



MANUAL
ISSUANCE NO. 2

ISO 9001:2015

QUALITY MANUAL

Page: 7.2-1/2

Effectivity Date:

Section 7.0

SUPPORT

June 1, 2019

Subsection: 7.2

COMPETENCE

Revision No.

8

I. POLICY

CORPORATE GUARANTEE (CG)'s human resource management shall be done by Human Resource Management Division (HRMD) of the Laus Group Holdings, Inc. which covers the following services:

- Recruitment and Placement,
- Training and Development,
- Control of Organizational Structure and Position Descriptions
- Performance evaluation
- Personnel Administration and Timekeeping
- Compensation and Salary Administration
- Employee Benefits and Services

that will enable employees to perform their specific functions with responsibility and efficiency, and to actively seek opportunities that will enhance their competence, knowledge and experience, thereby attaining conformity to service requirements.

A Training and Development Needs Analysis shall be conducted every last quarter of the year. Identified Training Priorities (TP) and possible gaps in the competency levels (desired vs. actual in the Job Skills Profile) shall be addressed through appropriate training of personnel which include courses conducted by or through any of the following, whichever is applicable: external organization/institution, internal resource persons, on-the-job training, and cross-orientation programs.

These shall be done in coordination with the Human Resources Management Division (HRMD) – Learning and Education Department (L&ED) of the Laus Group of Companies (LGC). Effectiveness of training(s) in addressing the identified competency gaps shall be evaluated or validated through the results of the following training evaluations: learning through exercises or tests and action assessment conducted once within 3 to 6-month period after training. Development undertakings shall likewise be carried out in cooperation and consultation with the HRMD - Organizational Development Department (ODD) of LGC, in view of improving various aspects of CG's organizational life so that it can better adapt to new demands and challenges.

Recruitment will be performed by the HRMD – Recruitment and Placement Department (RPD) of LGC. Unit heads of CG shall communicate through email to RPD Head the personnel requisition of the company stating the reason for request, job title, job specifications, target date of employment, and other relevant information, if any. The request should be supported by an accomplished Manpower Requisition Form

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5

submitted to RPD Head who shall then handle the subsequent sourcing and processing of employment.

Appropriate records of academic qualifications and training of all CG Personnel shall be maintained by HRMD and L&ED respectively.

II. APPLICATION

All Departments

III. REFERENCES

Documented Procedure Manual:
CG-6.2-001 Conduct of Technical Trainings

Training Attendance Sheet
Post Training Action Assessment
Training Needs Analysis
Training Calendar
Position Description
Employee 201 File
Performance Appraisal Form

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