



# GENERAL MARIANO ALVAREZ WATER DISTRICT

## HUMAN RESOURCE MANAGEMENT PROCEDURE

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Quality Management System Procedures

Document No.

GMAWD-QP-HRD-001

Rev. No.

Ø

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November 14, 2016	Ø	New	Newly established in accordance to the ISO 9001:2015 requirements.	-	HRD

Prepared by:

Verified by:

Approved by:

Department Head

ISO Facilitator

General Manager

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General Mariano Alvarez Water District

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## 1.0 OBJECTIVE

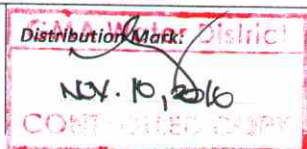
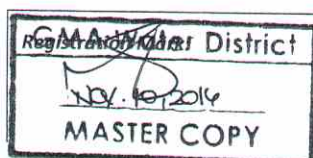
This documentation is established to ensure the efficient management of human resources in coordination with the management through effective planning in human resource development and implementation of policies and procedures.

## 2.0 SCOPE

This procedure is applicable to the entire GENERAL MARIANO ALVAREZ WATER DISTRICT organization.

## 3.0 DEFINITION OF TERMS

- 3.1 Recruitment: A process of selecting qualified applicants positions based on the company requirement.
- 3.2 Job Description: A detailed outline of the responsibilities and authorities of an employee.
- 3.3 Permanent Status: A permanent appointment shall be issued to person who meets all the requirements for the position to which he is being appointed/promoted, including the appropriate eligibility prescribed, in accordance with the provisions of law, rules and standards promulgated in pursuant thereof.
- 3.4 Performance Appraisal: A method of determining an employee's performance at a given period as basis for regularity, transfer, promotion, merit increase and training.
- 3.5 Promotion: A process through which an employee is being elevated to a higher rank/position and is given more responsibilities and better privileges.
- 3.6 Transfer: A process by which an employee is move from one department to another with a job of equivalent rank or of the same pay class within the organization wherein the employee can be more productive to the organization.
- 3.7 Disciplinary Action: Management action to prevent an employee's inappropriate behavior for an infraction committed against company policies and rules. It is also a corrective action to eliminate or minimize incorrect attitude of an employee to protect the interest of the company as well as of those of the employees.
- 3.8 Timekeeping: An activity to monitor and record the daily attendance of employees.
- 3.9 Resignation: A process through which an employee decides to voluntarily terminates his services to the company.
- 3.10 Termination: A process through which an employee is separated from the company due to legal and valid reasons in accordance with the Labor Law and/or company policies.



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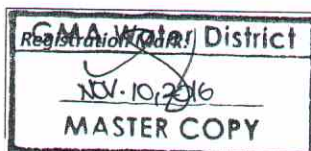
- 3.11 Personnel Selection Board (PSB): Is primary created to assist the appointing authority in the careful and objective selection of qualified and deserving candidates/personnel for appointment or promotion in the GMA Water District and in the formulation, development and implementation of some policies which would contribute to the welfare of the GMAWD employees.

## 4.0 REFERENCE DOCUMENTS

- 4.1 Control of Position Description and Table of Organization Procedure
- 4.2 Competence, Training and Awareness Procedure
- 4.3 Qualification Standard
- 4.4 CSC Omnibus Rules Implementing Book V of EO No. 292
- 4.5 Plantilla of Positions
- 4.6 GMAWD Employees' Handbook
- 4.7 CSC Memorandum Circular No. 6, s. 2012

## 5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 General Manager
  - 5.1.1 The General Manager has the over-all responsibility and authority for the management and control of the entire GENERAL MARIANO ALVAREZ WATER DISTRICT operations.
- 5.2 Human Resources Management Head shall:
  - 5.2.1 Be responsible for the over-all activities of personnel administration function of the entire GENERAL MARIANO ALVAREZ WATER DISTRICT.
- 5.3 Division/Department Head
  - 5.3.1 All Division / Department Head have the authority to give suggestions and recommendations to their immediate subordinates on organization's policies and personnel concerns.



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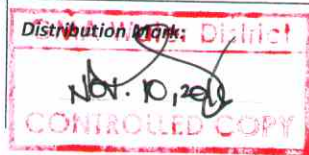
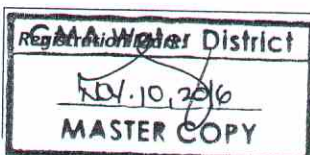
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## 6.0 PROCEDURE DETAILS

### 6.1 Recruitment of New Employees

Process Flow	In-charge	Process Description	Records
Start			
Initiate Request	Concerned Dept. / Division	Shall properly accomplish the form for Request for Personnel. This shall be duly approved by the authorized signatories before forwarding to Human Resources Division.	Personnel Request Form
Verify	HRD	Shall check the current approved Plantilla of Positions of the requesting department to ensure the existence of the vacant position to be filled up.	Plantilla of Positions
Check Availability	HRD	Shall check the availability of qualified internal resources for the new job requirement.	Approved Budget
Publication	HRD	Shall publish vacant position at CSC/ agency's bulletin board, GMAWD website within 10 calendar days  Note: Job Order employees shall not require this process	Publication
Assess	HRD	Shall assess applications and prepares list of qualified applicants.	Personal Data Sheet  List of Qualified Applicant
Schedule Deliberation	Chairman of PSB	Shall schedule deliberation of Selection and Promotion Board and notifies applicants of the schedules.  Note: Job Order and Casual applicants shall not require this process	Schedule of PSB Deliberation
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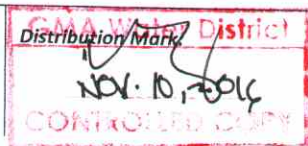
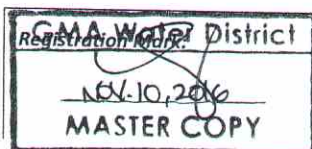
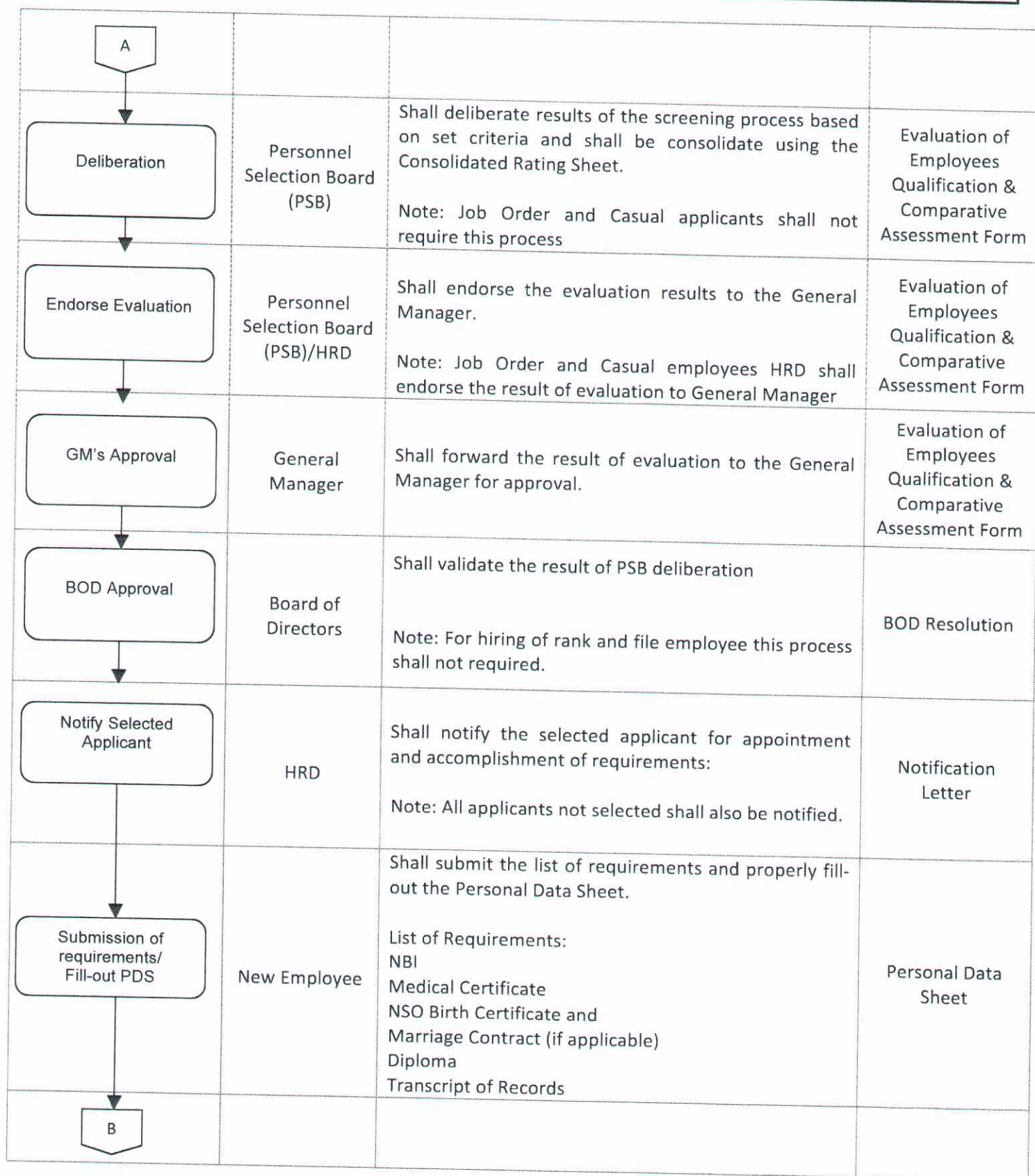


