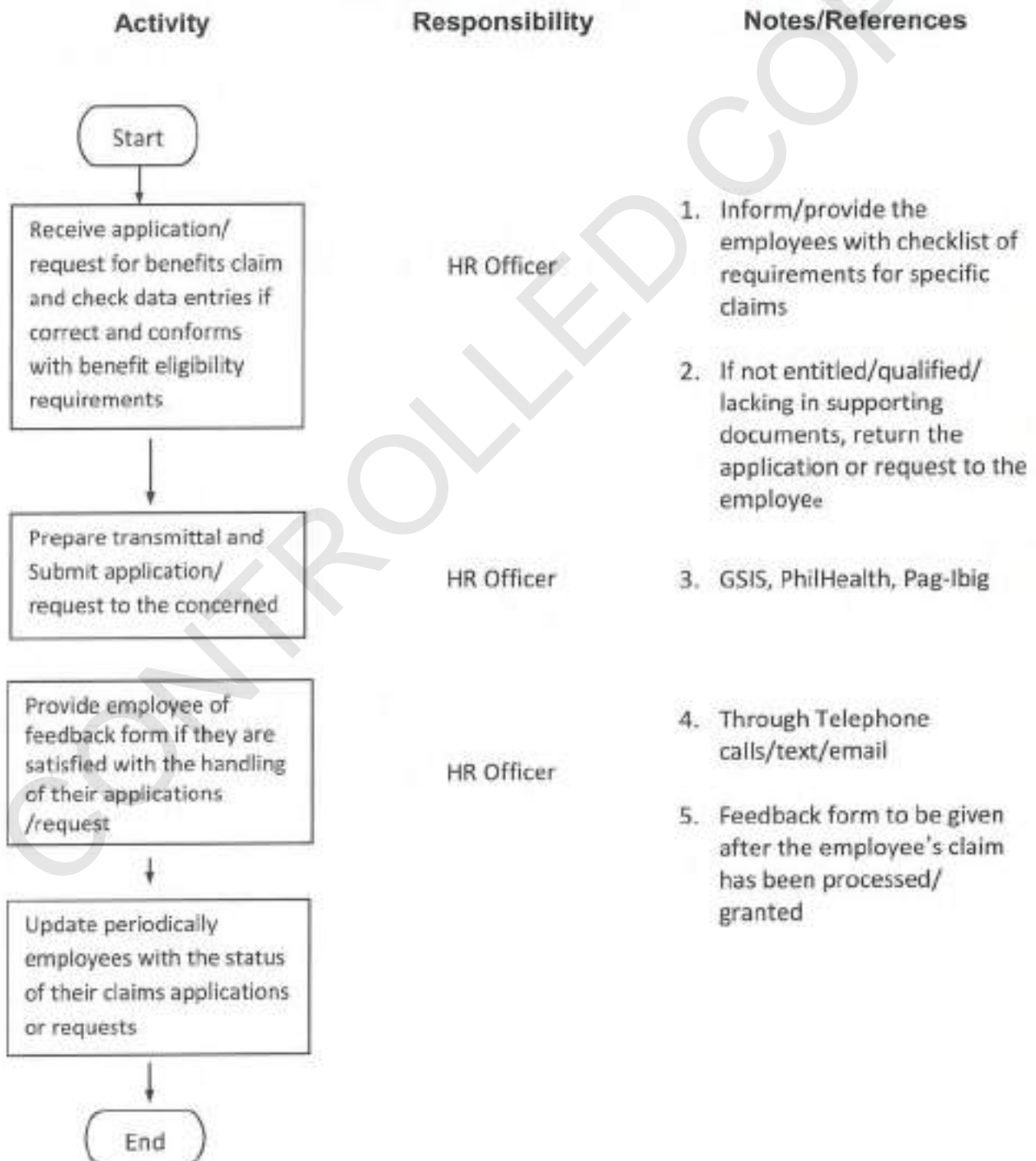



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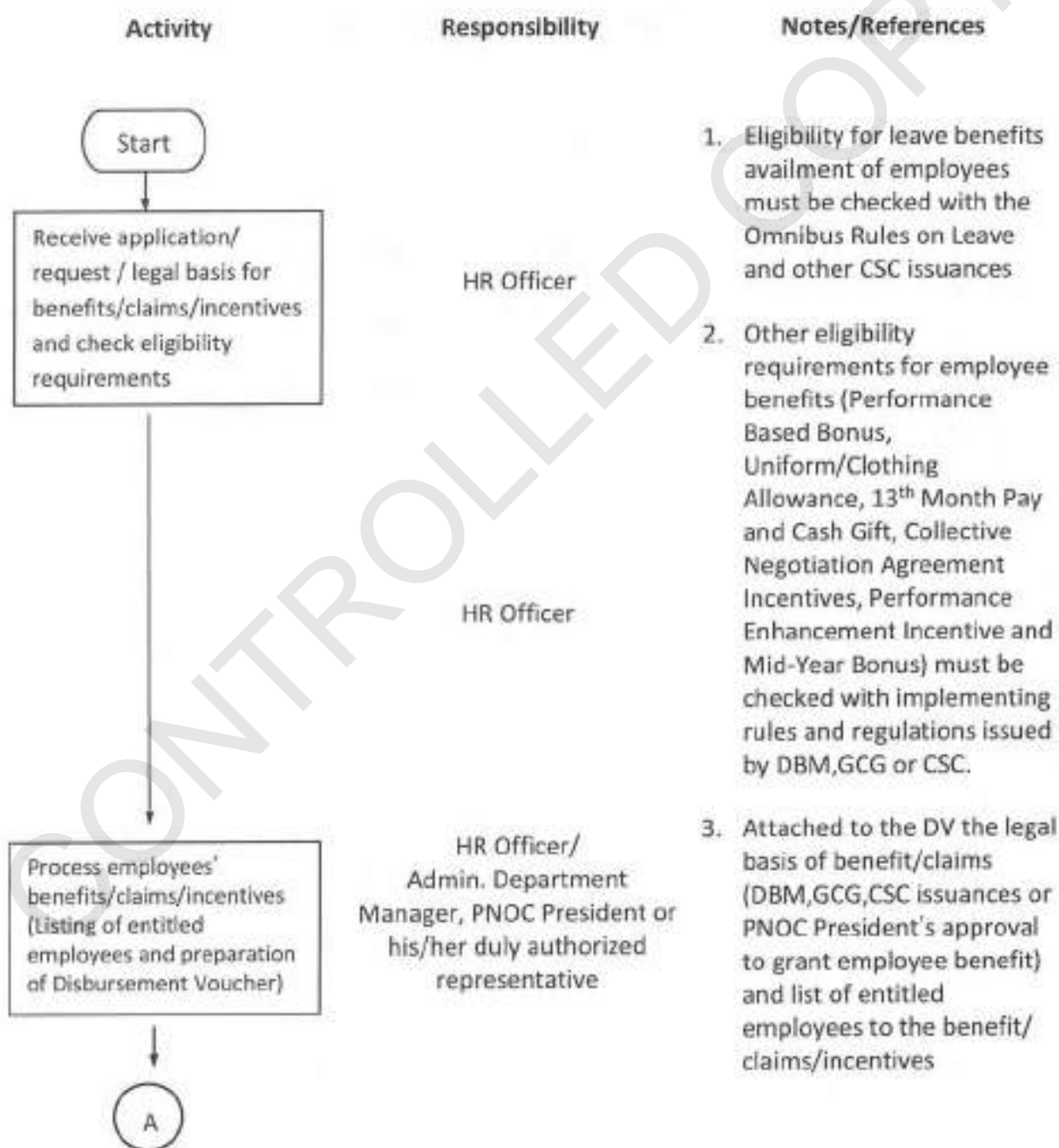
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6.5.2. Processing/Facilitation of Employee Mandated Benefits

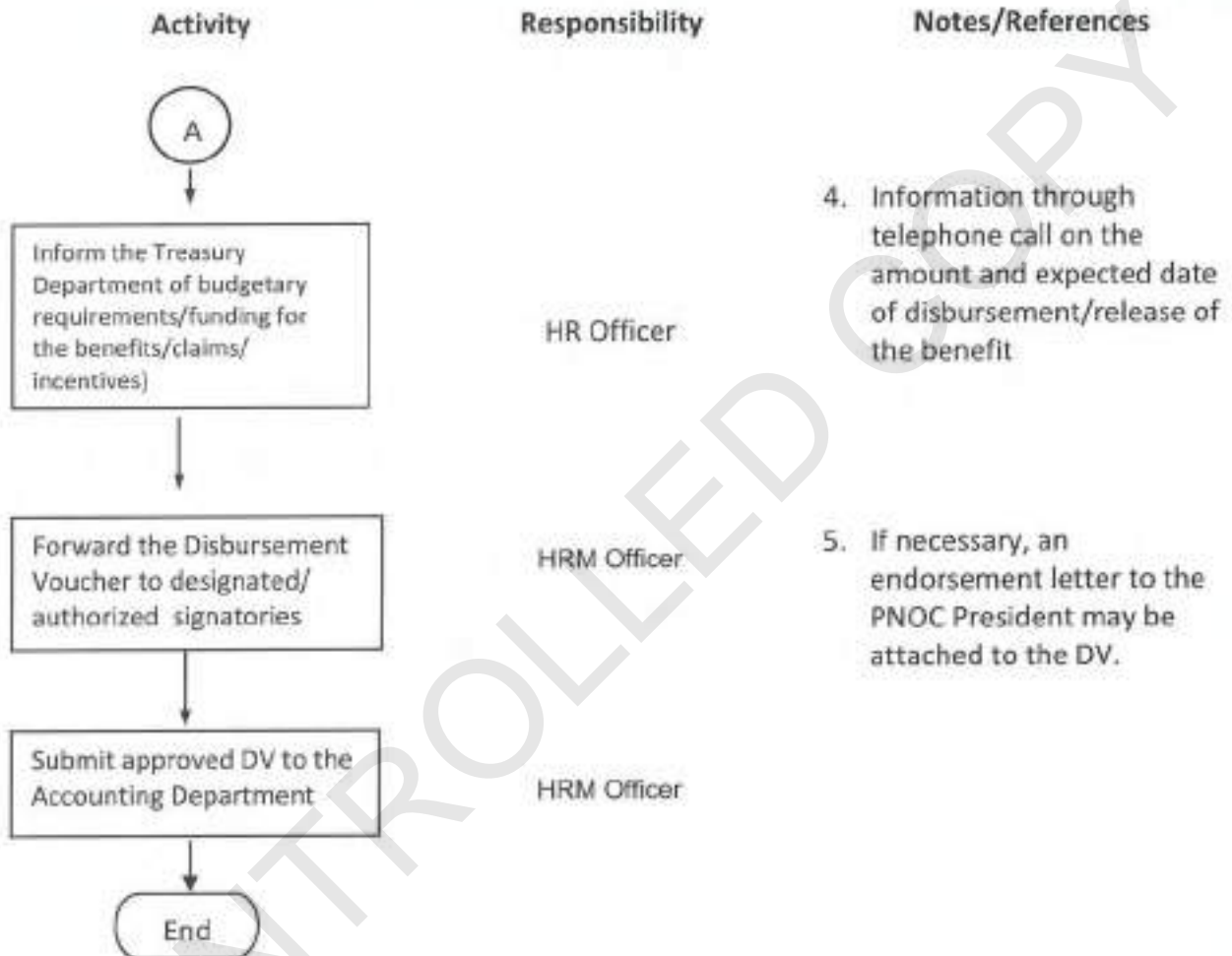


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6.5.3. Processing/Facilitation of PNOC In-House Employee Benefits
(Leave Benefits and other Benefit Claims)



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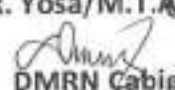
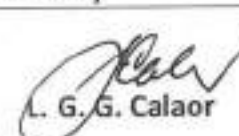
7.0. Records and Files Generated

- 7.1. Daily Time Record
- 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

- 8.1. Application for Leave Form
- 8.2. Disbursement Voucher Form
- 8.3. Notice of Salary Adjustment
- 8.4. Notice of Step Increment
- 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/  DMRN Cabig	 L. G. G. Calaor	 E.B. Albaytar
Process Owner	Department Manager Administrative Department	SVP Finance and Administrative Services



APPLICATION FOR LEAVE

1. EMPLOYEE NAME (Last, First, MI)		2. EMPLOYEE NO.	3. BALYERED
4. DEPARTMENT / DIVISION		5. POSITION	6. MONTHLY SALARY
LEAVE TYPE			
7a. <input type="checkbox"/> VACATION LEAVE <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad, specify: Reason: _____		7c. <input type="checkbox"/> OTHERS, specify Reason: _____	
7b. <input type="checkbox"/> SICK LEAVE <input type="checkbox"/> In-Hospital <input type="checkbox"/> Out-Patient Reason: _____		8. DURATION (Inclusive Dates) _____	
		9. EMPLOYEE SIGNATURE _____	

DETAILS OF ACTION ON APPLICATION	
CERTIFICATION OF LEAVE CREDITS	RECOMMENDATION
AS OF	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
<input type="text"/> Vacation Leave <input type="text"/> Sick Leave <input type="text"/> Total	_____ AUTHORIZED OFFICIAL Remarks:
_____ PAULYN R. YOSA CERTIFIED BY	
APPROVED FOR <input type="checkbox"/> DAYS WITH PAY <input type="checkbox"/> DAYS WITHOUT PAY Remarks:	ADM REUBEN S LISTA (REF) President and CEO Date Signed: _____

INSTRUCTIONS

1. Acceptance form by filling in the required information in boxes 1-9 as applicable.
2. Application for vacation, sick or special leave (more than 1 day or more) shall be made on the form.
3. Application for special leave shall be filed in advance whenever possible (two (2) days before going on such leave).
4. Application for sick leave (filed in advance) or exceeding two (2) days shall be accompanied by a medical certificate.
5. 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.
6. An application for leave of absence for more than (30) calendar days or more shall be accompanied by clearance from money and property responsibilities.
7. Submit application form to the Personnel Services Division for leave credit certification.

DISBURSEMENT VOUCHER



PHILIPPINE NATIONAL OIL COMPANY

DV NO.

