	<b>LBP LEASING AND FINANCE CORPORATION</b>	DOCUMENT CODE: <b>LLC-CSG-PM-018.02</b>	
	<b>HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES</b>	REVISION NO.: <b>2</b>	EFFECTIVITY DATE: <b>12/01/2022</b>
	<b>PART II CHAPTER II PERSONNEL DEVELOPMENT</b>	PAGE NO.:	<b>Page 1 of 15</b>

**A. STATEMENT OF POLICY**

Recognizing the importance of continuing education in the attainment of its goals, LLFC shall provide training and development programs to its personnel. These programs shall be designed to enhance their knowledge and skills for improved performance as well as to inculcate among them the Corporation's operating values of Innovation, Accountability, Customer Focus, Collaboration, Excellence, Social Responsibility, and Resilience.

**B. JOB ORIENTATION**

All new employees, regardless of rank and nature of appointment, shall undergo job orientation. The job orientation for rank and file employees shall be conducted by the concerned Group/Unit Head who will ensure that the new employee is thoroughly informed of the expectations in his/her performance of the job. The orientation on the details of the job may be delegated by the Group/Unit Head to the other senior personnel in the Group/Unit. The orientation shall be started immediately upon the assumption to office of the new employee. In cases of newly hired Officers who are reporting directly to the President, the orientation shall be conducted by the President who may delegate the job orientation to the Concerned Group/Unit Head.


**C. TRAININGS/SCHOLARSHIPS**

The Corporation shall conduct a Training Needs Analysis (TNA) to determine the staff development requirements of its personnel in accordance with skills requirements of their jobs. The TNA shall provide guidance in the packaging and/or selection of appropriate training programs that will ensure the development employees' skills and competencies enabling them to perform their jobs more effectively.

The HRMU shall undertake the TNA working in partnership with the Group/Unit Heads, the immediate supervisors and the employees concerned to determine the employee's specific work goals and training needs. Should it be found necessary, the Corporation, upon the recommendation of HRMU, may outsource the services of a qualified service provider in accordance with the Corporation's policies and guidelines on the procurement of services.

**1. EMPLOYEE PARTICIPATION IN LOCAL EXTERNAL AND IN-HOUSE TRAINING PROGRAMS/OFFERINGS**


- a. Based on the identified training needs, the HRMU shall notify all Group/Unit Heads of local training programs available and suitable for their respective employees. In cases where it will be more appropriate considering the number of participants from

	<b>LBP LEASING AND FINANCE CORPORATION</b>	DOCUMENT CODE: <b>LLC-CSG-PM-018.02</b>	
	<b>HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES</b>	REVISION NO.: <b>2</b>	EFFECTIVITY DATE: <b>12/01/2022</b>
	<b>PART II CHAPTER II PERSONNEL DEVELOPMENT</b>	PAGE NO.:	<b>Page 2 of 15</b>

the Corporation, among others, HRMU may also make arrangements for the conduct of in-house trainings.

- b. The Human Resource Management Unit (HRMU) shall also provide assistance in the implementation of Requested Training Programs. A requested training program is any training, outside of the programs/offerings initiated by HRMU, which is proposed by a Group/Unit Head to be attended outside or to be conducted in-house.
- c. Requests for the attendance to local training programs shall be duly endorsed by the Group/Unit Head to the Human Resource Management Unit at least two (2) weeks prior to the scheduled program run to enable the latter to secure the approval of the President and process the enrolment and other required documents.
- d. A Special Order (SO) authorizing the employee's participation to any training program/offering shall be issued to the employee concerned. The Human Resource Management Unit shall ensure the issuance of the SO.
- e. Post-training Obligations
  - i. Employees who attended local training programs shall submit to the Human Resource Management Unit within five (5) working days after the last day of the training attended one (1) photocopy of the certificate of training and training materials.
  - ii. The participant may also be required to share his/her learning to the other officers and employees within and/or outside his/her group/unit, as determined by the Group/Unit Head and/or the CSG.
  - iii. Non-compliance with any of these requirements makes the employee ineligible for any other training within the year.
- f. **Service Contract Requirement for Local External Training**
  - i. **Depending on the cost of the local external training, the employee may be covered by a service obligation. The cost shall refer to the cumulative training investments of the Corporation for an individual grantee during a specific calendar year.**

the **GRANTEE** hereby agrees to fulfill the following terms and conditions:


	<b>LBP LEASING AND FINANCE CORPORATION</b>	DOCUMENT CODE: <b>LLC-CSG-PM-018.02</b>	
	<b>HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES</b>	REVISION NO.: <b>2</b>	EFFECTIVITY DATE: <b>12/01/2022</b>
	<b>PART II CHAPTER II PERSONNEL DEVELOPMENT</b>	PAGE NO.:	<b>Page 3 of 15</b>

- a) That the GRANTEE shall keep up with the standards of scholarship or training;
- b) That the GRANTEE shall conduct in a manner as not bring disgrace or dishonor to himself/herself and LLFC;
- c) That the GRANTEE shall not disclose to any persons any trade secrets, copyright materials, operational procedures, methods, know-hows, techniques and processes, any information concerning the business affairs or finances or strategies, or any information confidential to the LLFC;
- d) That the GRANTEE shall submit to the HR Unit, CSG within five (5) working days after the last day of the training attended, the photocopy of training certificate;
- e) That the GRANTEE shall cascade his/her learning within the Group/Unit or other LLFC concerned officers and employees, as may be determined by the Group/Unit Head and/or the CSG;
- f) Non-compliance with any of the following post-training obligations makes the employee ineligible to any other training.
- g) That the GRANTEE accepts the service obligation based on LLFC's Service Obligation Schedule for Local Training as follows:

Training Investment Per Course	Service Obligation
P 0 – less than P 20,000.00	None
P 20,000.00 – less than P 50,000.00	6 months
P50,000.00 – less than P 80,000.00	1 year
P 80,000.00 -- above	2 years
Should the grantee fail to complete or leave LLFC before completion of the stipulated service, period, obligation, he/she shall reimburse LLFC for all the training expenses proportionate to the length of service still to be served.	


- a) That the GRANTEE start date of service obligation is upon 1<sup>st</sup> day per Training.
- b) That the GRANTOR has the right to terminate this Agreement if at any time during the Training, the GRANTEE is guilty of any of the following:
- c) Misconduct;
- d) Abandons the training before the completion thereof;
- e) Any breach by the GRANTEE of any provisions of this Agreement;

In such circumstances, the GRANTEE shall cease to have any claim to any benefits of this Agreement and shall be liable to pay agreed liquidated damages being a sum equivalent to the Total Expenses.

	<b>LBP LEASING AND FINANCE CORPORATION</b>	DOCUMENT CODE: <b>LLC-CSG-PM-018.02</b>	
	<b>HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES</b>	REVISION NO.: <b>2</b>	EFFECTIVITY DATE: <b>12/01/2022</b>
	<b>PART II CHAPTER II PERSONNEL DEVELOPMENT</b>	PAGE NO.:	<b>Page 4 of 15</b>