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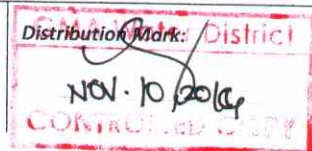
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B			
Prepare Appointment Paper for Approval	HRD	Shall prepare Appointment of selected applicant for General Manager's approval.	Appointment Paper
Validation of Appointment	HRD	Shall submit Report on Appointment Issued (RAI) to CSC Field Office to validate Appointment of selected applicant and conform by the applicant.  Note: Job Order applicants shall not require this process	Report on Appointment Issued (RAI) /Accession Report
End			

## 6.2 Handling of Newly Hired Employees

Process Flow	In-charge	Process Description	Records
Start			
Orientation	HRD	Shall conduct orientation to the concerned employees regarding organization's background and history, operational activities and policies, rules and regulations. The appointment paper shall be presented to the concerned employee for his/her confirmation and shall state the following: 1) Status of Employment 2) Salary 3) Terms and Conditions 4) Job Description	Personal Data Sheet List of Qualified Applicant Attendance sheet Appointment Paper Employees' Handbook Position Description Form
A			



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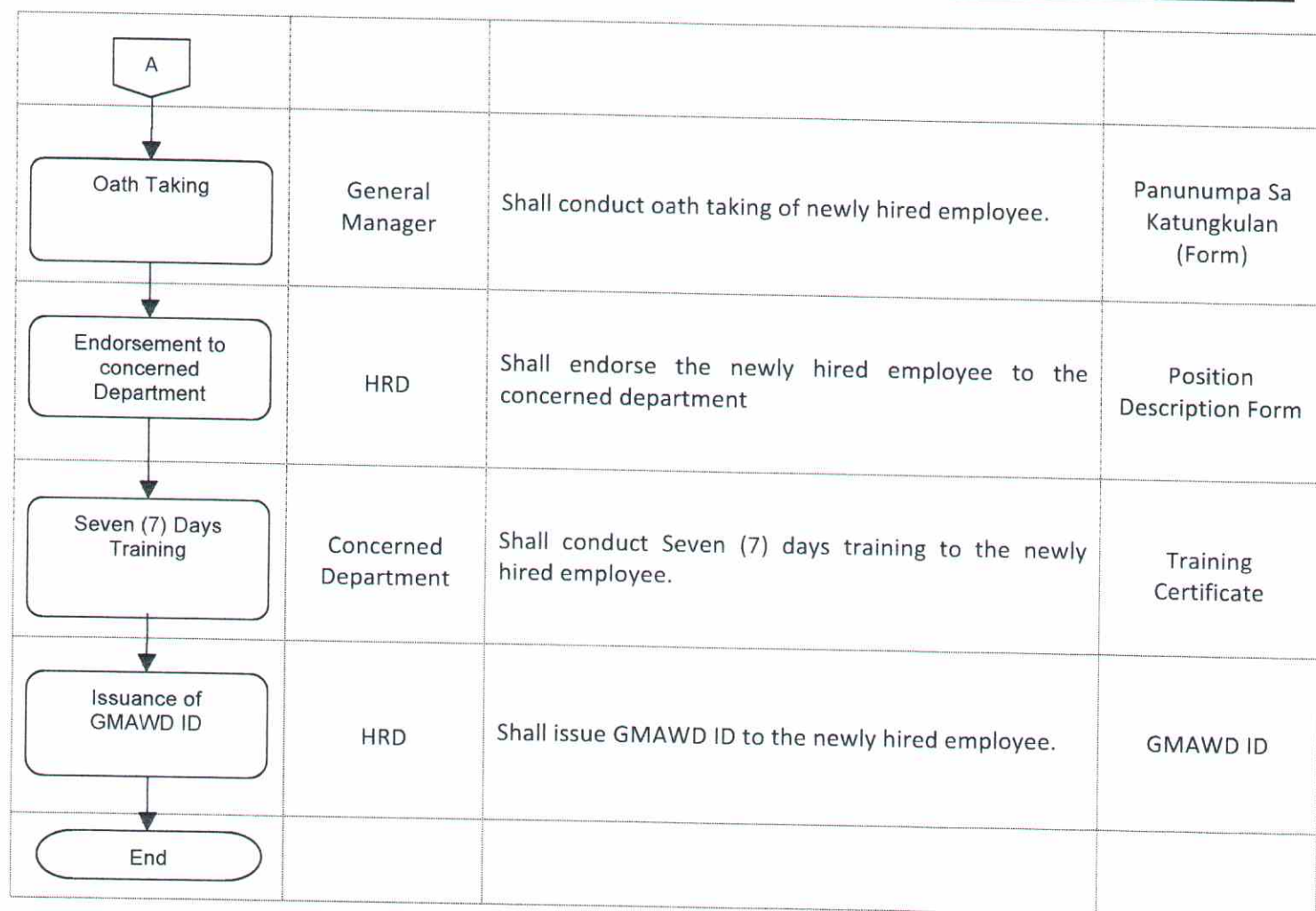