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

Tel. No. (032) 799-7992

PAY TO/ADDRESS		FORM OF PAYMENT		DATE REQUESTED	
		<input type="checkbox"/> CURRENCY <input type="checkbox"/> ATTF <input type="checkbox"/> CHECK <input type="checkbox"/> DAPT		PAYMENT DUE ON (DATE) EXPECTED DATE OF LIQUIDATION (FOR CA)	
TIN					
DETAILS OF PAYMENT		COST CENTER	EXPENSE CODE	AMOUNT	
		AMOUNT DUE FOR PAYMENT ▶			
AMOUNT IN WORDS					
PRINT NAME AND SIGN/INDICATE DATE SIGNED					
PAYMENT REQUESTED BY:		CERTIFIED:		APPROVED:	
		Expense/cash advance necessary, lawful and incurred under my direct supervision.			
DATE		DATE		DATE	
PLEASE DO NOT WRITE BELOW THIS LINE FOR ACCOUNTING USE ONLY					
ACCOUNTING ENTRIES					
ACCOUNT CODES	ACCOUNT TITLES			DEBITS	
ACCOUNT CODES	ACCOUNT TITLES			CREDITS	
PRINT NAME AND SIGN/INDICATE DATE SIGNED					
PROCESSED BY:		DATE		CERTIFIED: Adequate available funds/budgetary allotment in the amount of P. _____, expenditure properly certified; supported by documents; account codes proper; previous cash advance liquidated/accounted for.	
BUDGET POSTED BY:		DATE			
CHECKED BY:		DATE			
				SIGNATURE OF ACCOUNTING MANAGER	

Notice Of Salary Adjustment_____
(Date)**Mr. / Ms. (Employee Name)****Department****Division**

Sir / Madam:

Pursuant to National Budget Circular No. 572, dated _____, implementing Executive Order No. _____, s. _____, your salary is hereby adjusted effective _____ as follows:

1. Adjusted monthly basic salary effective _____
the New Salary Schedule. SG __ Step __ P _____
2. Actual monthly basic salary as of
December 31, 20__; SG __ . Step __ _____
3. Monthly salary adjustment effective January 1, 20__(1 -2) _____

It is understood that this salary adjustment is subject to review and post-audit, and to appropriate re-adjustment and refund if found not in order

Very truly yours,

ADM Reuben S. Lista (Ret.)
Head of Agency

Position Title: _____

Salary Grade: _____

Item No. / Unique No., (Plantilla of Personnel / PSIPOP): _____

Form No. 01, Rev. No. 00 (25 September 2003), 04/09/03/01/01/01/01
 Agency Name: 7-01144 HK HKSAR POLICE
 Agency ID Number: 000011541

Name: To be used to search the Name of Police Officer

Form Agency Information: 01/01/01

FORM C: List of Employees with Salary Adjusted

Employee ID Number	LAST NAME	FIRST NAME	Suff. of name (initials)	MIDDLE NAME	DATE of birth (DD/MM/YYYY)	BAC CWO/TH/SA/SP/	EFFECTIVE DATE		POSITION
							FROM	TO	
000112700 000112701	DEWITT DEWITT	ANTHONY ANTHONY	WA WA	MONROE DEWITT	00/01/1941 08/10/1949	65 338 00 43,752 00	07/01/2000 09/06/2000		PPWD 17 11/1/1

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Form No. 14-A (Rev. 11-01) (28 November 2016) (NIG 6050-01-004604)

Form 14-A of November 2016

Agency Name: PHILIPPINE NATIONAL OIL COMPANY (General, 0055) (pre: Ministry of Energy, 0014)

Agency BP Number: 014021040

FOR AGENCY RETIREANCE ADVICE

(Form C. List of Employees with Salary Adjustment)

Employee ID Number	LAST NAME	EMPLOYMENT STATUS	REMARKS
300112644	TRINIDAD	"RETIRED"	Member of the Management of Project Gen. Discom 1
300112621	NOVA, GAY	"RETIRED"	

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**PHILIPPINE NATIONAL OIL COMPANY
DAILY TIME RECORD
(PSO-02F1)**

Name: _____

Cost Center _____

Employee No. _____

For the Month of _____

2020 _____

Official Hours for Arrival
And Departure

RFCS Days
Saturdays

DAY	IN	OUT	IN	OUT	HRS	MIN
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

I certify on my honor 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



TIME RECORD CERTIFICATION
(PSD-02F2)

_____ Date

This is to certify the following time records of Mr./Ms. _____
of the _____

Date	Time In	Time Out	Reason

Certified by: _____ Guard on Duty Verified by: _____ Detachment Commander

Noted by: Admin Manager



TIME RECORD CERTIFICATION
(PSD-02F2)

_____ Date

This is to certify the following time records of Mr./Ms. _____
of the _____

Date	Time In	Time Out	Reason

Certified by: _____ Guard on Duty Verified by: _____ Detachment Commander

Noted by: Admin Manager

Department _____

Philippine National Oil Company
Building VI, Energy Center
Aizal Drive, RGC, Taguig City

FOR THE MONTH OF _____
PAY PERIOD : _____

ATTENDANCE SUMMARY REPORT
(PSO-02F3)

EMP. NO.	EMPLOYEE NAME	SL	V/L	FL	SP	TARDINESS			UNDERTIME			TOTAL(U/T)		REMARKS
						HRS	MINS	FREQ	HRS	MINS	FREQ	HRS	MINS	

Prepared by

Certified Correct.

Approved by.

Admin Assistant Iv

Supervisor

Department Manager

PHILIPPINE NATIONAL OIL COMPANY

OVERTIME SLIP
(MSO-0254)

PAYROLL MONTH _____

EMPLOYEE NAME			SIGNATURE		PAYROLL NO.		COST CENTER CHARGE	
OVERTIME REQUEST				ACTUAL OVERTIME WORKED				CERTIFYING (Supervisor)
DATE	PURPOSE	EST HOURS	APPROVED BY	STARTED	ENDED	HOURS		
TOTAL HOURS				TOTAL HOURS				
EMPLOYEE POSITION		LOCATION		APPROVED BY				Department Manager

LEAVE LEDGER CARD
(PSD-02/6)

NAME

DEPARTMENT/OFFICE

Period	Portion		Date Entry		VACATION LEAVE						SICK LEAVE						Original (date of appointment)				
	VL	SL	Underline/Underline		Absence/Underline Without Pay		Earned	Absence/Underline with Pay	Balance	Absence/Underline without Pay			Earned	Absence/Underline with Pay			Balance	Remarks			
			HR	MIN	DAYS	HR				MIN	DAYS	HR		MIN	DAYS	HR			MIN		
YEAR																			YEAR	Total	
																			1P(S)	1L(S)	(V+L)
January																					
February																					
March																					
April																					
May																					
June																					
July																					
August																					
September																					
October																					
November																					
December																					

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EMPLOYEE PERFORMANCE EVALUATION MONITORING	0	1 of 5	

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, s. 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

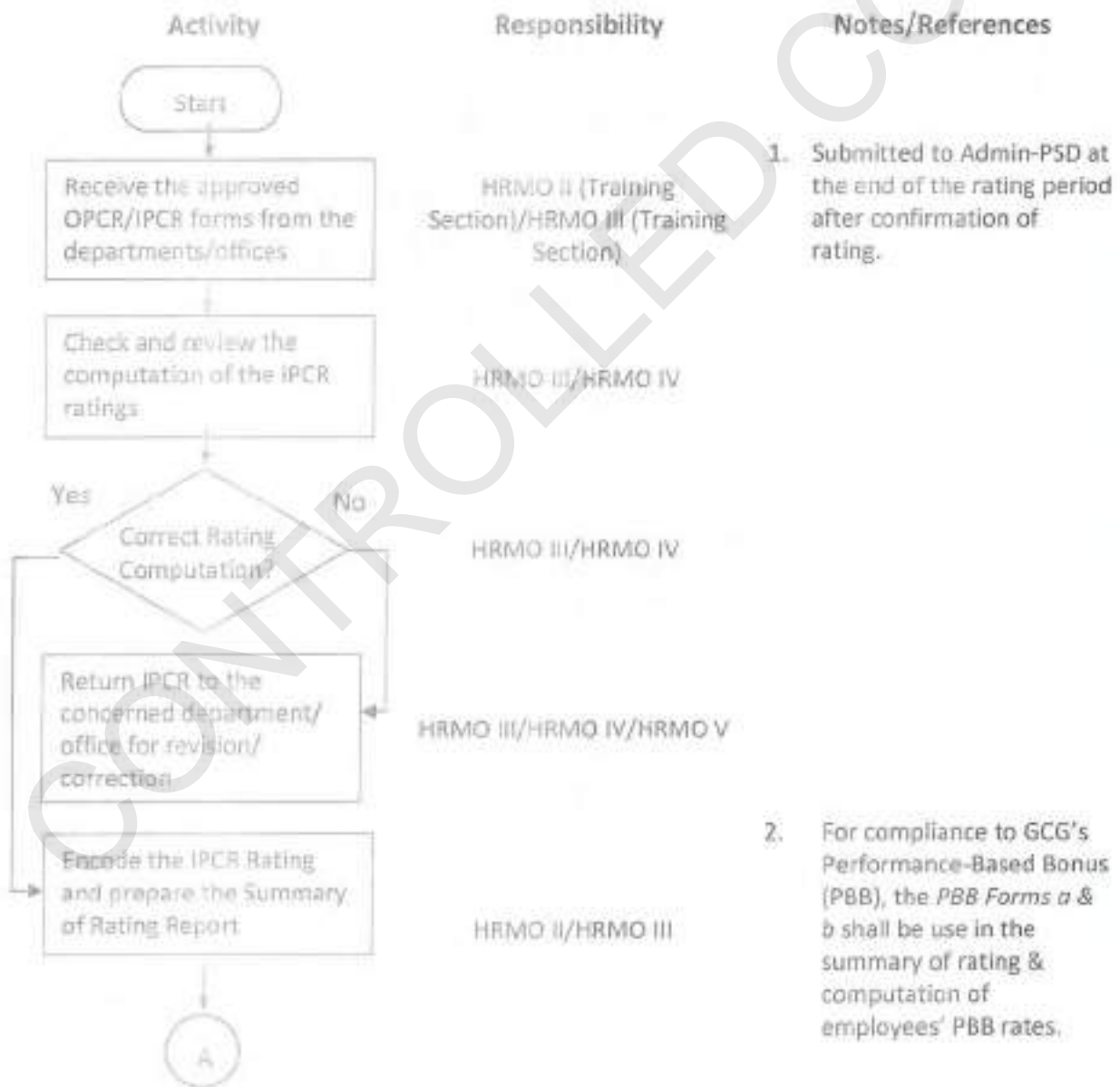
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of the employees' consolidated IPCR rating, the average of which should not be above the departments/offices OPCR rating.


- 5.3. 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.
- 5.4. Employee's IPCR rating shall also serve as bases in the grant of performance-based awards and incentives, personnel development and other personnel actions.
- 5.5. 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.

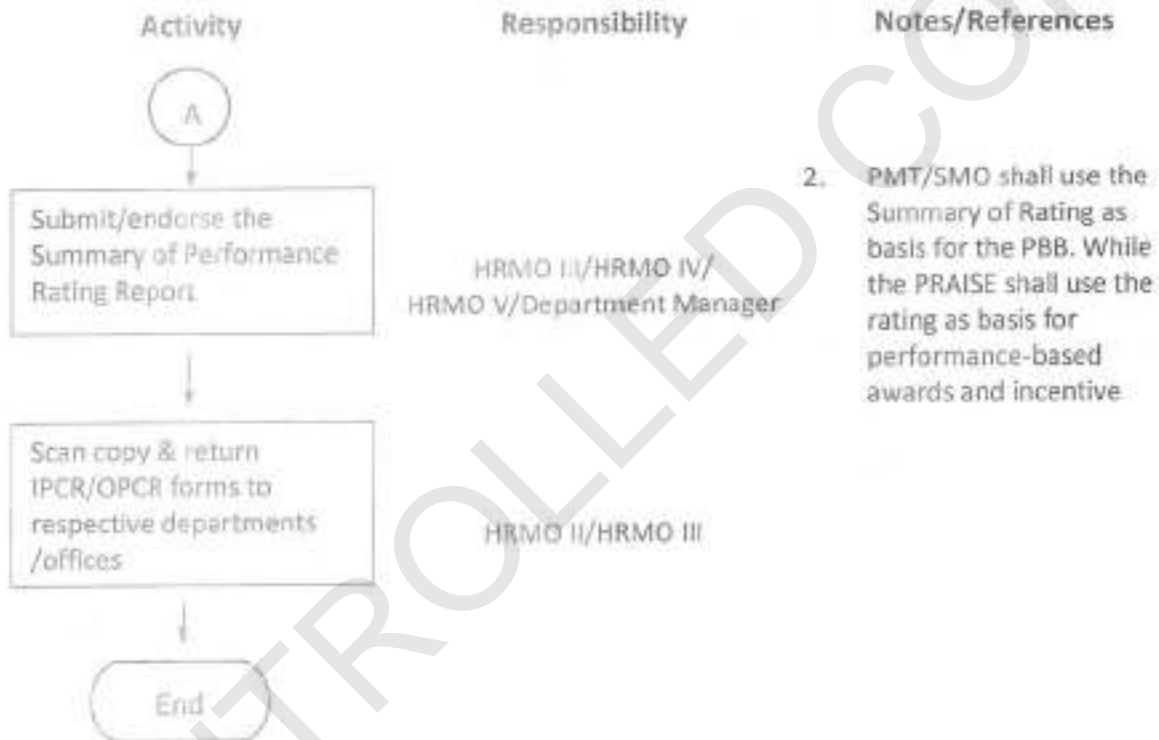
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6.0 Procedure Details






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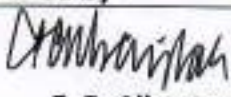
7.0 Forms and Record

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 Process Owner	 L. G. G. Calaor Department Manager – Administrative Department	 E. B. Albaytar SVP Finance and Administrative Services

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, _____, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period _____

RECOMMENDING APPROVAL:

Name: _____

Position: Senior Vice-President for _____

Date: _____

Signature of Head of Office

Date _____

APPROVED BY:

Name: _____

Position: President/CEO

Date: _____

- 1. Exceeded
- 2. Very Good
- 3. Good
- 4. Satisfactory
- 5. Fair

MAJOR FINAL OUTPUT <small>(Note: Please address to MFOs if applicable)</small>	SUCCESS INDICATORS <small>(TARGETS & MEASURES) (Note: Please address to success indicators if necessary)</small>	Weight (%)	Budget	Division Accountable	Actual Accomplishments	Rating				Remarks
						Q	E	T	Avg	
MFO1:										
MFO2:										
						TOTAL RATING				
						FINAL AVERAGE RATING				

Assessed by PMT Secretariat		Reviewed by PMT Chairman		Final Rating by _____	
Starting of rating period	End of rating period	Starting of rating period	End of rating period		
Position	Position	Position	Position	Position	Position
Date	Date	Date	Date	Date	Date

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

IPSO-03A21

I, _____ (EMPLOYEE NAME), _____ (POSITION), commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January - December (YYYY).

Signature of Employee

Date : _____

APPROVED BY:
Name :
Position :
Date :

5	5 - Outstanding
4	4 - Very Satisfactory
3	3 - Satisfactory
2	2 - Unsatisfactory
1	1 - Poor

MAJOR FINAL OUTPUT (Note: Please add rows to MFOs if necessary)	SUCCESS INDICATORS (TARGETS + MEASURES) (Note: Please add rows for success indicators if necessary)	Actual Accomplishments	Rating				Remarks
			Q	E	T	Ave	
MFO1:							
MFO2:							
			TOTAL RATING				
			FINAL AVERAGE RATING				

Rater Comments and Recommendations for Development Purposes or Reward/Promotion

The above rating has been discussed with and agreed to by:

Name and Signature of Rater:	Name and Signature of Rater:
Position:	Position:
Date:	Date:

Final Rating of Office Head:
Position:
Date:

**SUMMARY OF RANKING OF
ELIGIBLE OFFICERS AND EMPLOYEES OF PNOG**

For Year Ended 31 December 20__

Rate of Incentive (% MBS)	Distribution	No. of Personnel	PBB Amount (P)
<i>Senior Management</i>			
65.00%			
57.50%			
50.00%			
Below Satisfactory			
	Total	0	-
<i>Middle Management</i>			
65.00%			
57.50%			
50.00%			
>50%			
Below Satisfactory			
	Total	0	-
<i>Professional and Supervisory</i>			
65.00%			
57.50%			
50.00%			
>50%			
Below Satisfactory			
	Total	0	-
<i>Clerical/General Staff</i>			
65.00%			
57.50%			
50.00%			
>50%			
Below Satisfactory			
	Total	0	-
GRAND TOTAL>>		0	-

Department Manager A, Accounting

Senior Vice-President
Finance and Administrative Services

SCHEDULE OF PBR DISTRIBUTION										
RANK	EMPLOYEE CODE	EMPLOYEE NAME	POSITION	MULTIPLIER	SG LEVEL	SALARY STEP	BASIC	BAND	IPCR RATING	PBR
A - SENIOR MANAGEMENT										
Top 10%										
Next 25%										
Next 65%										
			Total: Senior Management							
B - MIDDLE MANAGEMENT										
Top 10%										
Next 25%										
Remaining 65%										
			Sub-Total							
			Total: Middle Management							
C - PROFESSIONAL AND SUPERVISORY										
Top 50%										
			Sub-Total							
Next 25%										
			Sub-Total							
Remaining 65%										
			Sub-Total							
			Total: Professional and Supervisory							
D - CLERICAL AND GENERAL STAFF										
Top 50%										
			Sub-Total							
Next 25%										
			Sub-Total							
Remaining 65%										
			Sub-Total							
			Total: Clerical and General Staff							
GRAND TOTAL >>										0.00

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	PERSONNEL DEVELOPMENT	0	1 of 12

1.0. 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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4.5 Training Needs List (TNL) – a consolidated list employee training needs and priority programs common to all departments.