## 2. EMPLOYEE PARTICIPATION IN FOREIGN TRAININGS

- a. Foreign Trainings pertain to the relevant training opportunities, scholarships, invitations to business development fora, meetings and gatherings in other countries offered to the Corporation by foreign governments and institutions, including foreign private organizations.
- b. Foreign training invitations/offers of scholarship shall be evaluated by HRMU vis-à-vis the Corporation's training needs only when such invitations/offers can be availed of no cost to the Corporation or the government. *(Malacañang Administrative Order No. 103 dated August 31, 2008)*
- c. Invitations are referred to concerned Group/Unit Heads by HRMU for nomination of their officers/employees who possess the following qualifications, among others:
  - i. Hold a permanent appointment, preferably to supervisory position or higher.
  - ii. Have rendered at least one (1) year of service.
  - iii. Have no pending administrative charge against him/her.
  - iv. Have no pending application for scholarship under another program.
  - v. Have fully rendered his/her service obligation on previous local and foreign trainings on scholarships.
  - vi. Have met other qualifications as may be required by the host country/organization, partner Philippine government agency, if any, and the Corporation.
- d. Nominations shall be supported by justifications as to relevance of the course to the official duties and responsibilities of the nominated officer or employee concerned, as endorsed by Group/Unit Heads.
- e. Attendance to foreign trainings/scholarships, regardless of duration, shall be recommended by the President, thru the Executive Committee, for approval by the Board of Directors.
- f. The official travel for foreign training/scholarship shall be subject to approval in accordance with the rules on foreign travel prescribed for government officials and employees.
- g. Salaries of participants to foreign trainings/scholarships shall be provided in full for the duration of the program/scholarship/trip. Applicable allowances shall likewise

	<b>LBP LEASING AND FINANCE CORPORATION</b>	DOCUMENT CODE: <b>LLC-CSG-PM-018.02</b>	
	<b>HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES</b>	REVISION NO.: <b>2</b>	EFFECTIVITY DATE: <b>12/01/2022</b>
	<b>PART II CHAPTER II PERSONNEL DEVELOPMENT</b>	PAGE NO.:	<b>Page 5 of 15</b>

be provided to the participants subject to the guidelines on travel allowances of government employees on foreign travel/training.

**h. Service Contract Requirement**

i. All foreign training/scholarship programs shall be covered by a contract between the participant and the Corporation, represented by the President, and further represented by the Head-CSG.

ii. The service obligations corresponding to the cost or Corporation's investment and the duration of the training are as follows:

Corporation's Investment	Period of Training*			
	1-14 days	15 days to less than 1 month	1-6 months	Over 6 months
1. Less than USD500	none	6 months	1 year	2 years
2. USD501 – USD1,000	6 months	1 year	1 year	2 years
3. Over USD1,000 to USD5,000	1year	1 year	1 year	2 years
When total of Corporation's expenses exceeds USD5,000, service obligation shall be 6 months for every USD1,000 of Corporation's expense or fraction thereof				
Should a grantee fail to complete the authorized official foreign training or leave the Corporation before completion of the stipulated service period, he/she shall reimburse the Corporation for all training expenses such as registration fee, UNDP-DSA and plane fare proportionate to the length of service still to be served				


\*Inclusive of Saturdays, Sundays and holidays

**i. Post-training Obligations**

ii. The participant shall report immediately and serve the Corporation for the period required under the guidelines covering the training/scholarship program/grant.

ii. The trainee/scholar shall submit to HRMU not later than thirty (30) days after completion of the program one (1) certified photocopy of certificate of training course outline and synopsis of each topic covered, and an evaluation report on the seminar attended;

iii. The Corporation may also require the participant to serve as a resource person on the said program/training within and/or outside his/her unit, as may be determined by the President upon the recommendation of CSG.

	<b>LBP LEASING AND FINANCE CORPORATION</b>	DOCUMENT CODE: <b>LLC-CSG-PM-018.02</b>	
	<b>HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES</b>	REVISION NO.: <b>2</b>	EFFECTIVITY DATE: <b>12/01/2022</b>
	<b>PART II CHAPTER II PERSONNEL DEVELOPMENT</b>	PAGE NO.:	<b>Page 6 of 15</b>

iv. Reportorial requirements of the sponsoring government, institution/organization shall likewise be complied by the participant in accordance with the terms of the grant.

v. Non-compliance with any of the following post-training obligations makes the employee ineligible to any other training:

### **3. MAINTENANCE AND STORAGE OF TRAINING MATERIALS**

The Human Resource Unit shall maintain copies of training materials for reference of LLFC personnel and make them available in electronic copies, in coordination with the IT Unit, for easy access subject to applicable proprietary concerns.