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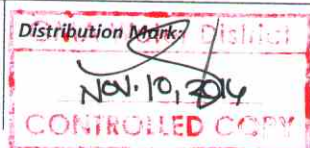
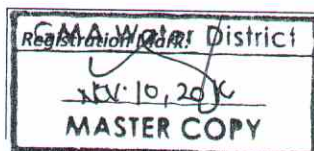
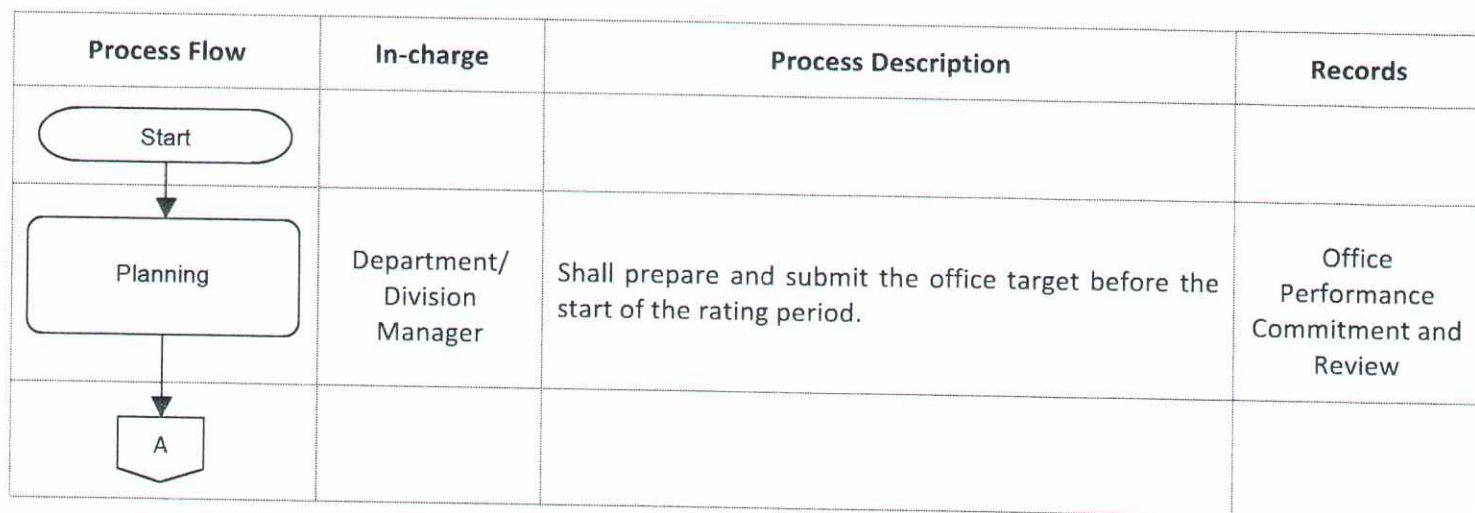
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## 6.3 Strategic Performance Management System



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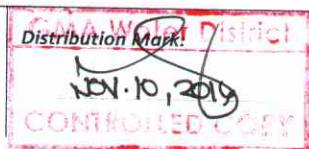
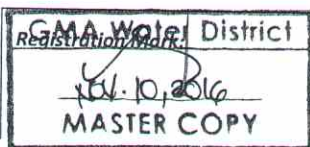
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A			
Assessment	Performance Management Team (PMT)	Shall assess the result of setting office target.	Office Performance Commitment and Review
Cascading	Department/ Division Heads	Shall align the result of setting office target by using the Office Performance Commitment and Review.	Office Performance Commitment and Review
Performance Evaluation	Department/ Division Heads	Shall evaluate the employees' performance thru Individual Performance Commitment and Review This shall be done every semester or after six months.  Note: The concerned dept. / division shall forward the performance evaluation result to the HRMO.	Individual Performance Commitment and Review
Update 201	HRD	Shall update the 201 File of an employee with the latest Performance Evaluation.	201 File
End			

## 6.4 Reassignment

Process Flow	In-charge	Process Description	Records
Start			
Receive Request	General Manager	Shall receive the request of lateral transfer from department.	Request Letter
A			



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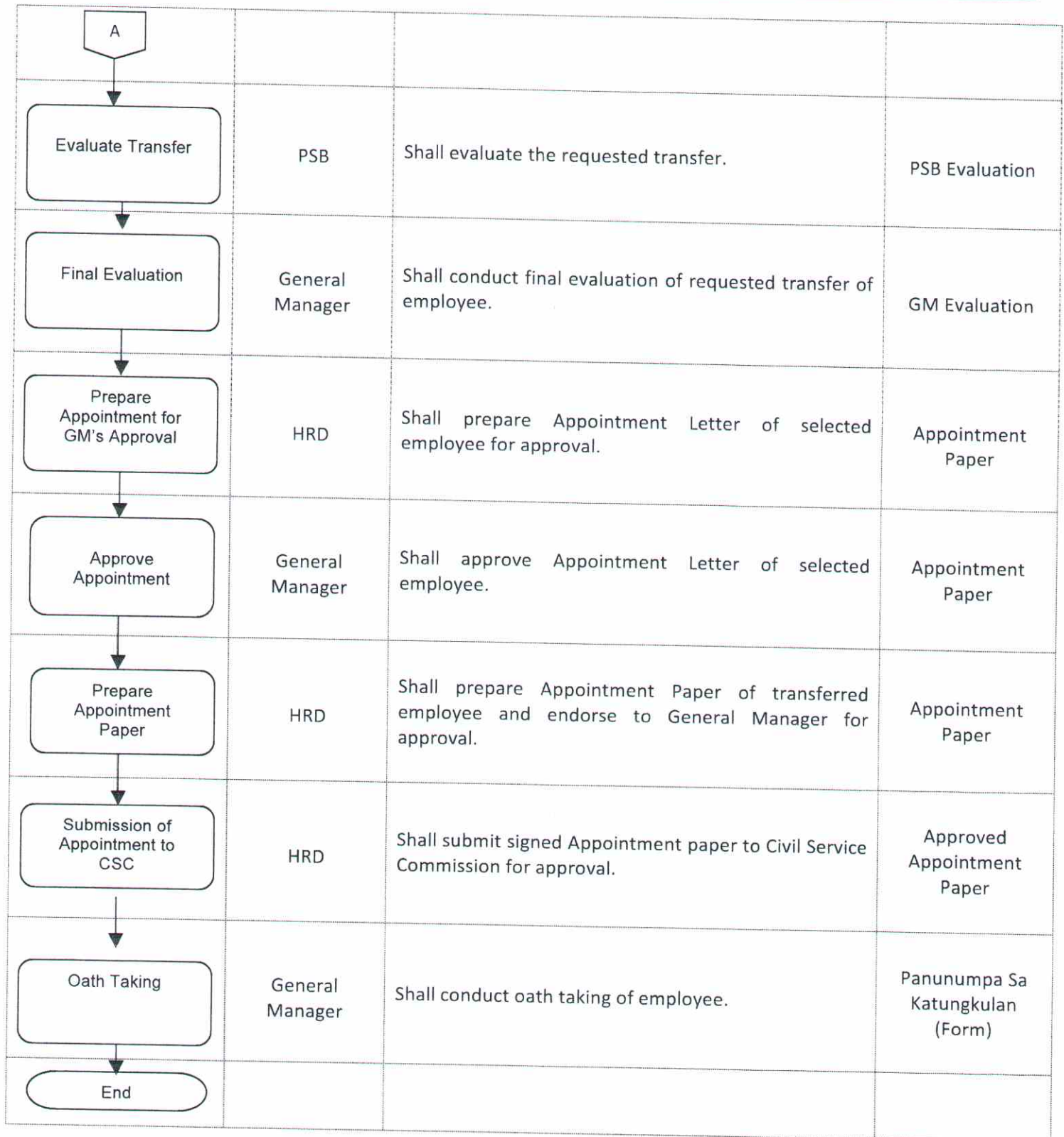


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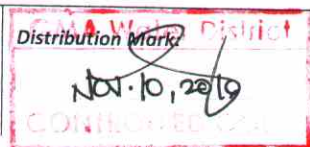
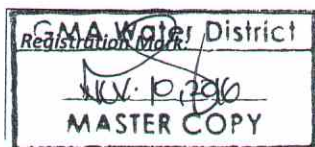
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## 6.5 Promotion/Personnel Movement