5.0. Policies and Guidelines

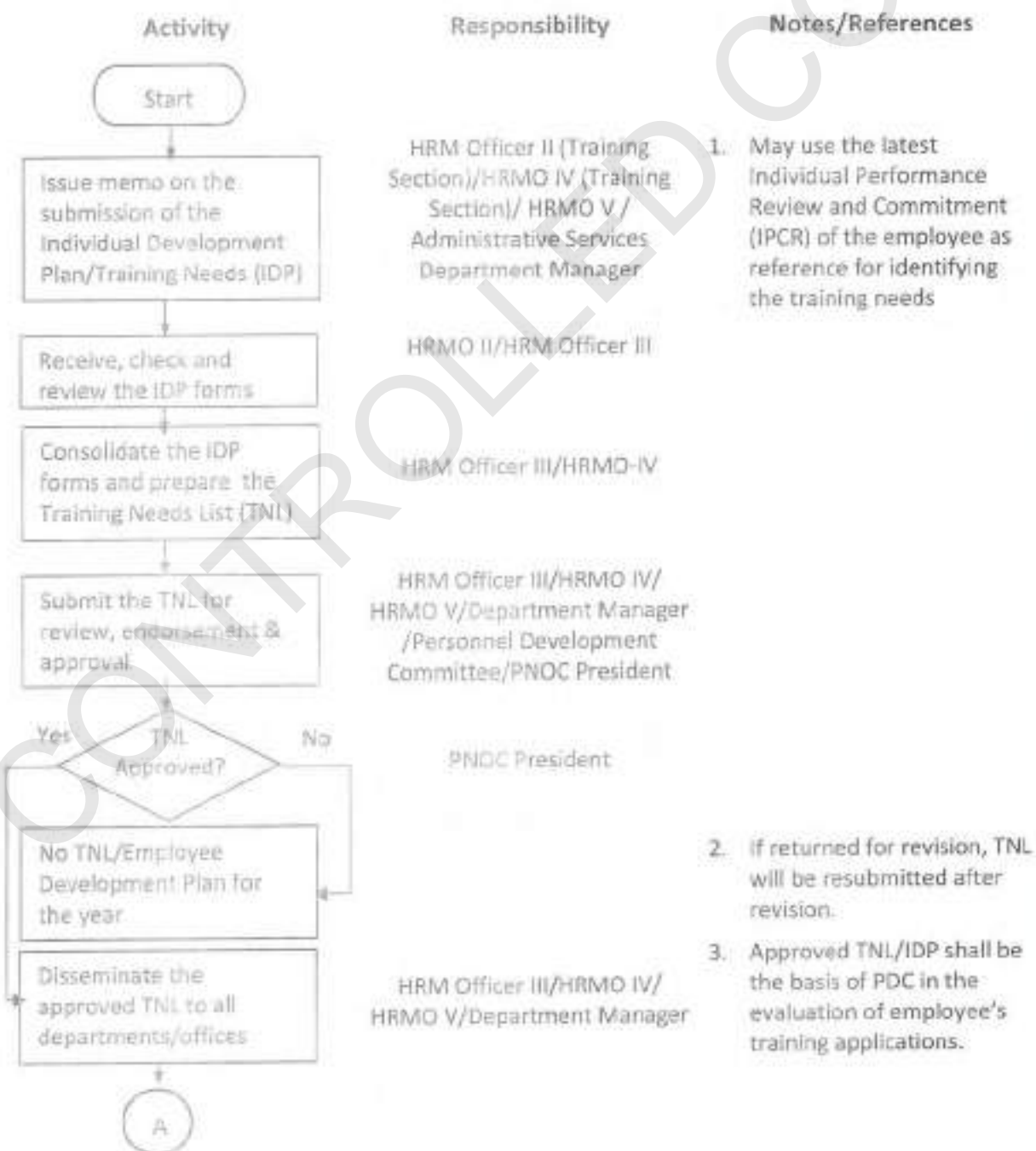
5.1. This system shall follow the approved PNOC Personnel Development Policy Guidelines (PDPG) as basis in the evaluation, processing and approval of employees' attendance to personnel development programs.

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6.0. Procedure Details

6.1 Training Needs Assessment






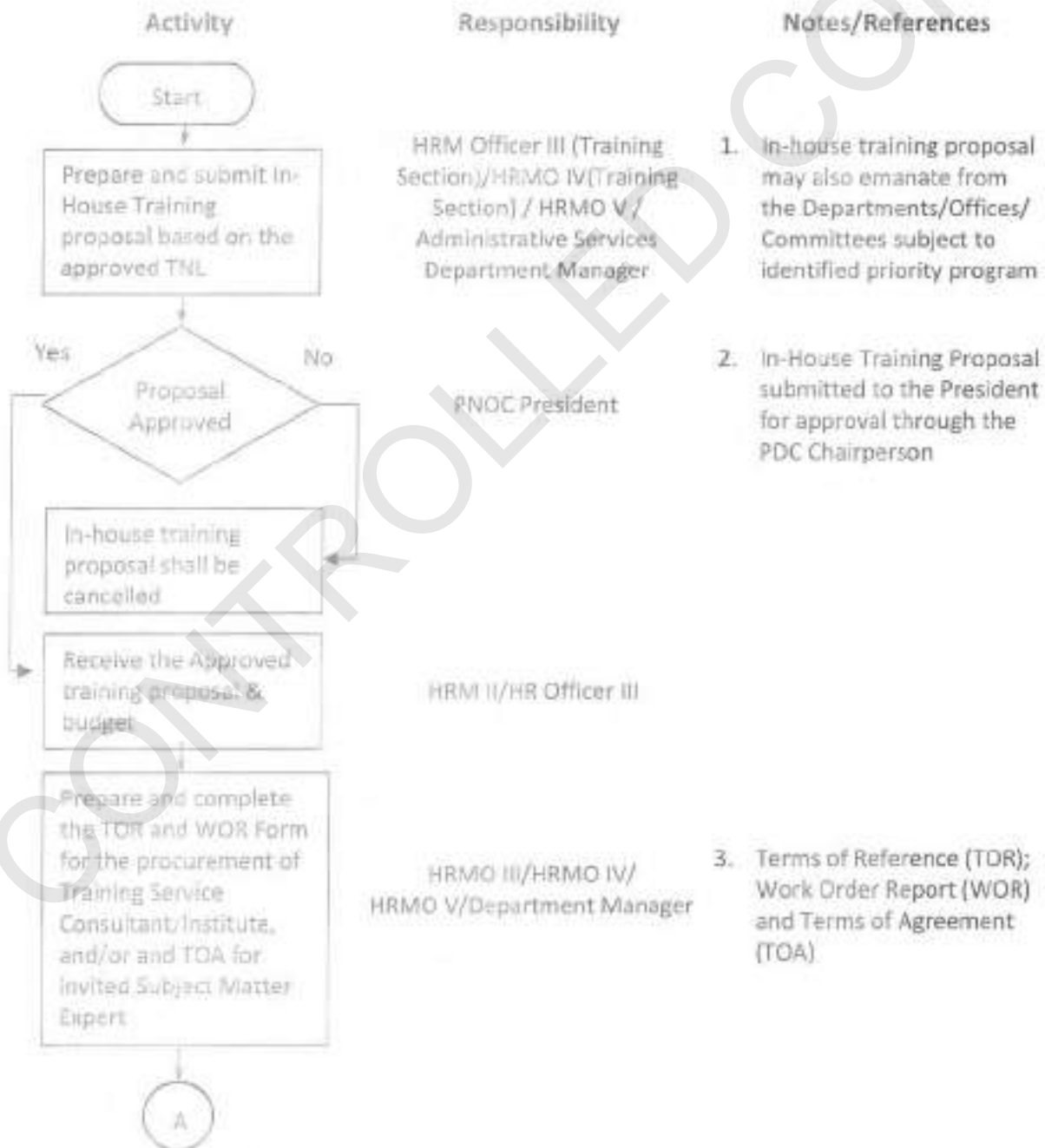
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Activity	Responsibility	Notes/References
<pre> graph TD A((A)) --> B[Source/send training program invitations based on approved TNL] B --> C([End]) </pre>	HRM Officer III/HRMO IV	4. Employee may also source his/her own training program based on her IDP

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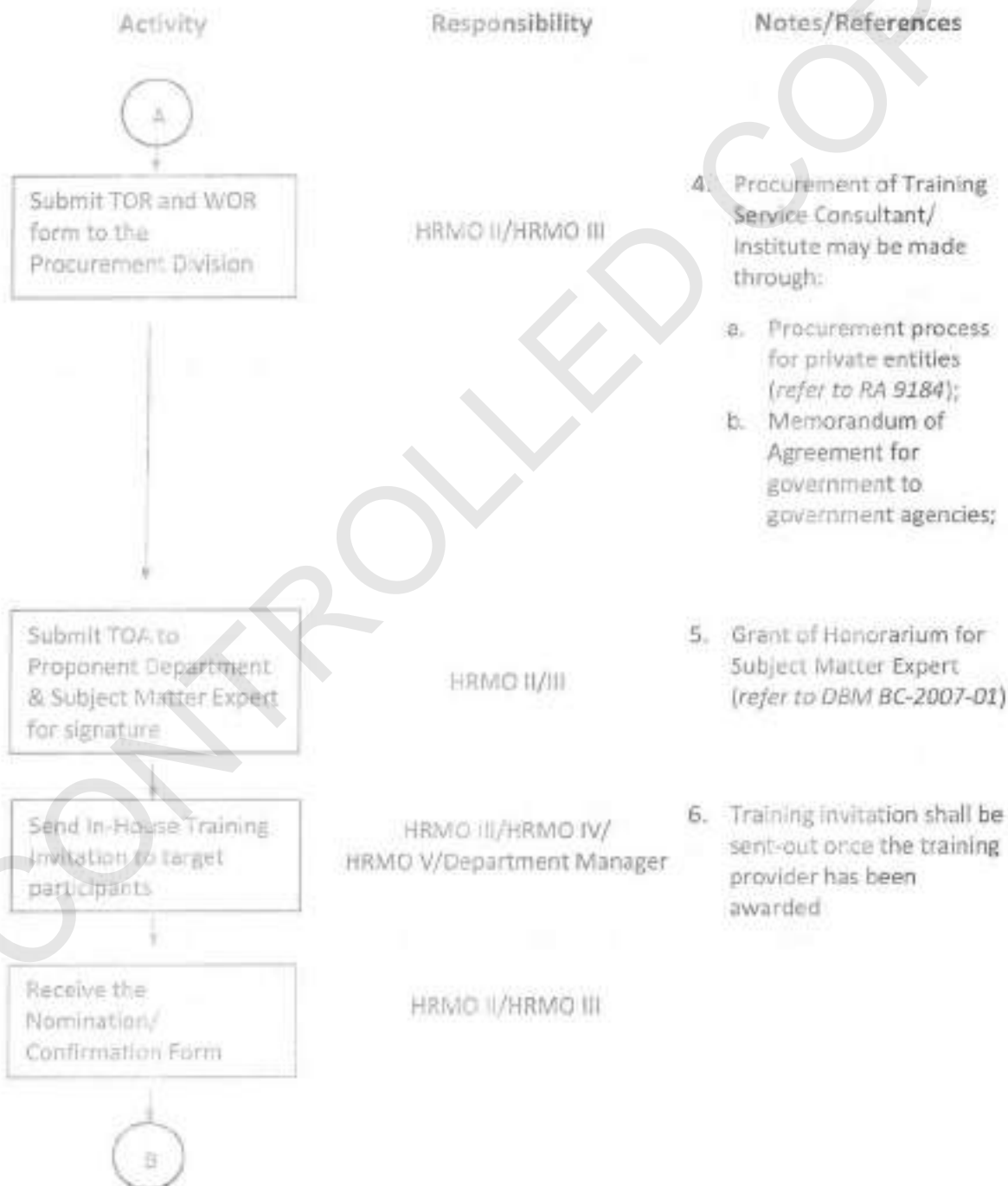
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6.2 In-House Program



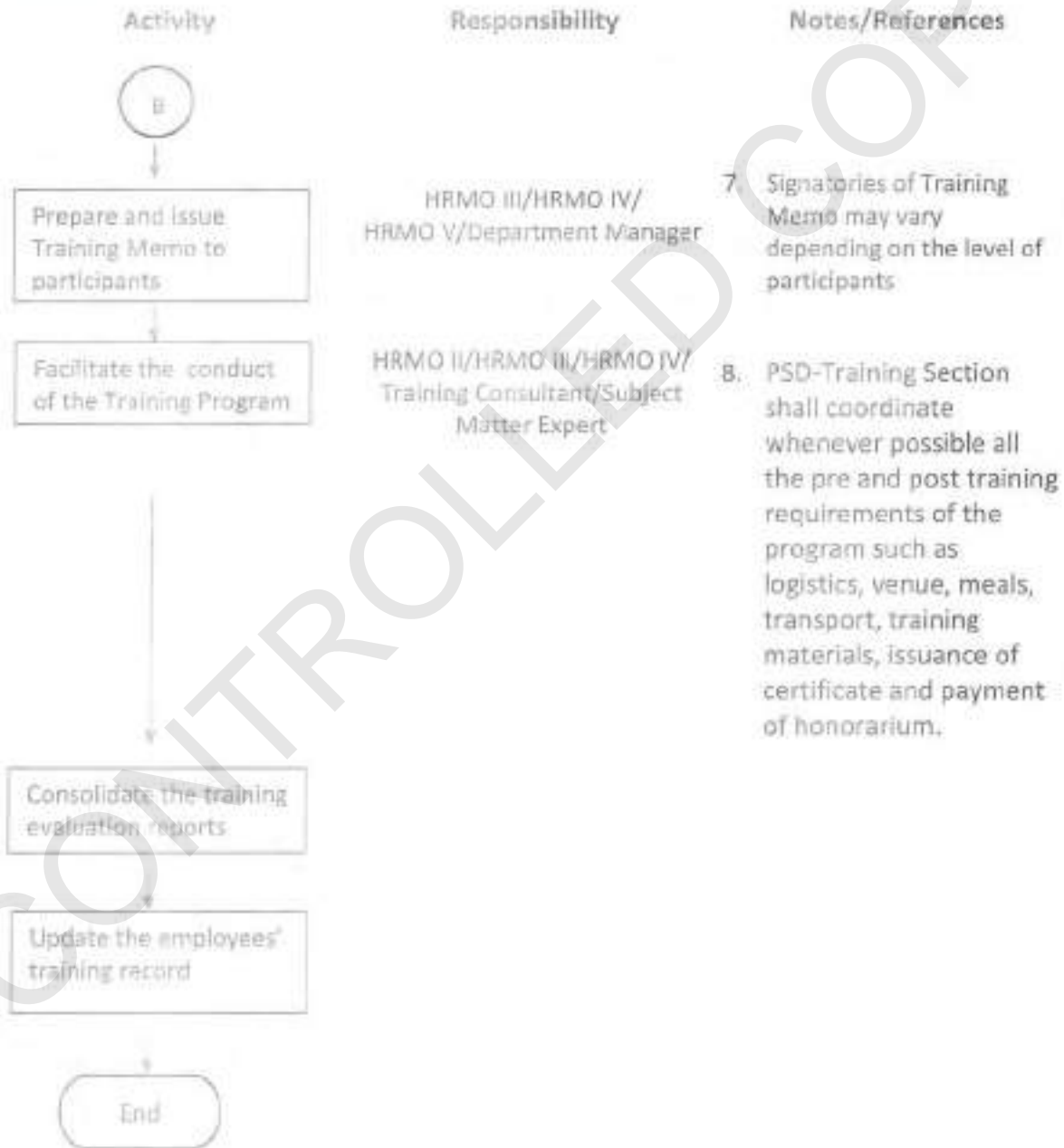


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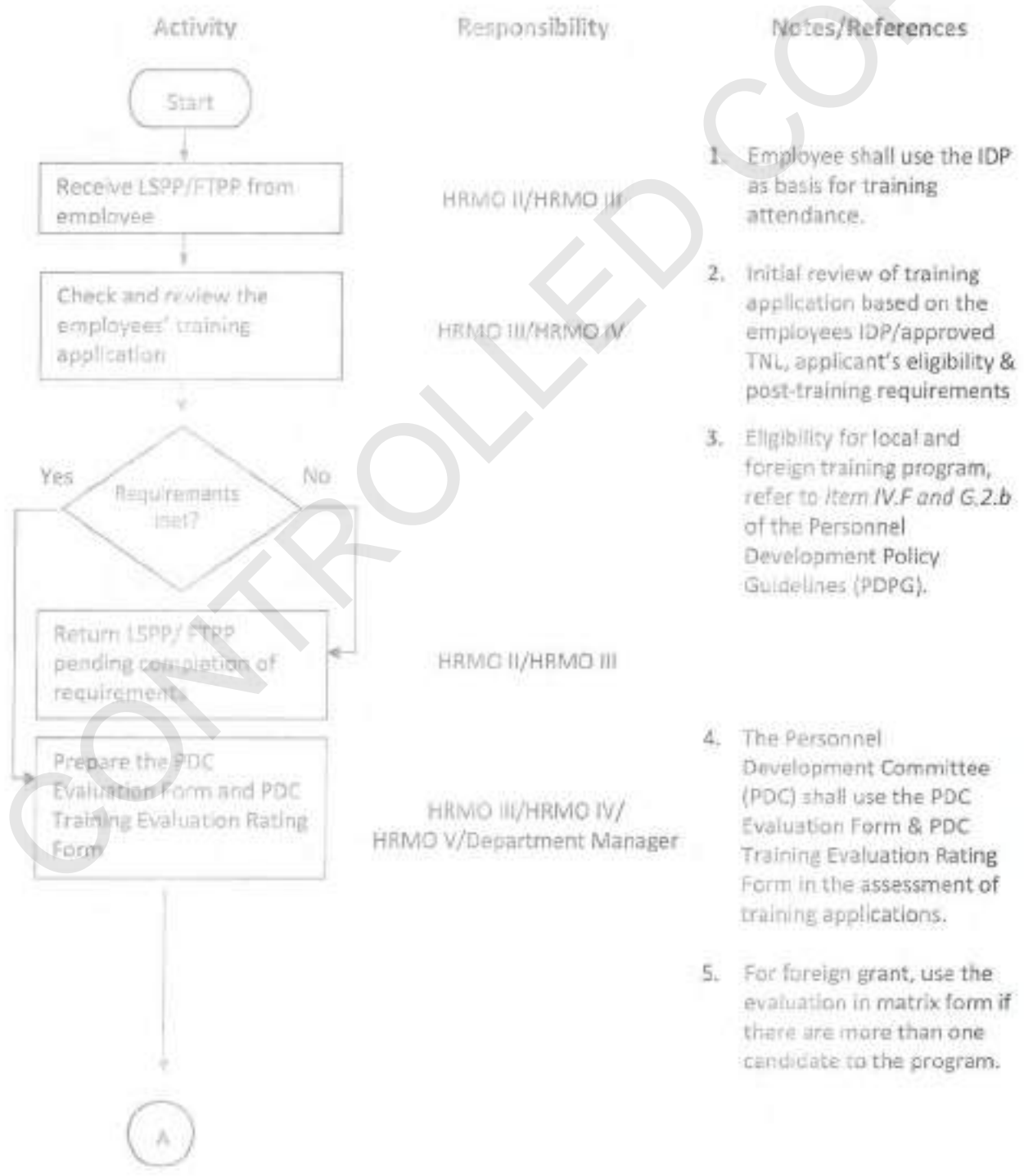