### **D. CONTINUING PROFESSIONAL DEVELOPMENT COURSES AND RENEWAL OF PROFESSIONAL IDENTIFICATION CARDS ON OFFICIAL TIME**

*(CSC MC No. 18 s. 2018)*

1. Attendance of employees in CPD Courses shall be considered on official time for purposes of meeting the required CPD units as prescribed by their respective Professional Regulatory Board. Anything more than what is required for the CPD may be subject to the discretion of the LLFC President.
2. The LLFC President shall authorize attendance of employees in CPD Courses, it is also their responsibility to ensure proper scheduling so as not to hamper operations.
3. The continuing professional development program/course may also be considered as appropriate for meeting the technical or managerial training hours required for appointment purposes depending on its course description, objectives and target participants as specified by the CPD Provider.
4. Employees, as applicable, are granted one (1) day on official time for every three (3) years for the renewal of their Professional Identification Cards (PICS).

### **E. GUIDELINES ON PARTICIPATION OF LLFC EMPLOYEES IN CONVENTIONS, SEMINARS, CONFERENCES, SYMPOSIA AND SIMILAR NON-TRAINING GATHERINGS SPONSORED BY NON-GOVERNMENT ORGANIZATIONS OR PRIVATE INSTITUTIONS**

#### **a. RATIONALE**

	<b>LBP LEASING AND FINANCE CORPORATION</b>	DOCUMENT CODE: <b>LLC-CSG-PM-018.02</b>	
	<b>HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES</b>	REVISION NO.: <b>2</b>	EFFECTIVITY DATE: <b>12/01/2022</b>
	<b>PART II CHAPTER II PERSONNEL DEVELOPMENT</b>	PAGE NO.:	<b>Page 7 of 15</b>

On 12 January 2021 Governance Commission for GOCCs (GCG) issued CPCS Circular No. 2021-011 – Guidelines on Participation of Government Officials and Employees in Conventions, Seminars, Conferences, Symposia and Similar Non-Training Gatherings Sponsored by Non-Government Organizations or Private Institutions. This is pursuant to Executive Order (EO) No. 150, s. 2021 approved the Compensation and Position Classification System (CPCS) and the Index of Occupational Services, Position Titles, And Job Grades for GOCCs (IOS-G) Framework.

Section 5 of the said E.O. provides that "the existing compensation granted by GOCCs to its officers and employees shall be standardized in accordance with the CPCS approved under this Order."

Under Chapter VII of the CPCS as attached to E.O. No. 150, officers and employees of GOCCs may be entitled to certain indirect compensation, including cost of participation in conferences, seminars, etc., based on the prescribed rates, guidelines and regulations to be promulgated by the GCG based on applicable compensation laws and issuances for National Government Agencies. "

**b. OBJECTIVES**


These guidelines are prepared to:

1. Facilitate implementation of CPCS in LBP Leasing and Finance Corporation in accordance with the provisions stated in EO No. 150 s. 2021
2. Establish duties and responsibilities for the participation in conference, seminars etc. as stated in this Office Circular.

**c. COVERAGE**

1. The guidelines shall cover all officers and employees whether regular, contractual or casual in nature. Exclusions include the following:
  - 1.1. Individual/s hired by LLFC without an employer-employee relationship and/or those whose compensation is not sourced from Compensation and Benefits budget of the Corporation which is as follows:
    - 1.1.1. Members of the Governing Board;
    - 1.1.2. Consultants and experts hired to perform specific activities or services with expected outputs;
    - 1.1.3. Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
    - 1.1.4. Student laborers and apprentices; and
    - 1.1.5. Individual/s and groups of people whose services are engaged through job orders or contracts of service, and others similarly situated.