Process Flow	In-charge	Process Description	Records
Start			
Recommendation	Concerned Dept. / Division	Shall recommend the promotion of the concerned employee based on performance evaluation rating. Shall prepare a recommendation letter for the promotion and submit to HRMO.  Note: For Job Order to Casual employees Performance Evaluation shall be accomplished by Division/Dept. Head	Individual Performance Commitment and Review/ Recommendation Letter for Promotion/ Performance Evaluation
Verify	HRD	Shall check the current approved Plantilla of Positions of the requesting department to ensure the existence of the vacant position to be filled up.	Plantilla of Positions
Check Availability	HRD	Shall check the availability of qualified internal resources for the new job requirement.	Approved Budget
Publication	HRD	Shall publish vacant position at CSC/ agency's bulletin board, GMAWD website within 10 calendar days	Publication
Schedule Deliberation	Chairman of PSB	Shall schedule deliberation of Selection and Promotion Board and notifies applicants of the schedules.  Note: This process shall applicable for promotion only	Schedule of PSB Deliberation
Deliberation	Personnel Selection Board (PSB)	Shall deliberate results of the screening process based on set criteria and shall be consolidate using the Consolidated Rating Sheet.  Note: This process shall applicable for promotion only	Evaluation of Employees Qualification & Comparative Assessment Form
A			



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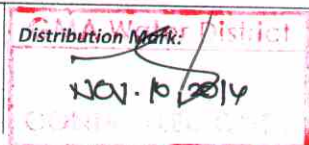
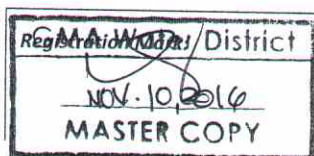
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Endorse Evaluation	Personnel Selection Board (PSB)	Shall endorse the comparative evaluation results to the General Manager.  Note: This process shall applicable for promotion only	Evaluation of Employees Qualification & Comparative Assessment Form
GM's Approval	General Manager	Shall forward the result of evaluation to the General Manager for approval.	Evaluation of Employees Qualification & Comparative Assessment Form
BOD Approval	Board of Directors	Shall validate the result of PSB deliberation  Note: For hiring of rank and file employee this process shall not required.	BOD Resolution
Submission of requirements/ Fill-out PDS	Promoted Employee	Shall submit the list of requirements and properly fill-out the Personal Data Sheet.	Personal Data Sheet
Prepare Appointment Letter	HRD	Shall prepare Appointment Paper.	Appointment Paper
Update 201 file	HRD	Shall update his/her 201 File and shall furnish subject employee with a notification memo duly approved by the authorized personnel regarding his/her new position.	201 File
Validation of Appointment	HRD	Shall submit Report on Appointment Issued (RAI) to CSC Field Office to validate Appointment of selected applicant and conform by the applicant.	Report on Appointment Issued (RAI)/ Accession Report
End			



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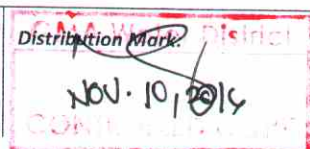
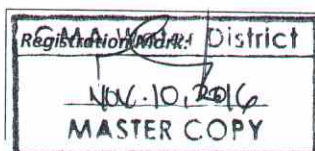
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## 6.6 Resignation / Retirement

Process Flow	In-charge	Process Description	Records
Start			
Filing of Resignation / Retirement	Concerned Employee	Shall file his/her resignation letter thirty (30) days prior to its effectivity and properly addressed to the General Manager.  Note: Retirement Letter shall be file one hundred twenty (120) days prior to its effectivity.	Resignation / Retirement Letter
Accept Resignation	General Manager	Shall accept filed resignation/retirement letter and provide Letter of Acceptance and forward to the General Manager.	Letter of Acceptance
Sign Letter of Acceptance	General Manager	Shall sign Letter of Acceptance.	Approved Letter of Acceptance
Interview	HRD	Shall conduct an exit interview to the concerned resignee/retirees upon receiving his/her approved resignation/retirement letter. Result shall then be recorded on the Exit Interview.	Exit Interview
Prepare Requirement	HRD	Shall prepare requirements for resignation/retirement and forward to concerned employees.	List of Requirement
Update File	HRD	Shall update record of List of Active Employees and return 201 file to resignee/retiree. Shall copy furnish all concerned agency.	List of Active Employees/ Separation Report
End			



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## 6.7 Termination

Process Flow	In-charge	Process Description	Records
Start			
Initiate Disciplinary Action	Concerned Division / Dept. / HRM	Shall initiate disciplinary action to erring employees.	
Notice	HRD	Shall furnish the concerned employee a written notice stating the particular acts or omission constituting the grounds for the dismissal or termination of concerned employee.	Notice of Violation
Conduct Investigation	Grievance Committee	Shall conduct investigation regarding the particular offense committed by the concerned employee and endorse to General Manager.	Investigation Report
Final Resolution	General Manager	Shall approve final resolution or decision in the submitted committee investigation and recommendation.	Termination Report
Update Records	HRD	Shall include in the list of separated employee being prepared by HR Division for reporting to the Civil Service and other concerned dept. / division. Shall copy furnish all concerned agency.	List of Active Employees/ Separation Report
End			

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## 6.8 Salary Increase

Process Flow	In-charge	Process Description	Records
Start			
Recommendation	HRD	Shall recommend salary increase based on Salary Standardization Law.	
Allocation of Budget	Budget Officer	Shall allocate the budget of each department/division for the merit and/or yearly increase in the salary of all employees within the entire organization based on National Budget Circular No. 511.	Approved Budget
Evaluation	HRM/PRAISE Committee	Shall evaluate the salary increase of employee based on the rating of their performance evaluation and Salary Standardization Law.	
Notify	HRD	Shall prepare Notice of Salary Adjustment (NOSA).	Notice of Salary Adjustment (NOSA)
Approval	General Manager	Shall be approved by the General Manager.	Approved NOSA
End			

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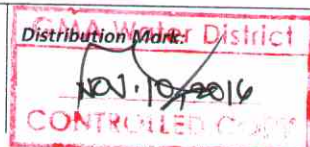
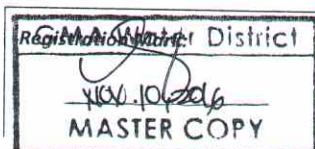
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## 6.9 Leave Administration

Process Flow	In-charge	Process Description	Records
Start			
Filing of Leave	Concerned Employee	Shall accomplish prescribed application for leave such as the following: vacation leave, sick leave, privilege leave, Solo Parent leave, rehabilitation leave, study leave, maternity leave, paternity leave, calamity leave, battered women leave and magna carta for women leave.	Application for Leave Form
Certify Leave Credits	HRD	Shall receive accomplished leave form and issue certification of balance of leave credits and forwards to immediate supervisor for action.	Certification of Balance of Leave Credits
Recommend Approval	Immediate Superior	Shall receive application for leave and certification of leave credits and recommend approval/disapproval.	Application for Leave Form
Process Application	HRD	Shall process application for leave and record action taken on employee leave card and forward to HRMO Head for signature.	Application for Leave Form & Employee Leave Card
Approval of Leave Application	General Manager	Shall sign leave credit certification and initial action taken for approval of Division / Dept. Head and General Manager.	Signed Application for Leave Form
Record/File	HRD	Shall record and file signed application for leave either approve or disapprove and forward to requesting employee.	Logbook
End			