Title of Manual		Document No.	
SYSTEM PROCEDURES MANUAL		PSD-04	
Department/ Process Owner		Effective Date	
ADMINISTRATIVE SERVICES DEPARTMENT/PERSONNEL SERVICES DIVISION		September 30, 2020	
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	ADMINISTRATIVE SERVICES DEPARTMENT/PERSONNEL SERVICES DIVISION	September 30, 2020	
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PERSONNEL DEVELOPMENT	0	8 of 12	

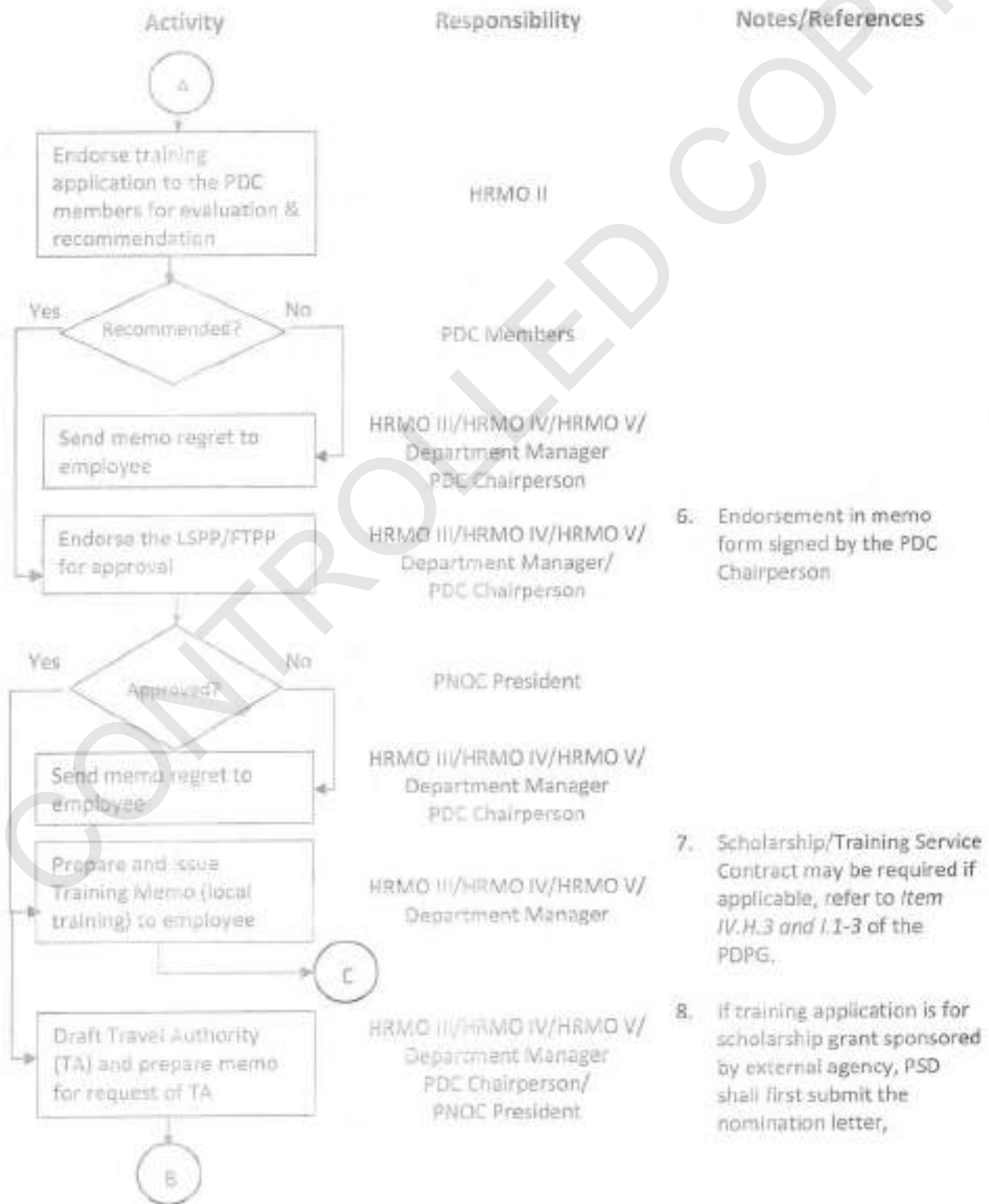
6.3 External Training Program



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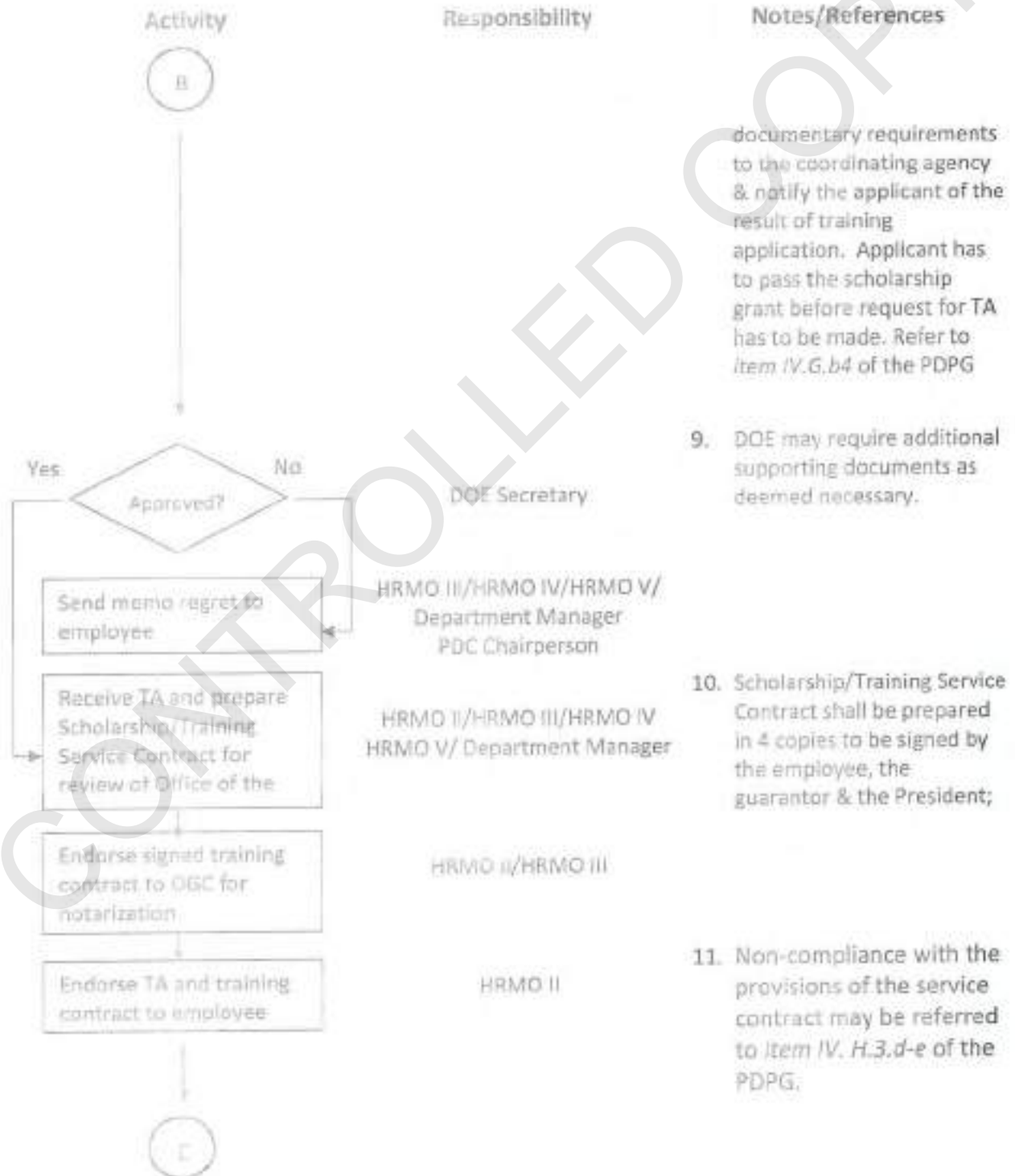


Title of Manual		Document No.	
SYSTEM PROCEDURES MANUAL		PSD-04	
Department/ Process Owner		Effective Date	
ADMINISTRATIVE SERVICES DEPARTMENT/PERSONNEL SERVICES DIVISION		September 30, 2020	
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SYSTEM PROCEDURES MANUAL	PSD-04	
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Activity	Responsibility	Notes/References
	HRMG II/HRMO III	12. For payment of non-scholarship programs both local & foreign;
	HRMG II/HRMO III/Employee	
	HRMG II/HRMO III	

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	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	PSD-04	
	Department/ Process Owner	Effective Date	
	ADMINISTRATIVE SERVICES DEPARTMENT/PERSONNEL SERVICES DIVISION	September 30, 2020	
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PERSONNEL DEVELOPMENT	0	12 of 12	




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

Rev. No.	Affected pages/ section	Revision History
0	-	New document

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



Republic of the Philippines
DEPARTMENT OF ENERGY

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.


ZENAIDA Y. MONSADA
Secretary



DOE-ZYR-16002182



WORK ORDER REQUISITION

OF-089 (REV 03/92)

TO Procurement Division	DATE PREPARED 10/9/2020	PROJECT CONTROL NO
FROM (SECTION / DEPT / COMPANY) Personnel Services Division	ACCOUNTING CHARGE APPROPRIATION NO (IF CAPE X)	PLANNED START UP DATE October 20-22, 2020
PROJECT TITLE Occupational First Aid and Basic Life Support, Cardiopulmonary Resuscitation (BLS-CPR) with Automated External Defibrillation (AED) Training	PROJECT LOCATION	PROJECT DURATION (IN CALENDAR DAYS)
COST RANGE (PI'S CHECK) <input type="checkbox"/> P1,000 M & below <input type="checkbox"/> P1,000 M - P10,000 M <input type="checkbox"/> P10,000 M above		
PROJECT JUSTIFICATION To re-train and renew the licenses and certificates of the members of the Emergency Response Team and First Aiders at the PNOI Industrial Park on the administration of First Aid, Basic Life Support (BLS), Cardiopulmonary Resuscitation (CPR) and the Automated External Defibrillation (AED) in compliance with the requirements of the Occupational Safety and Health Standard and RA 11058, Sec.15, or the Occupational Health Personnel and Facilities.		
SCOPE OF WORK <p>Please refer to the attached Terms of Reference (TOR)</p> <p style="text-align: center;">ABC = Php48,800.00</p>		
PRINT NAME & SIGN / INDICATE DATE SIGNED		
REQUESTED BY (COMPONENT) P. J. Castillo	APPROVED BY (PER APPROVALS MANUAL) L. G. Calao	

September 15, 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- Cardiopulmonary 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 Aiders are part of the Emergency Response Team of the PNOC Industrial Park. As first aiders, 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. Garfeta
Senior Vice President for Energy Business

PNOC-20-212



BATAAN CHAPTER

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

September 22, 2020

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

Greetings in the Spirit of Humanity!

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

ALWAYS FIRST ALWAYS READY ALWAYS THERE



**PHILIPPINE RED CROSS
BATAAN CHAPTER
SAFETY SERVICES**

Tel. No. (047) 791-2351/ 791-4779

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.

Sincerely yours,

Note:

Please provide the materials for examination

- elastic roller bandage 3X5 per participants
- alcohol
- infrared thermometer
- disinfectant solution
- individual health clearance from LGU

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PHILIPPINE RED CROSS
BATAAN CHAPTER
SAFETY SERVICES
Telefax: (047) 791-333 • 791-4779

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 Drills
- 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	<p>"The Philippine Red Cross shall be recognized as the voluntary, independent and autonomous nongovernmental society auxiliary to the 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 Crescent 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 all people in general."</p> <ul style="list-style-type: none"> > 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 Directors)	Hon. Jose Villapando
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
<p>Labor Code of the Philippines</p> <p>BOOK FOUR HEALTH, SAFETY AND SOCIAL WELFARE BENEFITS</p> <p>Title I MEDICAL, DENTAL AND OCCUPATIONAL SAFETY</p> <p>Chapter I MEDICAL AND DENTAL SERVICES</p>	<p><u>Art. 156. First-aid treatment:</u></p> <ul style="list-style-type: none"> ➤ Every employer 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. ➤ The employer shall take steps for the training of a sufficient number of employees in first-aid treatment. <p><u>Art. 157. Emergency medical and dental services:</u></p> <ul style="list-style-type: none"> ➤ It shall be the duty of every employer to furnish his employees in any locality with free medical and dental attendance and facilities consisting of: <p style="margin-left: 20px;">Sec. a: The services of a full-time registered nurse when the number of employees exceeds fifty (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-aider 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;</p>
<p>Department of Labor and Employment Bureau of Working Conditions Procedural Guidelines Department Order NO. 13, series of 1998</p>	<p>The Guidelines Governing Occupational Safety and Health in the Construction Industry</p> <p>D. Definition of Terms</p> <p>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-aid by the Philippine National Red Cross (PNRC) or by any organization accredited by the same.</p> <p>F. Department Order No. 13, Requirements. The following shall be the minimum requirements for the approval of a Construction Safety and Health Program (CSHP).</p> <ol style="list-style-type: none"> 1. Construction Safety and Health Program pursuant to Section 5, D.O. 13 s. 1998. <ol style="list-style-type: none"> 1.4 Safety and Health Personnel. The following shall apply: <ol style="list-style-type: none"> a. All appointed first-aiders shall be duly trained and certified by the Philippine National Red Cross and shall possess a Certificate of Basic First Aid Training Course (Standard) with a valid PNRC ID Card.