	<b>LBP LEASING AND FINANCE CORPORATION</b>	DOCUMENT CODE: <b>LLC-CSG-PM-018.02</b>	
	<b>HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES</b>	REVISION NO.: <b>2</b>	EFFECTIVITY DATE: <b>12/01/2022</b>
	<b>PART II CHAPTER II PERSONNEL DEVELOPMENT</b>	PAGE NO.:	<b>Page 8 of 15</b>

2. This OC shall cover all activities requiring the payment of registration and related fees pertaining to the participation of officers and employees in conventions, seminars, conferences, symposia, and other similar gatherings conducted/sponsored by non-government organizations or private institutions in the Philippines.
3. For purposes of this OC, conventions, seminars, and the like shall refer to those conducted basically for purposes of sharing, discussing or disseminating ideas or information on the developments in a particular field or fields of interest, and/or for common appreciation and resolution of certain issues. It includes, but is not limited to, those conducted by professional organizations or groups of common interest where LLFC employees are members. It excludes those conducted for training purposes where participants are expected to gain or strengthen skills and technical or management expertise in their areas of endeavor.


**d. GENERAL GUIDELINES**

1. Officials and employees may be authorized to participate in conventions, seminars, conferences, symposia, and such other activities conducted by non-government organizations or private institutions for a fee, as part of the human resource development program of the LLFC, chargeable against the corporate funds.
2. The registration or participation fee in said convention, seminar, etc. shall not exceed Php2,000 per day for each participant.
3. In cases where the convention is held out-of-town, authorized participants may be entitled to travel expenses and allowances as authorized under existing rules and regulations.
4. Membership and similar fees paid for personal or individual membership in a private organization shall be for the account of the member concerned and shall not be charged against LLFC's funds. On the other hand, institutional membership fees, i.e., agency membership, may be charged against LLFC's Corporate funds.
5. As far as practicable, officials and employees should avail of the early registration rates to avail of reduced costs of participation in conventions, seminars, conferences, and the like.
6. All expenditures for the purpose shall be subject to the usual budgeting and accounting rules and regulations.

7. Funding Source

The funding for the payment of the fees above shall be charged to LLFC's approved corporate operating budgets (COBs). The source of payment for the fees shall not come from any of the following:




	<b>LBP LEASING AND FINANCE CORPORATION</b>	DOCUMENT CODE: <b>LLC-CSG-PM-018.02</b>	
	<b>HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES</b>	REVISION NO.: <b>2</b>	EFFECTIVITY DATE: <b>12/01/2022</b>
	<b>PART II CHAPTER II PERSONNEL DEVELOPMENT</b>	PAGE NO.:	<b>Page 9 of 15</b>

- (a) Loans; and
- (b) Sale of assets for sole purpose of paying PEI; and
- (c) Other schemes analogous thereof.

**e. SPECIFIC PROCEDURES AND GUIDELINES**

1. Concerned employees shall prepare memo for their participation in activities stated in this OC which shall be endorsed by their respective Group Head prior to approval of the President/CEO. Proforma memo is shown as Annex "A".
2. Once the memo is approved by the President/CEO, the same shall be forwarded to HR Unit.
3. The HR Unit shall facilitate the preparation of the required documentation including Special Order and Request for Payment (RFP) for the activity in accordance with the approved guidelines for the participation in conferences, seminars, etc..
4. RFP shall be reviewed and approved by the Head-Corporate Services Group.
5. The approved RFP will be forwarded to Accounting Unit and Treasury Unit for processing of payment.


	<b>LBP LEASING AND FINANCE CORPORATION</b>	DOCUMENT CODE: <b>LLC-CSG-PM-018.02</b>	
	<b>HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES</b>	REVISION NO.: <b>2</b>	EFFECTIVITY DATE: <b>12/01/2022</b>
	<b>PART II CHAPTER II PERSONNEL DEVELOPMENT</b>	PAGE NO.:	<b>Page 10 of 15</b>