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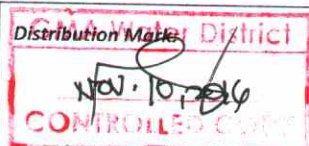
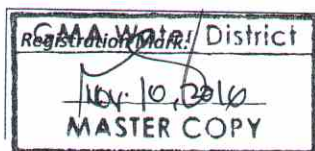
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## 6.10 Payroll Preparation for Regular Employees

Process Flow	In-charge	Process Description	Records
Start			
Consolidation of Required Document	HRD	Shall collect adjustment forms filled up by the personnel concerned and Human Resource Management Office.	
Computation of Payroll	HRD	Shall compute the necessary adjustments in the payroll.	Computed Payroll
Preparation of Payroll	HRD	Shall prepare / finalized the payroll and to be submitted to the Finance Division.	General Payroll
End			

## 6.11 Payroll Preparation for Contract of Service Employees

Process Flow	In-charge	Process Description	Records
Start			
Print DTR	HRD	Shall print Daily Time Record.	Printed DTR
Computation of Payroll	HRD	Shall receive printed DTR, count number of workdays, deducts number of days absent, leave and number of minutes tardy incurred for the month.	Computed Payroll
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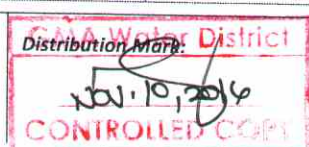
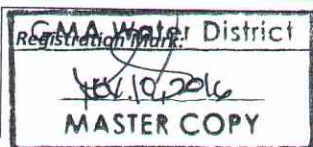
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<p>Preparation of Payroll</p>	<p>HRD</p>	<p>Shall prepare / finalized the payroll and to be submitted to the Finance Division.</p>	<p>Computed Payroll</p>
<p>End</p>			

## 6.12 Rewards and Recognition of Employees

Process Flow	In-charge	Process Description	Records
<p>Start</p>			
<p>Distribution of Nomination Form</p>	<p>HRD</p>	<p>Shall distribute nomination forms to all department/division Heads</p>	<p>Nomination Form</p>
<p>Initiate Recommendation</p>	<p>Department/ Division Head</p>	<p>Shall recommend nomination and submit to HRMO</p>	<p>Nomination Form</p>
<p>Prepare List of Nominees</p>	<p>HRD</p>	<p>Shall prepare list of nominees and endorse to PRAISE Committee for evaluation</p>	<p>List of Nominees</p>
<p>Evaluation of Nominees</p>	<p>PRAISE Committee</p>	<p>Shall deliberate and evaluate the nominees accomplishments based on set criteria</p>	<p>Minutes of the Meeting</p>
<p>Evaluation of Nominees</p>	<p>General Manager</p>	<p>Shall approve the final result of the evaluation done by PRAISE Committee</p>	<p>List of Awardees</p>
<p>End</p>			



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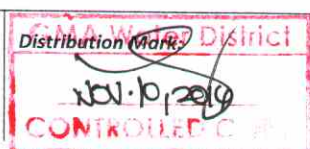
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## 6.13 Handling Application/Updating Membership to GSIS, PAGIBIG, Philhealth and BIR

Process Flow	In-charge	Process Description	Records
Start			
Distribution of Membership Form	HRD	Shall distribute membership form to employees and shall require to submit necessary documents  Note: Enrollment thru Electronic does not require this process and shall proceed to enrollment process. HRMO will check employees' data in their 201 file.	Membership Form
Submission of Form and Requirements	Concerned Employees	Shall submit Membership Form and necessary documents to HR Division	Membership Form
Check Membership Form	HRD	Shall check the Membership Form if properly accomplished	Membership Form
Enrollment/ Submission	HRD	Shall submit the Membership Form to concern agency with supporting documents or shall enroll thru Electronic Membership.	Member Data Record
End			



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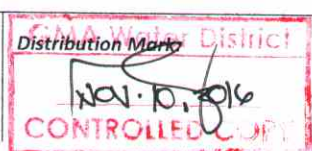
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## 6.14 Handling Request of HR Documents

Process Flow	In-charge	Process Description	Records
Start			
Accomplish Request Form	Concerned Employee	Shall accomplish Request Form to be submitted to HR Division.	Request Form
GM'S Approval of Request	General Manager	Shall submit Request Form for GM's Approval	Approved Request Form
Preparation of requested HR Docs	HRD	Shall prepare HR documents to be forwarded to OGM	Requested HR docs
GM's Signature	General Manager	Shall approve the requested HR documents	Approved requested HR docs
Receive HR docs	Concerned Employee	Shall receive HR documents	Logbook
End			



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# Human Resource Management Procedure

Document No. : GMAWD-QP-HRD-001

Revision Level : Ø

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## 6.14 Report

Reports	Frequency	Responsible
Report on Appointment Issued	Monthly	HRMO
IPCR & OPCR	Semi- annual	Employee/Head
Summary of Employees Leave Credits	Monthly	IRDA
CSC Monthly Report	Monthly	HRMO
Summary of Attendance/Leave	Monthly	IRDA
Accession Report	Monthly	HRMO
Separation Report	Monthly	HRMO
Report on Project DIBAR	Monthly	HRMO
Agency Capability Evaluation Card	Monthly	HRMO

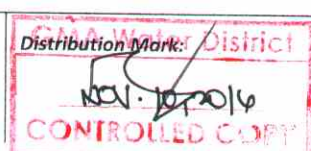
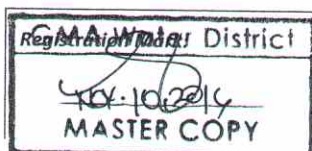
## 7.0 PERFORMANCE INDICATOR

7.1 All policies and procedures are properly implemented by all employees, with the strict monitoring of the HR Division.

Ex. All hired employees were competent

## 8.0 ATTACHMENTS AND FORMS

- 8.1 Form 1 – Personal Data Sheet
- 8.2 Form 2 – Application for Leave
- 8.3 Form 3 – Evaluation of Employees Qualificatio
- 8.4 Form 4 – Comparative Assessment Form
- 8.5 Form 5 - Panunumpa Sa Katungkulan
- 8.6 Form 6 - List of Qualified Applicant
- 8.7 Form 7 - Office Performance Commitment and Review
- 8.8 Form 9 - Individual Performance Commitment and Review
- 8.9 Form 10 – List of Active Employees
- 8.10 Form 11 - Employee Leave Card
- 8.11 Form 12 – General Payroll
- 8.12 Form 13 – Position Description Form
- 8.13 Form 13 – Appointment Paper
- 8.14 Form 14 – Overtime Form
- 8.15 Form 15 – Performance Evaluation Form



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# Human Resource Management Procedure

Document No. : GMAWD-QP-HRD-001

Revision Level : Ø

Page : Page 21 of 21

- 8.16 Form 16 – Certificate of COC Earned
- 8.17 Form 17 – Request for HR Documents Form
- 8.18 Form 18 – Plantilla of Positions
  
- 8.19 Form 19 - Daily Time Record
- 8.20 Form 20 – Notice of PSB Deliberation
- 8.21 Form 21- BOD Resolution
- 8.22 Form 22 - Letter of Acceptance
- 8.23 Form 23 - Notice of Violation
- 8.24 Form 24 - Dismissal Order
- 8.25 Form 25 - Monitoring of Leave Application
- 8.26 Form 26 - Notice of Salary Adjustment
- 8.27 Form 27 - Accession Report
- 8.28 Form 28- Separation Report
- 8.29 Form 29 - Report on Appointment Issued
- 8.30 Form 30 - Training Certificate
- 8.31 Form 31 – List of Nominees
- 8.32 Form 32- List of Awardees
- 8.33 Form 33 – Nomination Form
- 8.34 Form 34- Exit Interview Form
- 8.35 Form 35 - Member's Data Form (PAGIBIG)
- 8.36 Form 36 - Member's Change of Information Form (PAGIBIG)
- 8.37 Form 37 - Application Form for Registration (BIR)
- 8.38 Form 38- Philhealth Member Registration Form
- 8.39 Form 39 – Notification Letter
- 8.40 Form 40 – Personnel Request Form

GMA Water District  
Registration Mark  
NOV. 10, 2016  
MASTER COPY

GMA Water District  
Distribution Mark  
NOV. 10, 2016  
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# PERSONAL DATA SHEET

Print legibly. Mark appropriate boxes ☐ with \* ☒ and use separate sheet if necessary.