LAW, STATUTES, CODES	PROVISIONS
<p>Department of Tourism</p> <p>Memorandum Circular No. 99-15 Series of 1999</p>	<p>Amended Rules and Regulations to Govern the Accreditation of Mountain Guides</p> <p>Section 3. Requirements for Issuance of Accreditation. – An applicant for accreditation as mountain guide shall submit/comply with the following:</p> <p>f. Certificate of training on basic life support from the Philippine National Red Cross or its equivalent institution;</p>
<p>Department of Agriculture</p> <p>RA No. 8550 (The Philippine Fisheries Code)</p>	<p>"An Act Providing for the Development, Management and Conservation of the Fisheries and Aquatic Resources, Integrating All Laws thereto, and for other Purposes"</p> <p>Article 1 – Commercial Fisheries</p> <p>Section 37 – Medical Supplies and Life-saving Devices</p> <p>All fishing vessels shall be provided with adequate medical supplies and life-saving devices to be determined by the Occupational Safety and Health Center; 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 duly certified by the Philippine National Red Cross</p>
<p>Philippine Coast Guard</p> <p>Pursuant to Republic Act No. 9993 known as "The PCG Law of 2009" and Rule 3 (e)</p> <p>1.1 of the Implementing Rules and Regulations R.A. 9993 with References to IRR of Republic Act No. 9593 known as "The Tourism Act of 2009" and Department of Tourism, Rules and Regulations to govern the accreditation of hotels, tourists, inns, motels, apartels, resorts, pension houses and other accommodation establishments</p>	<p>Guidelines for Safety and Security Requirements of Coastal and Beach Resorts, and Vessels with Pool Facilities including Qualification and Requirements of Lifeguards for the Promotion of Safety of Life at Sea</p> <p>IV. SCOPE: This Memorandum Circular shall apply to:</p> <p>A. Coastal and beach resort owners B. Ship owners/operators of vessel with pool facilities; and C. Lifeguards VII. Safety and Security Requirements</p> <p>"3. All resorts shall provide the services of a physician, either on-call or on fulltime basis, depending on their volume of operation and accessibility to hospital or medical centers. In addition, resorts shall employ adequate first aiders who have completed a course in first aid duly certified by the Philippine National Red Cross or other PCG accredited organization..."</p> <p>VIII. Qualification and Requirements of Lifeguards</p> <p>"2. As a lifeguard, you must successfully completed the following Philippine Red Cross Training or any PCG accredited equivalent training courses.</p> <p>a. First Aid Course b. Basic Life Support – Cardio Pulmonary Resuscitation (BLS-CPR) Course c. Water Safety Course"</p>

NOTE:

1. Please be informed that we (Philippine 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 Philippine Red Cross (formerly known as Philippine National Red Cross).

(PSD-04A3)



PNOC
The Energy Company

DISBURSEMENT VOUCHER

PHILIPPINE NATIONAL OIL COMPANY

DV NO.

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

Tel No (632) 759-7662

PAY TO/ADDRESS PCAPI-REGION 4A CHAPTER, INC Rm. 409, 4/F Vega Centre, College-Los Baños, Laguna 5030	FORM OF PAYMENT <input type="checkbox"/> CURRENCY <input type="checkbox"/> ATTF <input type="checkbox"/> CHECK <input type="checkbox"/> GAPT	DATE REQUESTED
		PAYMENT DUE ON (DATE)
		EXPECTED DATE OF LIQUIDATION (FOR CA)
TIN	No. VAT. Trf. No. 008-479-752-000	

DETAILS OF PAYMENT	COST CENTER	EXPENSE CODE	AMOUNT
Payment of Training Fee to the Accredited 8 Hour Orientation Training on Environmental Regulations for Managing Heads to be held on February 26, 2020.			10,000.00
AMOUNT DUE FOR PAYMENT ▶			10,000.00

AMOUNT IN WORDS

** PESOS: TEN THOUSAND AND 00/100 ONLY*

PRINT NAME AND SIGN/INDICATE DATE SIGNED		
PAYMENT REQUESTED BY: E. Guevarra	CERTIFIED: Expense/cash advance necessary, legal and incurred under my direct supervision. F. Castillo	APPROVED: L.G. CALAOR
DATE 02/11/20	DATE 2/12/20	DATE 2020-12

PLEASE DO NOT WRITE BELOW THIS LINE FOR ACCOUNTING USE ONLY

ACCOUNTING ENTRIES		
ACCOUNT CODES	ACCOUNT TITLES	DEBITS
ACCOUNT CODES	ACCOUNT TITLES	CREDITS

PRINT NAME AND SIGN/INDICATE DATE SIGNED		
PROCESSED BY:	DATE	CERTIFIED:
BUDGET POSTED BY:	DATE	Adequate available funds/budgetary allotment in the amount of P _____ expenditure properly certified; supported by documents; account codes proper; previous cash advance liquidated/accounted for.

DISBURSEMENT VOUCHER



PNOC
The Energy Company

PHILIPPINE NATIONAL OIL COMPANY

DV NO.

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

Tel. No. (032) 789-7802

PAY TO/ADDRESS PCAPI-REGION 4A CHAPTER, INC. Rm. 409, 4/F Vega Centre, Cotage, Los Baños, Laguna 4030		FORM OF PAYMENT <input type="checkbox"/> CURRENCY <input type="checkbox"/> ATTF <input type="checkbox"/> CHECK <input type="checkbox"/> DAPT		DATE REQUESTED 02/11/20 PAYMENT DUE ON (DATE) 02/20/20 EXPECTED DATE OF LIQUIDATION (FOR CA)	
TIN Non-VAT TIN No. 000-429-732-000					
DETAILS OF PAYMENT			COST CENTER	EXPENSE CODE	AMOUNT
Payment of Training Fee to the Accredited 8 Hour Orientation Training on Environmental Regulations for Managing Heads to be held on February 26, 2020.					10,000.00
				AMOUNT DUE FOR PAYMENT ▶	<u>10,000.00</u>
AMOUNT IN WORDS <p style="text-align: center;">** PESOS: TEN THOUSAND AND 00/100 ONLY*</p>					
PRINT NAME AND SIGN/INDICATE DATE SIGNED					
PAYMENT REQUESTED BY: C. A. Guevarra		CERTIFIED: <small>Expense/cash advance necessary, lawful and incurred under my direct supervision.</small> E. J. Castillo		APPROVED: L. G. CALAOR	
DATE 02/11/20		DATE 2/12/20		DATE 2020-02-12	
PLEASE DO NOT WRITE BELOW THIS LINE FOR ACCOUNTING USE ONLY					
ACCOUNTING ENTRIES					
ACCOUNT CODES	ACCOUNT TITLES	DEBITS			
ACCOUNT CODES	ACCOUNT TITLES	CREDITS			
PRINT NAME AND SIGN/INDICATE DATE SIGNED					
PROCESSED BY:		DATE		CERTIFIED: <small>Adequate available funds/budgetary allotment in the amount of P _____, expenditure properly certified, supported by documents, account codes proper, previous cash advance liquidated/accounted for.</small>	
BUDGET POSTED BY:		DATE			



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

INVOICE

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

Order Number: 10840
Order Date: February 5, 2020
Payment Method: Bank Deposit or Pay on
the Venue

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



POLLUTION CONTROL ASSOCIATION OF THE PHILIPPINES REGION IV-A CHAPTER, INC.

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-DAO 2014-02**

Dear Sir/Madam,

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 **Bellevue Manila, North Bridgeway, Filinvest Corporate City, Alabang, Muntinlupa Metro Manila.**

This training aims to impart 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 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 (lunch, morning and afternoon snacks), training materials, and training certificate. *Seats are limited, and registration is on a first come, first-served basis.*

Register online by visiting the link below:

[CLICK HERE TO REGISTER](https://www.pcapi-r4.org.ph/training/8-hr-orientation-training-for-managing-heads/)

or visit our website: **<https://www.pcapi-r4.org.ph/training/8-hr-orientation-training-for-managing-heads/>**

For additional queries, please contact the PCAPI Region IV-A Secretariat: Grace Engle (Mobile #: 0917-8144751/Tel No: 049-5011705) / E-mail Address: pcapi.calabarzon@gmail.com.

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

Very truly yours,

Rasmiah M. Maixi
President, PCAPI Region IV-A Chapter

0499 501 1210
+63 917 814 4751 / +63 598 334 7851
pcapi.calabarzon@gmail.com - pcapi4a@yahoo.com
pcapi-r4.org.ph
facebook.com/pcapi-calabarzon

P.301 419 4th Floor Vega Center, College Las Bajas, Laguna, Philippines



POLLUTION CONTROL ASSOCIATION OF THE PHILIPPINES REGION IV-A CHAPTER, INC.

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 – 11:00	Philippine Environmental Impact Statement System (PD 1586) Revised DAO 96-37 (IRR) <ul style="list-style-type: none">• 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) <ul style="list-style-type: none">• 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) <ul style="list-style-type: none">• 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	Ecological Solid Waste Management Act (RA 9003) <ul style="list-style-type: none">• Policy Objectives/updates• Industry compliance requirements (principle, standards, monitoring, reports, etc)• Conclusions and recommendations• Open forum
02:45- 03:00	BREAK
03:00 04:00	Toxic Substances & Nuclear & Hazardous Waste Management Act (RA 6969) <ul style="list-style-type: none">• Policy objectives• Policy update (programs, incentives, standards)• Industry compliance requirements (permits, on the spot monitoring, protocols, reports)• Conclusions and recommendations• Open Forum



POLLUTION CONTROL ASSOCIATION OF THE PHILIPPINES REGION IV-A CHAPTER, INC.

Continuation...

TENTATIVE PROGRAM OF ACTIVITIES

04:00- 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

- Cash
 Cheque: Please prepare cheque payable to PCAPI-REGION 4A CHAPTER, INC.
 Pay on the venue
 Deposit through Bank
- | | | |
|-----------------|---|--------------------------------------|
| Account Name | : | PCAPI REGION 4A CHAPTER, INC. |
| Account No. | : | 0911-0147-42 |
| Name of Bank | : | Bank of the Philippine Islands (BPI) |
| Branch | : | Los Banos, Laguna |
| Non-VAT TIN No. | : | 008-429-752-000 |

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

pcapi4a@yahoo.com / pcapi.club2012@gmail.com

CONTACT INFORMATION



ARBIE JANE DE CASTRO
GRACE ENGLE



0917-8144751
0998-5347850



049 501-1706



pcapi4a@yahoo.com
pcapi.club2012@gmail.com

049 501-1706

0917 814 4751 / 0998 534 7850

pcapi.club2012@gmail.com / pcapi4a@yahoo.com
and www.pcapi.org.ph

facebook.com/pcapiclub2012

Room 109 4th Floor Vega Centre, College Los Banos, Laguna - Philippines



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.


L.G. Calaor



Local Seminar Participation Proposal

PSD-LSPP

1. Please attach brochure/program schedule of seminar.
2. Trainee is required to submit the following to PSD a week after completion: an evaluation report of the course, copies of training materials and training certificate.

TITLE OF SEMINAR

Accredited 8 HR Orientation Training (on Environmental Regulations) for Managing Heads in compliance to the requirements of DENR-DAO- 2014-02

VENUE OF SEMINAR

Bellevue Manila, Filinvest Corp. City, Alabang, Muntinlupa

AGENCY CONDUCTING THE SEMINAR

DENR-EMB, CALABARZON Region & the Pollution Control Association of the Phils., Inc. Region IV-A

SEMINAR FEE (Per Participant)

P5,000

NUMBER OF DAYS

1

DATE OF SEMINAR

26-Feb-20

TIME OF SEMINAR

8:00am-5:00 pm

FULL NAME OF NOMINEE (Last, First, MI)

PARRAS, JOHN CLARENCE L.

- Permanent
 Temporary
 Contractual

POSITION

EA-IV

DEPARTMENT/DIVISION

Office of the OSVP-EB

PROGRAM OBJECTIVE(S) The specific knowledge and skills the employee is intended to develop.

The training is expected to teach and help participant on the following:

1. To learn about environmental management covering the basic environmental laws rules and regulations.
2. Understand the highlights and salient points of relevant environmental regulations
3. 4. Develop full understanding on the joint responsibilities of the Managing Heads and Pollution Control Officer.

EMPLOYEE SELECTION Reason for selecting the employee and the relevance of the program to current or future position

As an executive assistant of the SVP for Energy Business, the nominee is expected to have a good understanding of relevant environmental laws for the efficient operation and management of the Industrial Park in order to provide relevant technical assistance.

PROGRAM EVALUATION Expected improvement(s) on employee's performance as a result of his participation in this training program.

The employees knowledge of environmental laws relevant to the operations of the industrial park will aide him in providing inputs to the SVP-EB as head of the Energy Business Group.

NOMINATION ENDORSEMENT AND APPROVAL

NOMINATED: (Dept. Head)

G. M. BARLETA

ENDORSED: (PDC Charman)

G. G. Martinez 02.11.2010

APPROVED:

REUBEN S. LISTA



POLLUTION CONTROL ASSOCIATION OF THE PHILIPPINES REGION IV-A CHAPTER, INC.

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-DAO 2014-02**

Dear Sir/Madam,

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 Bellevue Manila, North Bridgeway, Filinvest Corporate City, Alabang, Muntinlupa Metro Manila.

This training aims to impart 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 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 (lunch, 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](https://www.pcapi-r4.org.ph/training/8-hr-orientation-training-for-managing-heads/)

or visit our website: <https://www.pcapi-r4.org.ph/training/8-hr-orientation-training-for-managing-heads/>

For additional queries, please contact the PCAPI Region IV-A Secretariat: Grace Engle (Mobile #: 0917-8144751/Tel 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. Malixi
President, PCAPI Region IV-A Chapter



POLLUTION CONTROL ASSOCIATION OF THE PHILIPPINES REGION IV-A CHAPTER, INC.

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 - 11:00	Philippine Environmental Impact Statement System (PD 1586) Revised DAO 96-37 (IRR) <ul style="list-style-type: none">• 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) <ul style="list-style-type: none">• 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) <ul style="list-style-type: none">• 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	Ecological Solid Waste Management Act (RA 9003) <ul style="list-style-type: none">• Policy Objectives/updates• Industry compliance requirements (principle, standards, monitoring, reports,etc)• Conclusions and recommendations• Open forum
02:45- 03:00	BREAK
03:00- 04:00	Toxic Substances & Nuclear & Hazardous Waste Management Act (RA 6969) <ul style="list-style-type: none">• Policy objectives• Policy update (programs, incentives, standards)• Industry compliance requirements (permits, on the spot monitoring, protocols, reports)• Conclusions and recommendations• Open Forum



POLLUTION CONTROL ASSOCIATION OF THE PHILIPPINES REGION IV-A CHAPTER, INC.

Continuation...

TENTATIVE PROGRAM OF ACTIVITIES

04:00- 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

Cash:

Cheque: Please prepare cheque payable to **PCAPI-REGION 4A CHAPTER, INC.**

Pay on the venue

Deposit through Bank:

Account Name : PCAPI REGION 4A CHAPTER, INC.
Account No : 0511-0147-42
Name of Bank : Bank of the Philippine Islands (BPI)
Branch : Los Baños, Laguna
Non-VAT TIN No. : 008-429-752-000

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049-501-1706

facebook.com/pcapi4a

Room 429-414 Floor Mega Centre 1, Los Baños, Laguna, Philippines

MEMORANDUM

February 7, 2020

To: ADM Reuben S. Lista (Ret)

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.