## F. OPERATIONAL PROCEDURES

### 1. PROCESSING OF EMPLOYEE ORIENTATION


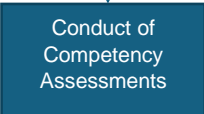
ACTIVITY	RESPONSIBILITY	DETAILS	C	REFERENCES
<div style="border: 1px solid black; border-radius: 15px; background-color: #0056b3; color: white; padding: 5px; display: inline-block;">Start</div>				
<div style="border: 1px solid black; background-color: #0056b3; color: white; padding: 5px; display: inline-block;">Orientation for new employees</div>	HR Personnel	A. Orients new employees on the 1st day on the job on administrative procedures and guidelines, and ISO Quality Policies.		<ul style="list-style-type: none"> <li>HR Policies and Procedures Manual</li> <li>Quality policies</li> </ul>
	IT Officer	B. Orients new employees on the basic use of IT resources.		<ul style="list-style-type: none"> <li>IT Manual</li> </ul>
	Group / Unit Heads	C. Orients new employees on their Duties and Responsibilities, Operational Policies and Guidelines of the Group / Unit.		<ul style="list-style-type: none"> <li>JD</li> <li>SPMS</li> <li>Operations Manual</li> </ul>
	President and CEO	D. Orients new LLFC employees reporting directly to the P/CEO, on the 1st day on the job, on the functions / tasks and performance standards and targets (P/CEO may delegate orientation to the CSG Head)		<ul style="list-style-type: none"> <li>JD</li> </ul>
<div style="border: 1px solid black; background-color: #0056b3; color: white; padding: 5px; display: inline-block;">Accomplishment of Performance Contract</div>	Group / Unit Heads	E. Prepares IPCR of new employee and have it signed by the new employee for concurrence.		<ul style="list-style-type: none"> <li>G/U PCR</li> <li>IPCR</li> </ul>




	<b>LBP LEASING AND FINANCE CORPORATION</b>	DOCUMENT CODE: <b>LLC-CSG-PM-018.02</b>	
	<b>HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES</b>	REVISION NO.: <b>2</b>	EFFECTIVITY DATE: <b>12/01/2022</b>
	<b>PART II CHAPTER II PERSONNEL DEVELOPMENT</b>	PAGE NO.:	<b>Page 11 of 15</b>


ACTIVITY	RESPONSIBILITY	DETAILS	C	REFERENCES
				

## 2. COMPETENCY ASSESSMENT AND PERSONNEL DEVELOPMENT PLANNING

ACTIVITY	RESPONSIBILITY	DETAILS	C	REFERENCES
				
  	HR Personnel	A. Issues advisory to all Group / Unit Heads on the deadline for the submission of Competency Assessments		<ul style="list-style-type: none"> <li>Competency Profiles</li> <li>Competency Assessment Forms</li> </ul>
	Group / Unit Heads	B. Accomplishes Competency Assessment Form for each employee in the Group / Unit C. Discusses Competency Assessment to employees concerned D. Submits duly accomplished Competency Assessment Forms to the CSG Head		
	HR Personnel	E. Summarizes the Competency Assessment to determine employees		<ul style="list-style-type: none"> <li>Competency gaps</li> </ul>


	<b>LBP LEASING AND FINANCE CORPORATION</b>	DOCUMENT CODE: <b>LLC-CSG-PM-018.02</b>	
	<b>HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES</b>	REVISION NO.: <b>2</b>	EFFECTIVITY DATE: <b>12/01/2022</b>
	<b>PART II CHAPTER II PERSONNEL DEVELOPMENT</b>	PAGE NO.:	<b>Page 12 of 15</b>