(to be filled up by CSC)

2. SURNAME													
FIRST NAME													
MIDDLE NAME												3. NAME EXTENSION (e.g. Jr., Sr.)	
4. DATE OF BIRTH (mm/dd/yyyy)		/ /		16. RESIDENTIAL ADDRESS									
5. PLACE OF BIRTH												ZIP CODE	
6. SEX		<input type="checkbox"/> Male <input type="checkbox"/> Female										17. TELEPHONE NO.	
7. CIVIL STATUS		<input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Annulled <input type="checkbox"/> Others, specify _____										18. PERMANENT ADDRESS	
8. CITIZENSHIP												ZIP CODE	
9. HEIGHT (m)												19. TELEPHONE NO.	
10. WEIGHT (kg)												20. E-MAIL ADDRESS (if any)	
11. BLOOD TYPE												21. CELLPHONE NO. (if any)	
12. GSIS ID NO.												22. AGENCY EMPLOYEE NO.	
13. PAG-IBIG ID NO.												23. TIN	
14. PHILHEALTH NO.													
15. SSS NO.													

24. SPOUSE'S SURNAME		25. NAME OF CHILD (Write full name and list all)		DATE OF BIRTH (mm/dd/yyyy)	
FIRST NAME				/ /	
MIDDLE NAME				/ /	
OCCUPATION				/ /	
EMPLOYER/BUS. NAME				/ /	
BUSINESS ADDRESS				/ /	
TELEPHONE NO.				/ /	
(Continue on separate sheet if necessary)					
26. FATHER'S SURNAME				/ /	
FIRST NAME				/ /	
MIDDLE NAME				/ /	
27. MOTHER'S MAIDEN NAME				/ /	
SURNAME				/ /	
FIRST NAME				/ /	
MIDDLE NAME				(Continue on separate sheet if necessary)	

28. LEVEL	NAME OF SCHOOL (Write in full)	DEGREE COURSE (Write in full)	YEAR GRADUATED (if graduated)	HIGHEST GRADE/ LEVEL/ UNITS EARNED (if not graduated)	INCLUSIVE DATES OF ATTENDANCE		SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
					From	To	
ELEMENTARY							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							

GMA Water District  
GRADUATE STUDIES  
404-10-2016  
MASTER COPY

GMA Water District  
404-10-2016  
CONTROLLED COPY





## APPLICATION LEAVE FORM

Track No. \_\_\_\_\_

CSC Form No. 6  
Revised 1994

1. OFFICE/AGENCY

2. NAME

(Last)

(First)

(Middle)

3. DATE OF FILING

4. POSITION

5. SALARY (Monthly)

6. TYPE OF LEAVE

☐

Vacation

☐

To seek employment

☐

Others

☐

Sick

☐

Maternity

☐

Others (Specify) \_\_\_\_\_

6. b) WHERE LEAVE WILL BE SPENT

1. IN CASE OF VACATION LEAVE

☐

Within the Philippines

☐

Abroad (Specify) \_\_\_\_\_

2. IN CASE OF SICK LEAVE

☐

In Hospital (Specify) \_\_\_\_\_

☐

Outpatient (Specify) \_\_\_\_\_

6. a) NUMBER OF WORKING DAYS  
APPLIED FOR \_\_\_\_\_

INCLUSIVE DATES : \_\_\_\_\_

6. c) COMMUTATION

☐

Requested

☐

Not Requested

\_\_\_\_\_  
Signature of Applicant

## DETAILS OF ACTION ON APPLICATION

7. CERTIFICATION OF LEAVE CREDITS

As of \_\_\_\_\_

7. b) RECOMMENDATION

Approval

Disapproval due to \_\_\_\_\_

Vacation

Sick

Total

Days

Days

Days

\_\_\_\_\_  
Authorized Official\_\_\_\_\_  
Personnel Officer

7. c) APPROVED FOR:

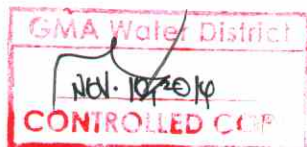
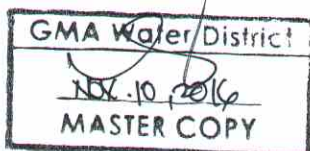
\_\_\_\_\_  
Days with pay\_\_\_\_\_  
Days without pay\_\_\_\_\_  
Others (specify)

7. d) DISAPPROVED DUE TO :

JULIET M. NACITA

\_\_\_\_\_  
Authorized Signature

Date Approved : \_\_\_\_\_





GENERAL MARIANO ALVAREZ WATER DISTRICT  
General Mariano alvarez, Cavite

EVALUATION OF EMPLOYEES QUALIFICATION FOR PURPOSES OF APPOINTMENT

VACANT :  
SALARY GRADE :  
OFFICE :  
POSITION IN RANK :

QUALIFICATION REQUIREMENTS OF THE POSITION  
1. EDUCATION :  
2. EXPERIENCE AND TRAINING :  
3. ELIGIBILITY :

CANDIDATE	PRESENT POSITION	SALARY GRADE RATE/MO.	CIVIL SERVICE ELIGIBILITY	EDUCATIONAL ATTAINMENT	SEMINAR / IN SERVICE ATTENDANCE	DATE OF LAST PROMOTION	ORIGINAL APPOINTMENT	PERFORMANCE RATING
:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:
:	:	:	:	:	:	:	:	:

REMARKS:

Qualified for appointment to the position of Division Manager C

PERSONNEL SELECTION BOARD

PSB Member

PSB Member

PSB Member

PSB Member

GMA Water District  
100-10-2016  
MASTER COPY

GMA Water District  
100-10-2016  
CONTROLLED COPY

PSB Chairman

GENERAL MARIANO ALVAREZ WATER DISTRICT  
General Mariano Alvarez, Cavite

## COMPARATIVE ASSESMENT FORM

NAME OF CANDIDATES FOR APPOINTMENTS/PROMOTION	Appropriated Civil Service Eligibility	Performance (35 points)	Education & Training (20 points)	Experience (20 points)	Physical Characteristics & Traits (10 points)	Potentials (10 points)	Outstanding Accomplishments (5 points)	Total Points (100 points)	Remarks

## CERTIFICATION OF THE PERSONNEL SELECTION BOARD

Date

This is to certify that the qualification of the above-mentioned candidates for appointment/promotion of MR. RONALD G. GUIMEROY is best qualified for the position of  
SENIOR WATER MAINTENANCE M/A N B.