G. G. Martinez
Chairperson, PDC

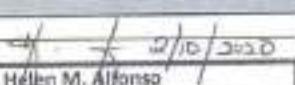
Philippine National Oil Company



MEMCSTFC46

PHILIPPINE NATIONAL OIL COMPANY

BGC, Taguig City

PERSONNEL DEVELOPMENT COMMITTEE (POC) EVALUATION		Date: February 6, 2020		
NAME OF PARTICIPANT	POSITION	DEPARTMENT/OFFICE		
PARRAS, JOHN CLARENCE L.	Executive Assistant IV	OSVP - Energy Business		
TRAINING TITLE		VENUE		
Accredited 8 Hour Orientation Training on Environmental Regulations for Managing Heads		Bellevue Manila, North Bridgeway, Filinvest Corp. City, Alabang, Muntinlupa City		
SPONSOR	SEMINAR FEE	DATE OF SEMINAR	TIME OF SEMINAR	NO. OF DAYS
Pollution Control Association of the Phil.(PCAPI)-Reg. IV-A Chapter, Inc.	Php5,000.00	26-Feb-20	7:30AM-5:30PM	1 Day
PROFILE OF NOMINEE:		ENTRANCE TO DUTY	March 11, 2015	
		LENGTH OF SERVICE:	4 Year, 10 Months	
Duties & Responsibilities:				
<ol style="list-style-type: none"> 1. Manages all technical and administrative matters and functions under the Office of the SVP 2. Conducts research work, studies, evaluations, and recommends courses of action to be taken on matters submitted to the Office of the SVP 3. Ensures the smooth flow of information as well as reviews all documents and materials coming in and out the Office of the SVP 4. Handles special assignments/tasks/functions assigned by the SVP 5. Coordinates with the departments and offices of the Company as needed including coordinating and/or establishing contacts with the subsidiaries 6. Monitors progress and accomplishment of projects and programs under the oversight supervision of the SVP 7. Prepares memoranda, letters, reports, briefs, position papers and necessary documents as may be required from the SVP 8. Assists the SVP during board meetings and other related activities. 				
Training Programs Attended:				
LOCAL:				
<ul style="list-style-type: none"> • Talkshow: Strategic Project Management (2015) (8 hrs) • Guthrie: Effective Project Management (2016) (15 hrs) • Guthrie: Managing for Results (2016) (16 hrs) • Guthrie: Operational Planning for Competitive Advantage (2017) (15 hrs) • CLSC: 115th Completed Staff Work (2018) (16 hrs) • ADB: LNG Market and LNG Project Development Training (2018) (16 hrs) 				
IN-HOUSE:				
<ul style="list-style-type: none"> • Integrated Management System (IMS) Appreciation Course (2015) (8 hrs) • Internal IMS Audit Course (2015) (35 hrs) • Root Cause Analysis Seminar-Workshop (2015) (21 hrs) • TÜV Rheinland: Minute Takers Training Workshop (2016) (8 hrs) • QMS 301: Understanding and Appreciating ISO 9001:2015; QMS 302: Risk Thinking with QOP Enhancements; QMS 103: Documents and Records Control and Risk Management (2016) (49 hrs) • PNOC/DGM: 2016 Revised Implementing Rules and Regulations on Government Procurement Reform Act (RA9184) (2017) (16 hrs) • Competency-Based HR System Workshop 1-4 & Coaching (2018) (120 hrs) • Gender Inclusive Quarter and Risk Reduction Management Training (2018) (8 hrs) • PSMD: Orientation on Philippine Bidding Documents & Requirements of TOR/WO (2018) (3 hrs) • Communication Writing Workshop for Leaders (2018) (8 hrs) • Basics of Downstream Oil Industry Orientation (2019) (3 hrs) • Basic GAD Orientation and Gender-Fair Language (2019) (4 hrs) • Basic Orientation on Administrative Rules on Sexual Harassment (2019) (4 hrs) 				
CERTIFICATION				
This is to certify that this is the first Local Training application of MR. JOHN CLARENCE L. PARRAS for CY 2020 and he has complied with the submission of training reports on his last local training attended for CY2018.				
 Fernando J. Castillo POC Chairman				
ATTACHMENTS				
1. Local Seminar Participation Proposal of JCL Parras 2. Training Invitation from PCAPI				
RECOMMENDATION		RECOMMENDATION		
 Helen M. Alfonso Member	 Lino G. Calor Member			
Approved By:				
<input type="checkbox"/> Participation <input type="checkbox"/> Non-Participation		 GLEND G. MARTINEZ Chairperson		



PHILIPPINE NATIONAL OIL COMPANY

Personnel Development Committee (PDC)

TRAINING EVALUATION RATING FORM

Nominee JOHN CLARENCE L. PARRAS Dept/Office OSVP- Energy Business

Training Title PCAPI: Accredited 8 Hour Orientation Training on Environmental Regulations for Managing Heads

Training Date February 26, 2020 Venue: Bellevue Manila, North Bridgeway, Fillinvest Corp. City, Alabang, Muntinlupa City

CRITERIA FOR EVALUATION	SCORE				TOTAL AVERAGE SCORE
	LI/L2	EBA	LGC	GGM	
1) Need for Training (40%)					
This measures the necessity of the training with the Organization					
• Most Necessary (10 pts. or 4.0 ave. score)	4		4	4	
• Necessary (5 pts. or 2.0 ave. score)					
• Least Necessary (1 pts. or 0.4 ave. score)					
2) Relevance of the Training (40%)					
This measures the relevance of the program to the actual duties and responsibilities of the candidate:					
• Relevant (10 pts. or 4.0 ave. score)					
• Indirectly Relevant (5 pts. or 2.0 ave. score)	2		2	2	
• Not Relevant (1 pts. or 0.4 ave. score)					
3) Trainings Attended for the Year (5%)					
• 1st Training (10 pts. or 0.5 ave. score)	1.5		1.5	1.5	
• 2nd Training (7 pts. or 0.35 ave. score)					
• 3rd Training (4 pts. or 0.2 ave. score)					
• 4th Training (1 pts. or 0.05 ave. score)					
4) Career Development Training (10%)					
This measures the significance of the program to the employee's career development plan.					
• Most Appropriate (10 pts. or 1.0 ave. score)	1				
• Appropriate (5 pts. or 0.5 ave. score)			1.5	1.5	
• Least Appropriate (1 pts. or 0.1 ave. score)					
5) Years in Service (5%)					
• More than 10 years (10 pts. or 0.5 ave. score)					
• Between 5 - 10 years (7 pts. or 0.35 ave. score)					
• Between 2 to > 5 years (4 pts. or 0.2 ave. score)	1.2		1.2	1.2	
• Between 0 to > 2 years (1 pts. or 0.05 ave. score)					
TOTAL AVERAGE SCORE >>	7.7		7.2	7.2	

*Use average score in rating each criteria

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	<i>[Signature]</i> 2/10/2020
LGC	<i>[Signature]</i> 2020/02/10
GGM	<i>[Signature]</i> 02-11-2020



Philippine National Oil Company
PNOC Building VI, Energy Center, Rizal Drive, BGC, Taguig City

NOMINATION/CONFIRMATION FORM
(PSD-04F3)

_____ Date

To: **Personnel Development Committee**
c/o Administrative Services Department- Personnel Services Division

From: _____
(Department/Office)

The following employees:

NAME OF EMPLOYEE	DATE	CONFORME/SIGNATURE

are confirmed to attend the:

Program : _____
Date/Time : _____
Venue : _____

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.

NAME & SIGNATURE OF DEPARTMENT MANAGER/
IMMEDIATE SUPERVISOR

Local Seminar Participation Proposal

(PSD-0474)

1. Submit this form with the program brochure/invitation, to the Admin PSD at least 2 weeks before the registration deadline.
2. Trainee is required to submit the following to the PLC 2 weeks after completion of the program: Local Training Evaluation Report, Executive Summary of the course, copy of training certificate and soft copy of training materials (if provided).

NAME OF TRAINING PROVIDER		NAME OF TRAINING COURSE	
ADDRESS		CITY	
STATE		COUNTRY	
PROPOSED TRAINING DATE	PROPOSED TRAINING TIME	PROPOSED TRAINING DURATION	PROPOSED TRAINING LOCATION
<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Casual/Ad-hoc		TRAINING COST (USD)	

PROGRAM OBJECTIVES:

This section is for describing the objectives of the program. It should include the following information:

EMPLOYEE SELECTION

This section is for describing the selection process for the program. It should include the following information:

PROGRAM EVALUATION

This section is for describing the evaluation process for the program. It should include the following information:

APPROVED BY (NAME AND SIGNATURE)

This section is for the signature of the training provider. It should include the following information:

THIS PORTION TO BE PROCESSED BY THE PERSONNEL DEVELOPMENT COMMITTEE

DATE OF SUBMISSION	DATE OF APPROVAL

Foreign Training Participation Proposal

(PSD-04F5)

1. Please submit this form to the PSD Training Section together with the program brochure/invitation and documentary requirements.
2. Trainee is required to submit the following to PDC within one (1) month after completion of the program: training report, course certificate and copy of the program material (if provided).

TITLE OF SEMINAR	VENUE OF SEMINAR

AGENCY CONDUCTING THE SEMINAR

SEMINAR FEE (Per Participant)	NUMBER OF DAYS	DATE OF SEMINAR	TIME OF SEMINAR

FULL NAME OF NOMINEE (Last, First, MI)	<input type="checkbox"/> Regular	POSITION	DEPARTMENT/DIVISION
	<input type="checkbox"/> Contracted/Other		

PROGRAM OBJECTIVE(S)

EMPLOYEE SELECTION

PROGRAM EVALUATION

NOMINATED: (Department/Office Head)	NOTED: (Contact SVP)

THIS PORTION TO BE PROCESSED BY THE PERSONNEL DEVELOPMENT COMMITTEE

ENDORSED: (PDC chair person)	APPROVED: (SVP)



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

(DATE)

TRAINING MEMO

NO.

(NAME OF EMPLOYEE) _____, _____
(POSITION) _____ of the _____
(DEPARTMENT) _____, is
authorized to attend the _____
(TITLE OF THE PROGRAM) _____ offered by the

(TRAINING INSTITUTION) _____, to be held on _____
(DATE) _____, _____ to
_____ at the _____
(VENUE) _____.

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

(DEPARTMENT MANAGER)
Administrative Services



Philippine National Oil Company
PNOC Building 41, Energy Center, Alibon Drive, BGC, Taguig City

TRAINING TITLE	
PROGRAM DURATION	
VENUE	
NO. OF PARTICIPANTS (TARGET PARTICIPANTS)	
TRAINING OBJECTIVE AND CONTENT	
EXPECTED OUTCOMES	
METHODOLOGY	
QUALIFICATION/ TECHNICAL EXPERTISE (if any)	
HONORARIUM	
PAYMENT SCHEME	
OBLIGATION OF THE SUBJECT MATTER EXPERT	
OBLIGATION OF PNOC	

Conforms:

PROPOSER

SUBJECT MATTER EXPERT



PHILIPPINE NATIONAL OIL COMPANY

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

SCHOLARSHIP/TRAINING SERVICE CONTRACT
(PSD-O4F9)

KNOW ALL MEN BY THESE PRESENTS:

This CONTRACT made and executed this ____ day of _____ 20__ at _____, by and between:

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**;

_____, of legal age, Filipino, (CIVIL STATUS), presently residing at _____, hereinafter called the **GUARANTOR**.

WITNESSETH;

That pursuant to the PNOC Personnel Development Policy Guidelines, as amended, which provides for the grant of developmental opportunities to PNOC officials and employees, the **GRANTEE** is hereby given approval to attend the (PROGRAM TITLE) offered by the (TRAINING INSTITUTION) to be held in (VENUE) on (DATE).

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 dishonor to herself/himself and/or to the Company;
3. 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 completion of the whole course.

4. The **GRANTEE** shall serve the **GRANTOR** for the period of _____ as 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:

- i. Regular salaries, allowances, and other benefits as provided by law for the duration of the grant;
 - ii. Travel and per diem allowances if grantee attends training in another region, province or municipality;
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 **GRANTEE** 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;
8. 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** fail to comply with the conditions set forth herein;
9. The **GUARANTOR** undertakes to assume full, joint and several responsibility should the **GRANTEE** fail to comply with the conditions set forth herein.

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.

IN WITNESS THEREOF, the Parties have hereunto set their hands on the date and at the place first above written.

Government of the Philippines through the
**PHILIPPINE NATIONAL OIL
COMPANY (PNOC)**

by:

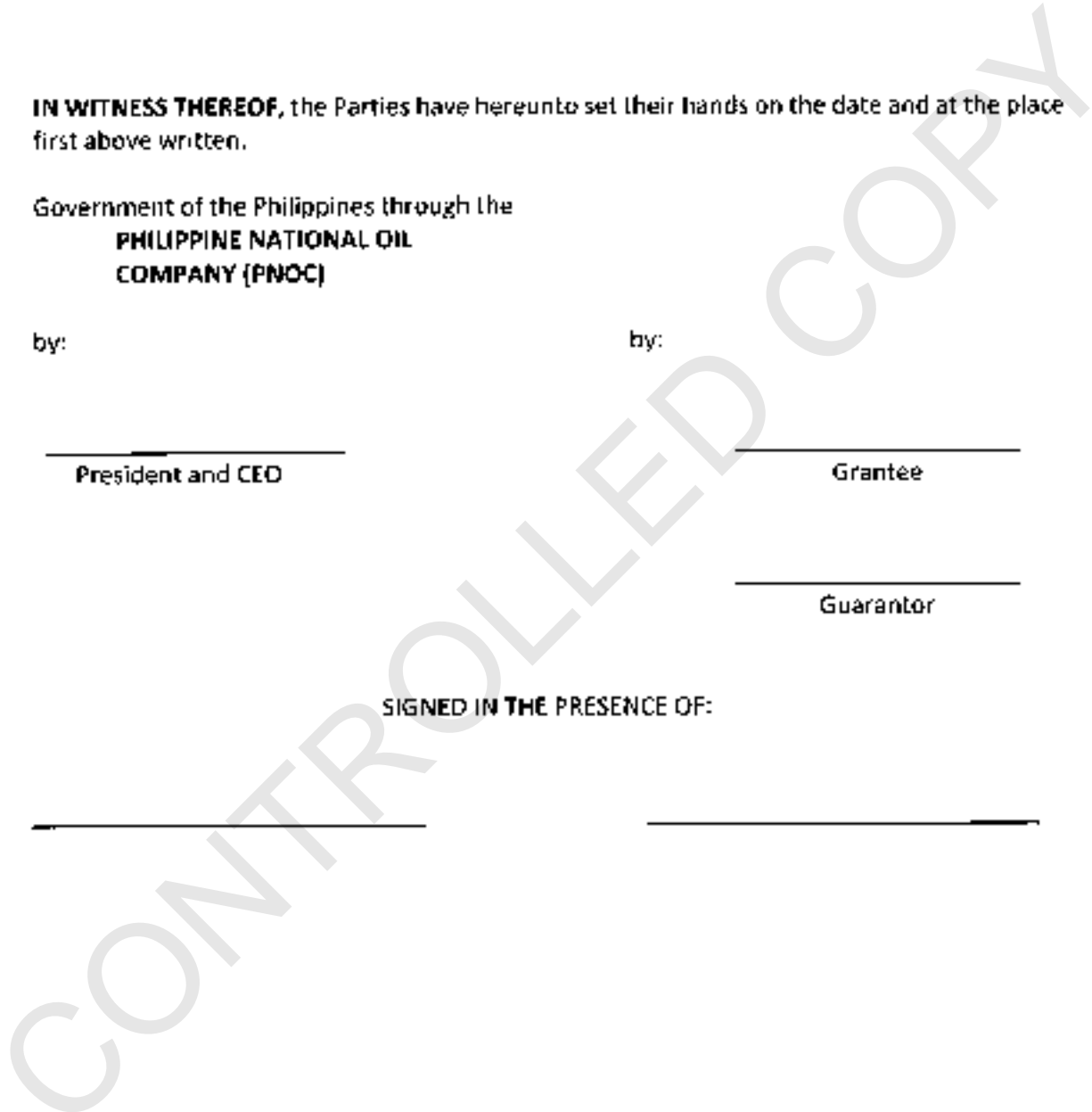
by:

President and CEO

Grantee

Guarantor

SIGNED IN THE PRESENCE OF:



ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
TAGUIG CITY) S.S.

BEFORE ME, a Notary Public for and in the above jurisdiction, this ____day of _____, 20__, personally appeared:

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.

NOTARY PUBLIC

Doc. No. _____
Page No. _____
Book No. _____
Series of 20__

CONTROLLED COPY



IN-HOUSE TRAINING EVALUATION REPORT
 (PSD-04F30)

Program: _____
 Date: _____
 Time: _____
 Venue: _____

PART I. Please evaluate and rate by putting an X mark on each area described below:

RATING GUIDE: 5 - Excellent; 4 - Very Satisfactory; 3 - Average; 2 - Unsatisfactory; 1 - Poor

PROGRAM COMPONENT INDICATORS		RATING					COMMENT
		5	4	3	2	1	
A. PROGRAM OBJECTIVES							
B. PROGRAM ACTIVITIES							
1	The course was clear and well-organized. All topics were covered and explained.						
2	The informations are accurate, very interesting and new to most participants.						
3	Topics were relevant /applicable to my job/function/special assignment.						
4	The samples & cases enhanced my understanding of the topics.						
5	The course met my expectations.						
C. RESOURCE SPEAKER:							
1	Effectiveness of the training methodology used.						
2	Technical expertise/mastery of the subject matter.						
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.						
D. ADMINISTRATIVE							
1	Performance of training staff /coordinator.						
2	Use/Arrangement of facilities (venue /equipment/materials)						
3	Food served.						