ACTIVITY	RESPONSIBILITY	DETAILS	C	REFERENCES
Identification of competency gaps and interventions needed		with competency gaps, if any F. Tabulates the specific competency gap/s of each employee, if any G. Searches available trainings / seminars		
	HR Personnel CSG Head Group/Unit Heads	H. Conducts training needs analysis and prepares proposed training plan I. Secure approval for the training plan J. Updates training plan, as needed		<ul style="list-style-type: none"> <li>Trainings / Seminars offered by various organizations</li> </ul>
Implementation of training plan	Group/Unit Head	K. Prepares recommendation for attendance to relevant trainings / seminars to the ManCom and Board Committee thru CSG Head		<ul style="list-style-type: none"> <li>Memo Recommendation</li> </ul>
	CSG Head	L. Endorses request for training and seminars M. Facilitate preparation of Special Order		<ul style="list-style-type: none"> <li>Memo Recommendation</li> <li>Special Orders</li> </ul>
	P/CEO	N. Approves recommendation for trainings and Special Order, if deemed in order	C	
	HR Personnel	O. Enrolls and Notifies employees in the approved training/seminars P. Organizes conduct of in-house training / seminar		<ul style="list-style-type: none"> <li>Approved Memorandum</li> <li>Approved and signed Special Order</li> </ul>
Facilitate compliance to post-training obligations	HR Personnel	Q. Prepares Service Contract, if required		<ul style="list-style-type: none"> <li>Approved HR Manual</li> <li>Evaluation Form</li> </ul>

	<b>LBP LEASING AND FINANCE CORPORATION</b>	DOCUMENT CODE: <b>LLC-CSG-PM-018.02</b>	
	<b>HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES</b>	REVISION NO.: <b>2</b>	EFFECTIVITY DATE: <b>12/01/2022</b>
	<b>PART II CHAPTER II PERSONNEL DEVELOPMENT</b>	PAGE NO.:	<b>Page 13 of 15</b>

ACTIVITY	RESPONSIBILITY	DETAILS	C	REFERENCES
<div style="border-left: 1px solid black; border-right: 1px solid black; height: 100%; position: relative;"> <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%);"> <div style="border: 1px solid black; background-color: #0056b3; color: white; padding: 5px; text-align: center;">                     Review and updating of Competency Profiles                 </div> </div> </div>		R. Gathers Training Certificates and materials and evaluation form from attendees S. Files Certificates in 201 files T. Registers training materials to document controller and files it thereafter U. Monitors training plan		
	CSG Head	V. Organizes/facilitates annual review of Competency Profiles to ensure applicability and relevance, as needed W. In between the annual review, in cases of revisions of JDs, schedules review session with the Group / Unit Head concerned to determine need to revise Competency Profile X. Recommends revision/s in Competency Profile/s to approving authorities thru P/CEO		<ul style="list-style-type: none"> <li>Existing Competency Profile</li> <li>Old and New JDs</li> </ul>
	P/CEO	Y. Endorses revisions in the Competency Profiles, if deemed to approving authorities	C	<ul style="list-style-type: none"> <li>Proposed revisions in Competency Profiles</li> </ul>
	Approving Authorities	Z. Acts on the proposed revisions in the Competency Profiles	C	<ul style="list-style-type: none"> <li>Proposed revisions in Competency</li> </ul>
<div style="border: 1px solid black; border-radius: 15px; background-color: #0056b3; color: white; padding: 10px; display: inline-block;">                     End                 </div>				


# CLASS D

	<b>LBP LEASING AND FINANCE CORPORATION</b>	DOCUMENT CODE: <b>LLC-CSG-PM-018.02</b>	
	<b>HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES</b>	REVISION NO.: <b>2</b>	EFFECTIVITY DATE: <b>12/01/2022</b>
	<b>PART II CHAPTER II PERSONNEL DEVELOPMENT</b>	PAGE NO.:	<b>Page 14 of 15</b>

## G. FORMS

Forms used for the process are in **Annexes** of the Human Resources Manual.

# CLASS D

	<b>LBP LEASING AND FINANCE CORPORATION</b>	DOCUMENT CODE: <b>LLC-CSG-PM-018.02</b>	
	<b>HUMAN RESOURCES MANAGEMENT POLICIES AND PROCEDURES</b>	REVISION NO.: <b>2</b>	EFFECTIVITY DATE: <b>12/01/2022</b>
	<b>PART II CHAPTER II PERSONNEL DEVELOPMENT</b>	PAGE NO.:	<b>Page 15 of 15</b>