PART II. Please answer the following:

New things I learned from the program

Areas where new learnings will be applied

Areas that need further improvement/clarification

Other comments/suggestions

NAME: _____
Position: _____
Date: _____



LOCAL TRAINING EVALUATION REPORT
 (PTD-01731)

ATTENDEE _____
 PROGRAM TITLE _____
 DATE _____ NO. OF HRS _____
 VENUE _____ TRAINING FEE _____
 TRAINING INSTITUTION _____

I. ASSESSMENT OF THE PROGRAM

- The course objectives and content match those found in the pre-course publicity (e.g. invitation letter, brochure, etc.)
 Fully To a significant extent To a limited extent Not at all
 - The course objectives were achieved at the end of the course.
 Fully To a large extent To a limited extent Not at all
 - Considering the length of time the training took you away from your regular duties, how did you find the program?
 Very worthwhile Worthwhile Fairly worthwhile Not worthwhile
 - How effective were the facilitators and resource speakers?
 Excellent Very Good Good Fair Poor
 - The course materials were:
 Excellent Very Good Good Fair Poor
 - How would you rate the entire program in relation to cost?
 Worth the cost Not worth the cost
- Comments: _____

II. ASSESSMENT ON COURSE RESULT

- Did the course meet your expectations?
 Fully To a large extent To a limited extent Not at all
- Will the course help improve your performance in your present job?
 Fully To a large extent To a limited extent Not at all
- Would you recommend this program to other PNOC personnel?
 Yes No
 If yes, who should attend?

- Did you learn any new concepts/skills/techniques from the program?
 Yes No
 If no, why?

If yes, fill the following

NEW CONCEPTS/SKILLS/TECHNIQUES LEARNED	WHY/BE/HOW NEW LEARNINGS WERE IMPLEMENTED

(use additional sheet if needed)

III. EXECUTIVE SUMMARY

Write a copy of the executive summary when it is the purpose of the report and explain if the program achieved with significant value to the organization and recommendations on its practical application on the employee's work.

 SIGNATURE OF EMPLOYEE

 DATE

Noted by:

 IMMEDIATE SUPERIOR

 HEAD OF OFFICE/DEPARTMENT



CONFERENCE/SYMPOSIUM/FORUM EVALUATION REPORT

(PSD-04F12)

Program: _____
 Date: _____ No. of Hours: _____
 Time: _____ Program Fee: _____
 Venue: _____

PART I. Please evaluate and place an X mark on your rating for each area described below:

RATING GUIDE: 5 - Excellent; 4 - Very Satisfactory; 3 - Average; 2 - Unsatisfactory; 1 - Poor

PROGRAM COMPONENT INDICATORS		RATING					COMMENT
		5	4	3	2	1	
A. PROGRAM OBJECTIVES							
1	Objectives of the conference/forum were discussed with the participants						
2	The conference/forum covered the relevant subject matter and met the program objectives.						
B. PROGRAM ACTIVITIES							
1	The course was clear and well-organized. All topics were covered and explained.						
2	The informations are accurate, very interesting and new to most participants.						
3	Topics were relevant and applicable to my job/function/special assignment.						
4	The samples & cases enhanced my understanding of the topics.						
5	The course met my expectations.						
C. RESOURCE SPEAKER/S							
1	Effectiveness of the training methodology used.						
2	Technical expertise/mastery of the subject matter.						
3	Ability to actively involve the audience, and address participants' concerns on the content/conduct of the workshop.						
4	Usefulness of the training materials provided.						
D. ADMINISTRATIVE							
1	Performance of organizer/staff/ coordinators.						
2	Use/Arrangement of Facilities (venue/equipment/materials).						
3	Food served.						

PART II. Please answer the following:

New things I learned from the program

Areas where new learnings will be applied

Areas that need further improvement/clarification

Is the course worth taking? Yes () / No ()

Why would you recommend/not recommend this program to others?

NAME: _____
 Position: _____
 Date: _____



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:

I. 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;
- b) the need for modification in the coverage of the training which matches with the agency's training needs/expectations; and
- c) 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.



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:

DEPARTMENT/OFFICE HEAD

SIGNATURE OF ATTENDEE



Philippine National Oil Company

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

POST-TRAVEL/TRAINING/CONFERENCE REPORT

(PSO-04T14)

NAME OF PARTICIPANT	
OFFICE/DEPARTMENT	
PROGRAM/CONFERENCE TITLE	
DATE OF TRAVEL/DURATION	
SPONSORING AGENCY	
VENUE	
II. OBJECTIVES OF THE TRAINING/CONFERENCE	
III. HIGHLIGHTS OF THE TRAINING/CONFERENCE <i>(include also the title and brief description of papers presented, if any)</i>	
III. EVALUATION	
1. CONTENT	
2. APPLICABILITY TO PIP OPERATIVE SITUATION (+/-)	
3. LIST OF TRAINING/CONFERENCE MATERIALS AVAILABLE	
IV. PROBLEMS ENCOUNTERED	
1. TECHNICAL	
2. ADMINISTRATIVE	
3. PERSONAL	
V. RECOMMENDATIONS	
VI. OTHERS	
Submitted by:	Noted by:
SIGNATURE OF PARTICIPANT	IMMEDIATE SUPERVISOR
	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 _____

Training Date _____ Venue: _____

CRITERIA FOR EVALUATION	SCORE				AVE. SCORE	TOTAL AVERAGE SCORE
	L1/L2	L2-O	ADM	CHAIR		
1) Need for Training (40%)						
This measures the necessity of the training with the Organization						
• Most Necessary (10 or 4.0 ave. score)						
• Necessary (5 or 2.0 ave. score)						
• Least Necessary (1 or 0.4 ave. score)						
2) Relevance of the Training (40%)						
This measures the relevance of the program to the actual duties and responsibilities of the candidate:						
• Relevant (10 or 4.0 ave. score)						
• Indirectly Relevant (5 or 2.0 ave. score)						
• Not Relevant (1 or 0.4 ave. score)						
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 program to the employee's career development plan.						
• 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)						
• Between 2 to less than 5 years (4 or 0.2 ave. score)						
• Between 0 to less than 2 years (1 or 0.05 ave. score)						
TOTAL AVERAGE SCORE >>						

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



PHILIPPINE NATIONAL OIL COMPANY

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

CLIENT SATISFACTION SURVEY FORM (PSD-04F16)

Dept./Division: _____

Program/Activity/Service: _____

Training Title: _____

Training Date : _____

SERVICE/OUTPUT	QUALITY RATING
1. Ensured completeness of documents to facilitate the evaluation and approval of the training application	
2. Provided assistance and/or coordination with the training institution to facilitate the payment of the training/seminar fee.	


Legend:

- 5 – Very Satisfied 2 – Unsatisfied
4 – Satisfied 1 - Very Unsatisfied
3 – Neutral

Areas that you feel need improvement and why:

Rater : _____
(Signature over Printed Name)

Date : _____
(mm/dd/yyyy)

	Title of Manual		Document No.	
	SYSTEM PROCEDURES MANUAL		PSD-05	
	Department/ Process Owner		Effective Date	
	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 address 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 8291 and 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	
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	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)
- 4.3.2. 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

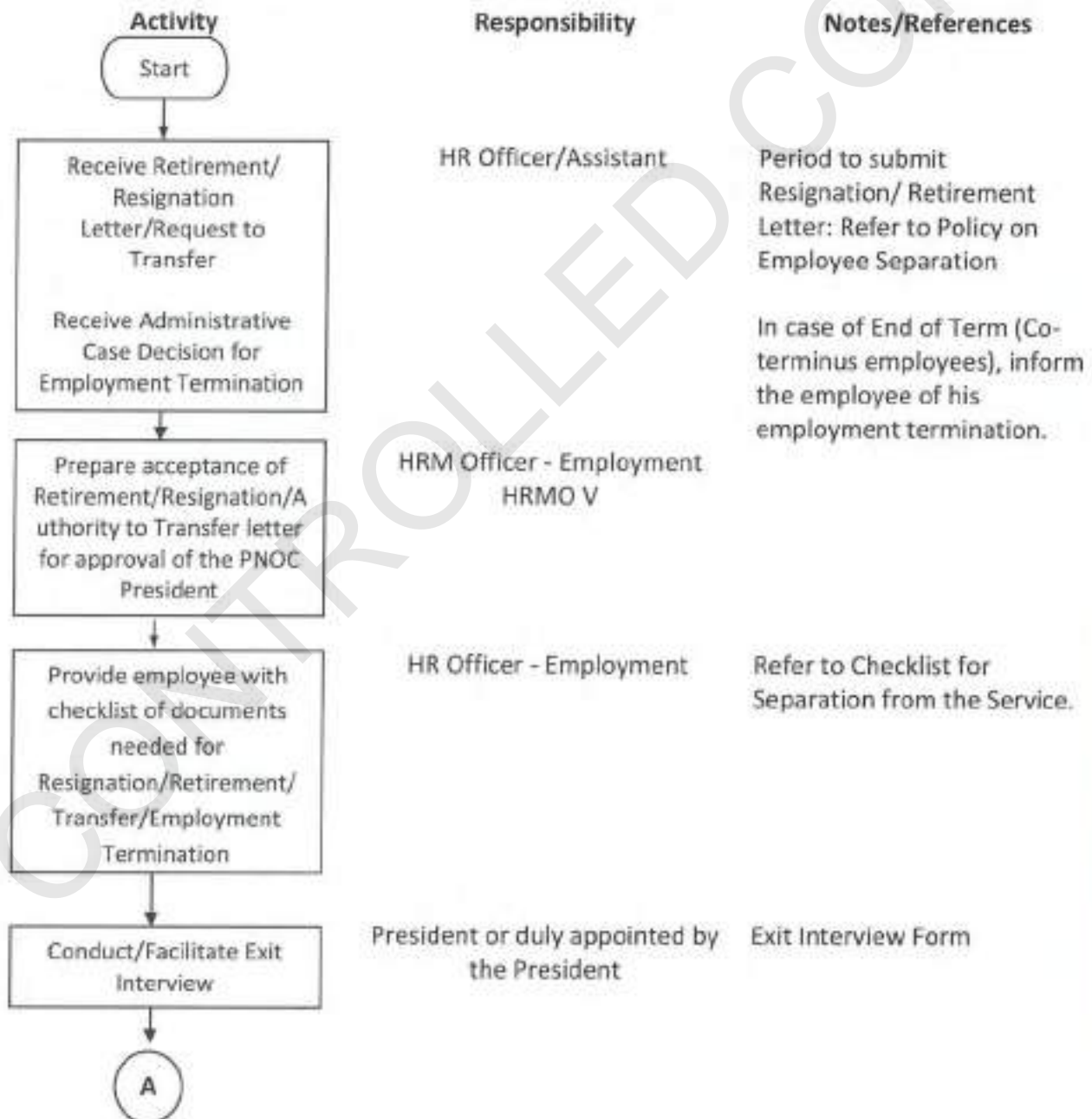
4.6 Pag-IBIG – Pagtutulungan sa Kinabubasan, Ikaw Banko, Industria at Gobyerno: a housing and provident/savings fund institution


5.0 Policies and Guidelines

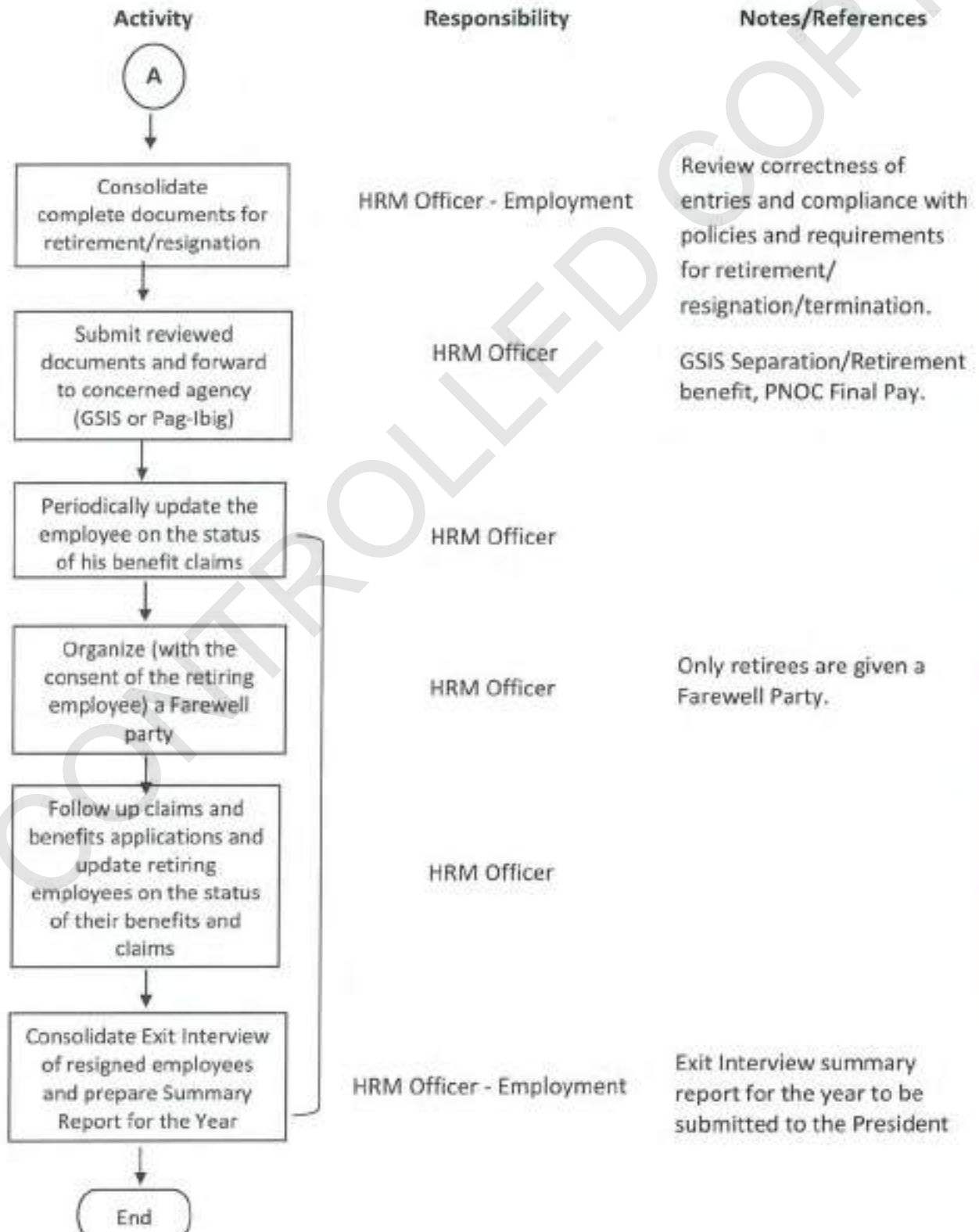
Employee Separation – The PSD shall manage the turnover of employee (Resignation, Retirement, Termination and Transfer) to facilitate employee clearance from money and property accountabilities, completion of documentary requirements for separation from the service and the release of separation benefits,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

	Title of Manual	Document No.	
	SYSTEM PROCEDURES MANUAL	PSD-05	
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EMPLOYEE SEPARATION	0	3 of 5	

6.0 Employee Separation



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EMPLOYEE SEPARATION		0	5 of 5

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. Cabig Process Owner	 L. G. G. Calaor Department Manager – Administrative Department	 E.B. Albaytar SVP Finance and Administrative Services

DISBURSEMENT VOUCHER



PHILIPPINE NATIONAL OIL COMPANY

DV NO.

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

Tel. No. (632) 789-7612

PAY TO/ADDRESS		FORM OF PAYMENT		DATE REQUESTED	
		<input type="checkbox"/> CURRENCY <input type="checkbox"/> ATTF <input type="checkbox"/> CHECK <input type="checkbox"/> DAPT		PAYMENT DUE ON (DATE) EXPECTED DATE OF LIQUIDATION (FOR CA)	
TIN					
DETAILS OF PAYMENT			COST CENTER	EXPENSE CODE	AMOUNT
			AMOUNT DUE FOR PAYMENT ▶		
AMOUNT IN WORDS					
PRINT NAME AND SIGN/INDICATE DATE SIGNED					
PAYMENT REQUESTED BY:		CERTIFIED:		APPROVED:	
		Expenditures advised necessary, lawful and incurred under my direct supervision.			
DATE		DATE		DATE	
PLEASE DO NOT WRITE BELOW THIS LINE FOR ACCOUNTING USE ONLY					
ACCOUNTING ENTRIES					
ACCOUNT CODES	ACCOUNT TITLES			DEBITS	
ACCOUNT CODES	ACCOUNT TITLES			CREDITS	
PRINT NAME AND SIGN/INDICATE DATE SIGNED					
PROCESSED BY:		DATE		CERTIFIED:	
				Adequate available funds/budgetary allotment in the amount of P. _____, expenditure properly certified; supported by documents; account codes proper; previous cash advance liquidated/accounted for.	
BUDGET POSTED BY:		DATE			



APPLICATION FOR LEAVE

EMPLOYEE NAME (Last, First, MI)			EMPLOYEE NO.			DATE FILED		
1			2			3		
DEPARTMENT / DIVISION			POSITION			MONTHLY SALARY		
4			5			6		
LEAVE TYPE								
7a <input type="checkbox"/> VACATION LEAVE <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad, specify: Reason: _____				7c <input type="checkbox"/> OTHERS, specify SPECIAL LEAVE Reason: _____				
				DURATION (Inclusive Dates)				
7b <input type="checkbox"/> SICK LEAVE <input type="checkbox"/> In-Hospital <input type="checkbox"/> Out-Patient Reason: _____				8				
				EMPLOYEE SIGNATURE				
				9				
DETAILS OF ACTION ON APPLICATION								
CERTIFICATION OF LEAVE CREDITS				RECOMMENDATION				
AS OF				<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED				
<input type="text"/> Vacation Leave				_____ AUTHORIZED OFFICIAL Remarks:				
<input type="text"/> Sick Leave								
<input type="text"/> Total								
_____ CERTIFIED BY								
APPROVED FOR				ADM REUBEN S LISTA (Ret) President Date Signed: _____				
<input type="checkbox"/> DAYS WITH PAY								
<input type="checkbox"/> DAYS WITHOUT PAY								
Remarks: _____								

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.
3. 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.
5. 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.
6. An application for leave of absence for thirty (30) calendar days or more shall be accompanied by clearance from money and property accountabilities.
7. Submit application form to the Personnel Services Division for leave credits certification.



APPLICATION FOR PROVIDENT BENEFITS (APB) CLAIM

HQP-PFF-285
(V06, 09/2020)

(To be filled out by member/claimant. Print this form back to back on one single sheet of paper)

CLAIM FILE No. _____

TYPE OR PRINT ENTRIES

MEMBERSHIP PROGRAM Pag-IBIG I MODIFIED Pag-IBIG II (MP2)

REASON FOR CLAIM (Check appropriate box)

<input type="checkbox"/> MEMBERSHIP TERM MATURITY	<input type="checkbox"/> CRITICAL ILLNESS OF THE MEMBER OR ANY OF HIS IMMEDIATE FAMILY MEMBER	<input type="checkbox"/> DEATH Date of Death _____
<input type="checkbox"/> RETIREMENT Effective Date of Retirement _____ Last Day of Service _____	<input type="checkbox"/> Member <input type="checkbox"/> Immediate Family Member	<input type="checkbox"/> EXPATRIATE
<input type="checkbox"/> PERMANENT TOTAL DISABILITY/INSANITY	Please specify type of illness _____	<input type="checkbox"/> MODIFIED Pag-IBIG II (MP2) <input type="checkbox"/> Maturity <input type="checkbox"/> Pre-termination
<input type="checkbox"/> TERMINATION FROM SERVICE BY REASON OF HEALTH	<input type="checkbox"/> OPTIONAL WITHDRAWAL	Please specify Reason of Pre-Termination _____
	<input type="checkbox"/> PERMANENT DEPARTURE FROM THE COUNTRY	

MEMBER'S PERSONAL DETAILS

LAST NAME FIRST NAME NAME EXTENSION (e.g., Jr., II) MIDDLE NAME MAIDEN NAME (For married women) Pag-IBIG MID No./RTN

DATE OF BIRTH MARITAL STATUS Single/Unmarried Widower Annulled Married Legally Separated DESIRED AMOUNT (For optional withdrawal)

CLAIMANT, if other than the Member (Last Name, First Name, Name Extension, Middle Name) RELATIONSHIP 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

Barangay Municipality/City Province/State/Country (if abroad) 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

Barangay Municipality/City Province/State/Country (if abroad) ZIP Code Email Address

EMPLOYMENT DETAILS FROM DATE OF Pag-IBIG MEMBERSHIP (Use another sheet if necessary)

EMPLOYER/BUSINESS NAME	EMPLOYER/BUSINESS ADDRESS	DATE OF Pag-IBIG MEMBERSHIP	
		FROM (Month/Year)	TO (Month/Year)

AUTHORITY TO CREDIT

AUTHORITY TO TRANSFER

IN THE EVENT OF THE APPROVAL OF MY APPLICATION FOR PROVIDENT BENEFITS CLAIM, I HEREBY AUTHORIZE Pag-IBIG FUND TO CREDIT MY CLAIM 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 TRANSFERRED

SIGNATURE OF MEMBER DATE 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 implementing rules and regulations of the Pag-IBIG Fund. In the event of any outstanding Pag-IBIG loan, Pag-IBIG 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-IBIG Fund as of the date of this application.

I hereby waive my rights under R.A. No. 1405 (Secrecy of Bank Deposits Act) and authorize Pag-IBIG Fund to verify/validate my payroll account/disbursement card.

I authorize Pag-IBIG Fund to disclose, submit and share 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 pertinent laws and regulations, as described in Pag-IBIG 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 certify under pain or penalty that my signature appearing herein is genuine and authentic.

THUMBMARKS OF MEMBER/CLAIMANT (If unable to sign)

LEFT THUMB RIGHT THUMB

(To be done in the presence of Pag-IBIG Fund Personnel)

MEMBER/CLAIMANT
(Signature over Printed Name)

(Signature over Printed Name of Witness) Date

THIS PORTION IS FOR Pag-IBIG Fund USE ONLY

CLAIMS/HL/STL/LOYALTY CARD VERIFICATION

PARTICULARS	WITH	WITHOUT	DIVIDEND/PAY/APPLICANT ID/HL ID NO.	DATE FILED/HL TAKEOUT DATE	OUTSTANDING BALANCE	AS OF	VERIFIED BY	DATE
CLAIMS								
HOUSING LOAN								
MULTI-PURPOSE LOAN								
CALAMITY LOAN								
LOYALTY CARD								

PAYEE'S (Use another sheet if necessary)

REMARKS

RECEIPT OF APPLICATION

RECEIVED BY DATE REVIEWED BY DATE APPROVED BY DATE
DISAPPROVED BY DATE REMARKS

GUIDELINES AND INSTRUCTIONS

A. When to File

The Application for Provident Benefits Claim (APB) (HQP-PFF 286) may be filed upon the occurrence of any of the following:

1. **Membership Maturity** - shall be based on 20 years of membership with the Fund reckoned from the initial Pag-IBIG Fund Receipt (PFR) date, provided the member has remitted a total of 240 monthly membership savings to the Fund at the time of maturity.
2. **Retirement** - A member shall be compulsorily retired under the Fund upon reaching the age of 65. A member may opt to retire earlier under the Fund upon the occurrence of any of the following events:
 - a. Actual retirement from the SSS, GSIS, or from government service by provision of law.
 - b. Retirement under a private employer's provident retirement plan, provided that the member is at least 45 years of age at the time of retirement.
 - c. Reaching the age of sixty (60).
3. **Permanent Total Disability (PTD) or Insanity** - PTD refers to the loss or impairment of a physical or mental function resulting from injury or sickness which incapacitates said member to perform any work or engage in any business or occupation.
4. **Termination from Service by Reason of Health** - a member can no longer render service to an employer due to severe health conditions as certified by his doctor.
5. **Critical Illness of the member or any of his immediate family member as certified by a licensed physician, under any of the following categories, subject to the approval of Deputy Chief Executive Officer - Member Services Cluster:**
 - a. Cancer
 - b. Organ Failure
 - c. Heart-related illness
 - d. Stroke
 - e. Neuromuscular-related illnessThe immediate family member includes any of the following:
 - Spouse
 - Parent
 - Children
 - Sibling
 - Grandparents
 - Grandchildren
 - Legally adopted children shall only be included insofar as applications for withdrawal of savings of their approval mothers or adoptive fathers.
6. **Death.**
7. **Optional Withdrawal of Pag-IBIG Savings**
 - a. Members of the Fund after the effectivity of R.A. 9579 shall have the option to withdraw his or her TAV on the fifth (5th) year of continuous membership. Provided the said member has no outstanding loan with the Fund at the time of withdrawal. This option may be exercised only once during the membership term.
 - b. A member eligible for optional withdrawal after completing 180 contributions monthly savings may opt to withdraw an amount less than the equivalent sum of said 180 monthly savings. The remaining TAV together with succeeding savings shall be released to the member upon the occurrence of any of the grounds for membership termination.
8. **Permanent Departure from the Country** - a member has been permitted by his host country to remain there indefinitely, or has permanently left the Philippines to reside in another country;
9. **Expatriation;**
10. **Modified Pag-IBIG (MP2);**
11. **Any other reasons as may be approved for by the Board.**

B. Who May File

The application may be filed by the member, his guardian, or any authorized representative. If the reason for claim is death of the member, the application may be filed by his heirs or the latter's representative's, or any appointed court administrator or executor.

C. Payment of Benefits

1. **Return of Total Accumulated Value**
 - a. The TAV to be returned to the member or his legal heirs, less of any and all pending obligations with the Fund, shall consist of member's remitted accumulated savings, employer's counterpart savings, if applicable and dividend earnings credited to the member's account as declared by the Board.
 - b. For members with outstanding obligations with the Fund, at the time of termination of membership, the said obligation shall be deducted from his TAV prior to the release of the provident claim.
 - c. Release of member's TAV shall be based on actual savings remitted by the employee and employer, if applicable. In the case of members whose employer counterpart savings have not been remitted to the Fund, a partial release of their TAV shall be made based on actual amounts credited to their accounts. In the same manner, the computation of annual dividends shall be based on actual remittances made. Any amount that the Fund may collect from the employer due to enforcement shall be subsequently released to the member or his heirs.
 - d. In case of member's death, the release of his provident benefit claims shall be in accordance with the rules on succession.
 - e. A member who has multiple employers shall be entitled to claim his entire savings anytime upon occurrence of any of the grounds for membership termination.
2. **Death Benefit:**
 - a. Upon the death of a member, his legal heirs shall be entitled to receive the applicable death benefit in addition to the deceased member's TAV. The amount of the death benefit shall depend 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 amount of TAV.
 - For inactive members at the time of death - the amount is equivalent to member's TAV or P8,000 whichever is lower.
 - If TAV offsetting occurred prior to the member's death - the amount of death benefit to be granted shall depend on the membership status as of date of death. In case of inactive status as of date of death, the TAV under consideration shall be the TAV prior to offsetting.
 - b. The legal heirs of the deceased member shall still be entitled to death benefit, subject to the conditions set and under the following circumstances:
 - The check for provident benefit claims based on the grounds for membership termination other than death is not yet released to the member;
 - The member's provident benefit claim proceeds are not yet credited to his disbursement/cash card or Payroll Account at the time of his death.
3. **Manner of Payment**
 - a. Shall be paid to the member or his legal heirs through any of the following modes:
 - Crediting to the claimant's disbursement/cash card or Payroll Account;
 - Through check payable to the claimant; or
 - Other similar modes of payment approved by the Board.
 - b. 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 benefit claim.



PSD-05F1

SEPARATION FROM THE SERVICE CHECKLIST

NAME	Position:	Date of Separation:

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*



CLEARANCE FROM MONEY AND PROPERTY ACCOUNTABILITIES

Date

I, _____ in the
 (Name - Surname, First Name, MI)

(Position/Function)
 do hereby request for Clearance from all accountabilities

(Department/Division/Section)

with the Philippine National Oil Company

Name/Signature of Employee

1. PERSONNEL SERVICES

Purpose
 Termination/Resignation
 Vacation Leave
 Termination for Cause
 Maternity Leave
 Sick Leave
 Retirement
 Others (Specify)

Date of Notice Filed _____ Effectivity Date _____

Foreign/Local Training/Scholarship/Study Leave
 Yes
 No

Cleared as to reports and incidents of service required.
 No

Company ID Returned Yes No

OTHERS _____ Date _____
 Checklist Prepared By _____
 MFA Tripula _____

2. DEPARTMENT HEAD

Cleared as to cash advances, accounts and other responsibilities with the department required of him/her by virtue of his/her appointment.

Supervisor _____
 Date _____

3. PROPERTY, SUPPLY AND GENERAL ACCOUNTABILITY

Cleared as to general equipments, supplies and Movable Fixed Assets accountability.

Supervisor J.T. EVANGELISTA
 Date _____

4. GENERAL SERVICES

Telephone/Fax/Photocopying/Others

Supervisor J.R. BAGUIO
 Date _____

5. RECEIVABLE ACCOUNTING

Cleared of the following accountabilities.

Accountabilities	As of	Amount
Party Cash		
Adv. Expense Funds- Current		
Adv. Expense Funds- Foreign Travel		
Special Cash Advance		
Adv. Expense Funds-IMPREST		
Employee Personal Account		
OTHERS		

Supervisor A.R. MUYA
 Date _____

6. PAYROLL

Payroll should clear with Personnel Services the release of final pay

	As of	Amount
Final Pay		
Salary Overpayment		
GSIS Salary Loan Balance		
OTHERS		

Supervisor A.R. MUYA
 Date _____

7. PERSONNEL SERVICES

Cleared as to Personnel Services requirements except GSIS.

Supervisor F.J. CASTILLO
 Date _____

8. ADMINISTRATIVE SERVICES DEPARTMENT

Cleared as to other internal accountabilities.

Supervisor L.G. GALAD
 Date _____

APPROVED BY: (CLEARANCE FROM INTERNAL ACCOUNTABILITIES)

EVANGELINE B. ALBAYTAR
 Date

9. PERSONNEL SERVICES

Cleared as to GSIS accountabilities

Supervisor F.J. CASTILLO
 Date _____

10. PAYROLL - FINAL PAY

Cleared as to accountabilities for receipt of final pay

Supervisor A.R. MUYA
 Date _____

APPROVED BY: (CLEARANCE FROM ALL ACCOUNTABILITIES)

ADM REUBEN S. LISTA (Rel)
 Date



EXIT INTERVIEW FORM

NAME :	DEPARTMENT :
POSITION :	DATE EMPLOYED:
	DATE OF SEPARATION :

REASON FOR LEAVING PNOC:	
VOLUNTARY <ul style="list-style-type: none"><input type="checkbox"/> Higher Responsibility<input type="checkbox"/> More pay<input type="checkbox"/> Relocation<input type="checkbox"/> Family Illness<input type="checkbox"/> Further Education<input type="checkbox"/> Transfer to other Government Agency<input type="checkbox"/> Retirement<input type="checkbox"/> Job Closer to Home<input type="checkbox"/> Other Reasons	INVOLUNTARY <ul style="list-style-type: none"><input type="checkbox"/> Attendance<input type="checkbox"/> Violation of Company Policy<input type="checkbox"/> Reorganization/Position Eliminated<input type="checkbox"/> End of Assignment<input type="checkbox"/> Other Reasons

1. What did you find most satisfying about your job?

2. What did you find most frustrating about your job?

3. What circumstances would have prevented your departure?

4. Do you feel that your office head –

	ALWAYS	USUALLY	SOMETIMES	NEVER
• Communicated policies and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Followed policies and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Demonstrated fair treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Gave recognition for a job well done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Encourage cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Resolved problems promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Could explain benefits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Understood your responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. I feel that –

	EXCELLENT	GOOD	FAIR	POOR
• As a workplace, I would rate PNOC as	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• PNOC's benefit package is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The level of concern for employee here is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Management's willingness to make corrections and changes is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The amount of training I received is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• My understanding of my duties and responsibilities of my job is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cooperation within my Division/Department is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The cooperation with other Division is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The equipment we are provided (materials, resources, facilities) are	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Company's performance review system is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Company's new employee orientation program is	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The career development or advancement opportunities in PNOC are	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Was the work you were doing approximately what you expected it would be?

Yes No

7. Was Your workload usually:

Too heavy About right Too light

8. Did this company help you to fulfill your career goals?

Yes No

9. Would you recommend the company to a friend as a good organization to work for?

Most definitely With reservations No

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

Yes No

11. What suggestions do you have to make PNOC a better place to work?

Chief, Personnel Services Division

Date: _____

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