PSB Member

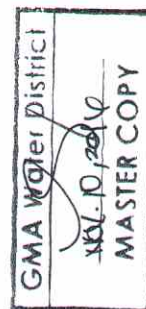
PSB Member

PSB Member

PSB Member

PSB Member

PSB Chairman





**REPUBLIKA NG PILIPINAS  
LALAWIGAN NG KABITE  
BAYAN NG HENERAL MARIANO ALVAREZ  
TANGGAPAN NG GMA WATER DISTRICT**

**PANUNUMPA SA TUNGKULIN**

AKO, si \_\_\_\_\_ na nahirang bilang \_\_\_\_\_ ay taimtim na nanunumpa na tutuparin ko ng buong husay at katapatan, sa abot ng aking kakayahan, ang mga tungkulin ng aking kasalukuyang katungkulan at ng mga iba pang pagkaraan nito'y gagampanan ko sa ilalim ng Republika ng Pilipinas, na aking itataguyod at ipagtatanggol ang Saligang Batas ng Pilipinas, na tunay na mananalig, at tatalima ako rito, na susundin ko ang mga batas, mga kautusang legal, at mga dekretang pinaiiral ng mga itinakdang may kapangyarihan ng Republika ng Pilipinas; at kusa kong babalikatin ang pananagutang ito ng walang ano mang pasubali o hangaring umiwas.

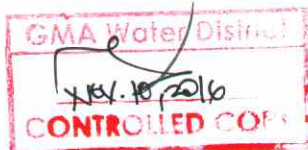
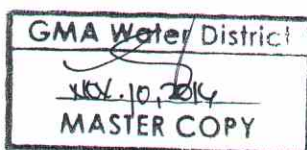
**KASIHAN NAWA AKO NG DIYOS.**

\_\_\_\_\_  
Pangalan

Sedula Klase : \_\_\_\_\_  
Kinuha sa : \_\_\_\_\_  
Petsa : \_\_\_\_\_

Nilagdaan at Pinanumpaan sa harap ko ngayong ika- \_\_\_\_\_ ng \_\_\_\_\_  
sa Bayan ng Heneral Mariano Alvarez, Kabite, Pilipinas.

**JULIET M. NACITA**  
Punong Tagapamahala







# OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCR)

I, \_\_\_\_\_, Head of the \_\_\_\_\_, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period \_\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_.

Date: \_\_\_\_\_

Approved by: _____	Head of Agency _____	Date _____
--------------------	----------------------	------------

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

MFO	SUCCESS INDICATORS (TARGETS +)	Allotted Budget	Division / Individuals Responsible	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
STRATEGIC OBJECTIVES									
CORE FUNCTIONS									
SUPPORT FUNCTIONS									

AVERAGE RATING



CATEGORY	MFO	RATING
Strategic Priority		
Core Functions		
Support Functions		
Total Overall Rating		
Final Average Rating		
Adjectival Rating		

Assessed by:		Final Rating by:		Date
Date		Date		
			Head of Agency	





# INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

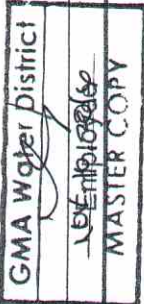


I, \_\_\_\_\_, of the \_\_\_\_\_, of GMA Water District commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period \_\_\_\_\_.

Ratee

Date: \_\_\_\_\_

Reviewed by:	Date	Approved by:	Date
Immediate Supervisor			
		Head of Office	

	Actual Accomplishments	Rating				Remarks
		Q	E	T	A	
OUTPUT						
STRATEGIC PRIORITIES						
CORE FUNCTIONS						
SUPPORT FUNCTIONS						
Final Average Rating						
Comments and Recommendation for Development Purposes						

Discussed with:	Date	Assessed by:	Date	Final Rating	Date
		I certify that I discussed my assessment of the performance with the employee			
					
MASTER COPY		Supervisor		Head of Office	



Republika ng Pilipinas  
KOMISYON NG SERBISYO SIBIL  
(Civil Service Commission)  
REGIONAL OFFICE NO. IV  
Quezon City

NAME \_\_\_\_\_

DIVISION/OFFICE

1st DAY OF SERVICE

[illegible]

GMA Water District

May 10, 2014

MASTER COPY

GMA Winter Dinner

NOV 10 2014

CONTROLLED COPY





## 1. NAME OF EMPLOYEE

[Family Name]

[Given Name]

[Middle Name]

2. DEPARTMENT, CORPORATION OR  
AGENCY/LOCAL GOVERNMENT

## 3. BUREAU OF OFFICE

## 4. DEPT./BRANCH/DIVISION

## 5. WORK STATION/PLACE OF WORK

5. PRES. APPROP.  
ACT/BOARD RES.  
ORD. NO.  
ITEM NO.PREV. APPROP.  
ACT/BOARD RES.  
RES/ORD. NO.  
ITEM NO.7. SALARY  
AUTHORIZED  
ACTUAL7B OTHER COMP.  
Compensation  
ADCOM  
PERA

## 3. OFFICIAL DESIGNATION OF POSITION

## 9. WORKING OR PROPOSED TITLE

## 10. WAPCO Classification of Position

## 11. OCCUPATIONAL TITLE [Leave Blank]

## 12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNITS/CLASS

MUNICIPAL / /

CITY / /

PROVINCE / /

1st / /

2nd / /

3rd / /

4th / /

5th / /

6th / /

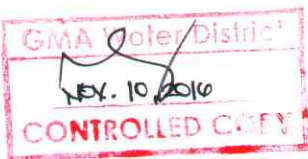
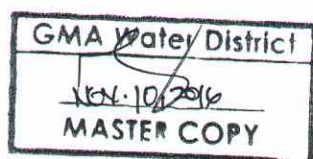
## 13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

## PERCENT OF WORKING TIME

## DUTIES AND RESPONSIBILITIES

100%

Total





Republika ng Pilipinas  
**GENERAL MARIANO ALVAREZ WATER DISTRICT**  
128 Congressional Road, Poblacion 2, GMA, Cavite

**NAME**

Department/Division

**Kayo ay nahirang na**

You are hereby appointed as

**POSITION - (SG)**

na

**may katayuang**

with a

(Status)

sa  
at the

**GENERAL MARIANO ALVAREZ WATER DISTRICT**

(Agency)

**sa pasahod na**

with a compensation rate of

(PhP ) piso bawat taon.

pesos per annum.

**Ito ay magkakabisa sa petsa ng pagtanggap ng tungkulin subali't di aaga sa petsa ng pagpima**

This shall take effect on the date of actual assumption by the appointee but not earlier than the date of issuance/signing of the

**ng puno ng tanggapan o pinunong tagahirang.**

head of agency or the appointing authority.

**Ang paghirang na ito ay**

This appointment is

(Original, Promotion, atbp.)

**bilang kapalit ni**

vice

na

who

(Transferred, Retired, etc.)

**at ayon sa Plantilya**

and in accordance with Plantilla

**Aytem Blg.**

Item No.

**Pahina**

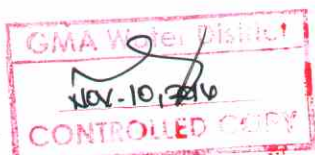
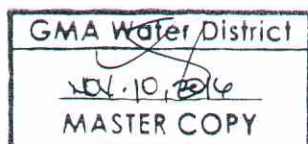
Page

**Sumasainyo,**

Very truly yours,

**JULIET M. NACITA**

Puno ng Tanggapan/Pinunong Tagahirang  
Head of Agency/Appointing Authority



Date

**GENERAL MARIANO ALVAREZ WATER DISTRICT**  
**General Mariano Alvarez, Cavite**

**OVERTIME AUTHORIZATION**

REQUESTED

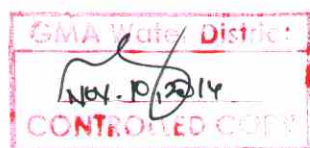
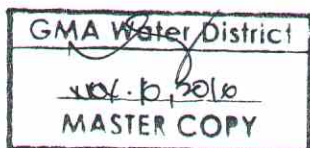
EMPLOYEE	POSITION	DATE COVERED	HOURS AUTHORIZED	PURPOSE
<b>TOTAL HOURS:</b>				

Prepared by:

Approved by:

\_\_\_\_\_  
 Division Chief

**JULIET M. NACITA**  
 General Manager





# **GMA WATER DISTRICT PERFORMANCE EVALUATION**

Period Covered: \_\_\_\_\_

NAME: \_\_\_\_\_

Position: \_\_\_\_\_

Division/Department: \_\_\_\_\_

Status: \_\_\_\_\_

**REFER YOUR RATING BELOW: Check box with the corresponding rate**

- 1 - Needs Improvement
- 2 - Poor
- 3 - Satisfactory
- 4 - Very Satisfactory
- 5 - Outstanding

Particular	1	2	3	4	5	Remarks
1. Attendance & Punctuality (Maagap) (5 = No Late and No Absent, 4 = 1 - 3 times late or absent 3 = 4-6 times late or absent, 2 = 7 - 10 lates and absent and 1 = 10 times or more late and absent)						
2. Attitude (Pakikitungo/Pakikisama)						
3. Cooperation (Pakikipagtulungan)						
4. Dependability (Mapagkakatiwalaan)						
5. Enthusiasm (Sigasig sa pagtatrabaho)						
6. Initiative (Pagkukusa sa trabaho)						
7. Knowledge of Work (Kaalaman sa trabaho)						
8. Productive (Kapakipakinabang)						
9. Work Consistency (Pagtrabaho ng Naaalinsunod)						
10. Work Quality (Kahusayan sa Pagtatrabaho)						
11. Work Quantity (Bilang o dami ng trabaho/gawain)						
12. Work Skills (Kasanayan/Kadalubhasaan sa pagtatrabaho)						
<b>FINAL RATING</b>						
Comments and Recommendation for Development Purposes:						

Discussed with:

Recommended by:

Approved by:

Employee

GMA Water District  
Nov. 10, 2010  
MASTER COPY

GMA Water District  
Nov. 10, 2010  
Immediate Supervisor  
CONTROLLED COPY

General Manager

No. of Hours Earned COC's/Beginning Balance	Date of CTO	Used COC's	Remaining COC's	Remarks

Approved by:

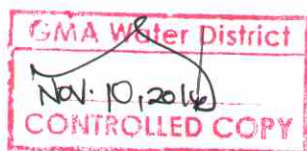
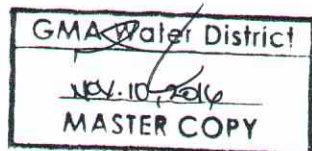
**JULIET M. NACITA**  
General Manager

\_\_\_\_\_  
Date

Claimed by:

**MARIETA G. GALANZA**  
HRDA- Designate

\_\_\_\_\_  
Date



## GENERAL MARIANO ALVAREZ WATER DISTRICT

General Mariano Alvarez, Cavite

Track No.: \_\_\_\_\_

## REQUEST FOR HR DOCUMENTS

Name: \_\_\_\_\_  
Position: \_\_\_\_\_

Date: \_\_\_\_\_

Please check the document/s needed:

- ☐ SERVICE RECORD  
☐ CERTIFICATE OF EMPLOYMENT  
☐ CERTIFICATE OF EMPLOYMENT AND COMPENSATION

- ☐ INCOME TAX RETURN  
☐ OTHERS (specify) \_\_\_\_\_

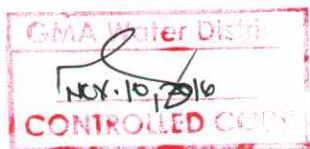
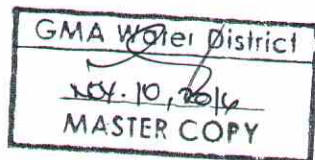
Purpose/s: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_

Processed by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature over Printed Name

REMARKS:

\_\_\_\_\_  
APPROVED\_\_\_\_\_  
DISAPPROVED\_\_\_\_\_  
General Manager\_\_\_\_\_  
Date:



**Prepared in Accordance with the standard Organizational Structure/Staffing Pattern  
for Big Water District**

Agency: GMA WATER DISTRICT

[illegible]

Prepared/Certified Correct:

Approved:

Division Head

General Manager

GMA Water District  
400.10/2016  
MASTER COPY

100-10-2014

Daily Time Record Form Format

Zoom 100%

**GMA WATER DISTRICT**  
BLK. 4 LOT 1, BARANGAY POBLACION 2, GMA, CAVITE

PHILIPPINES  
480-4845  
480-4845

Legend:  
LOW - Length Of Work WD - Whole Day  
OT - Over Time HD - Half Day  
UT - Under Time HDL - Half Day  
LT - Lates Leave  
ND - Night Differential

Note: All the computations below are in hours and minutes format.

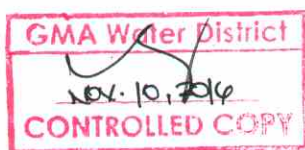
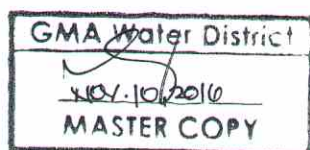
Daily Time Record for the period of 11/01/2016 to 11/30/2016

Employee No.: 249 Name: Cortes, Arnel B.

Date	Day	In	Break		Out	OverTime		LOW	OT	UT	LT	Short Break LT	ND		Others		
			Out	In		In	Out						REG	OT	Status	Holidays	
01	Tue	07:52 AM			05:01 PM				08:00								
02	Wed	07:52 AM			05:03 PM			08:00									
03	Thu	07:52 AM			05:12 PM			08:00									
04	Fri	07:16 AM			05:04 PM			08:00									
05	Sat	06:51 AM			05:01 PM			08:00								Da-Of	0.00
06	Sun															Da-Of	0.00
07	Mon	06:51 AM			05:03 PM			08:00									
08	Tue	07:52 AM			05:03 PM			08:00									
09	Wed	07:52 AM			05:05 PM			08:00									
10	Thu	06:56 AM			05:53 PM			08:00									
11	Fri	06:56 AM			06:01 PM			08:00									
12	Sat	07:14 AM			06:01 PM			08:00								Da-Of	0.00
13	Sun															Da-Of	0.00
14	Mon	06:59 AM			05:02 PM			08:00									
15	Tue	07:09 AM			05:03 PM			08:00									
16	Wed	07:58 AM			05:01 PM			08:00									
17	Thu	06:56 AM			05:33 PM			08:00									
18	Fri	07:20 AM			05:11 PM			08:00									
19	Sat															Da-Of	0.00
20	Sun															Da-Of	0.00
21	Mon	07:03 AM			05:02 PM			08:00									
22	Tue	07:02 AM			05:36 PM			08:00									
23	Wed	07:01 AM			05:00 PM			08:00									
24	Thu	07:11 AM			05:24 PM			08:00									
25	Fri	07:11 AM			05:02 PM			08:00									
26	Sat															Da-Of	0.00
27	Sun															Da-Of	0.00
28	Mon	07:12 AM			05:48 PM			08:00									

Pages: 1 5

10:38 AM  
12/21/2016





GENERAL MARIANO ALVAREZ WATER DISTRICT  
(LWUA CCC No. 393)  
General Mariano Alvarez, Cavite  
Tel. No. (046) 460-4176; Telefax No.: (046) 460-4645

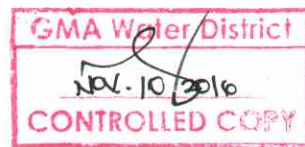
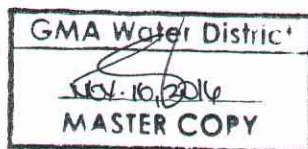
\_\_\_\_\_  
PSB Member  
GMAWD, GMA, Cavite

NOTICE OF PSB DELIBERATION

Dear \_\_\_\_\_,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
PSB Chairman





FORM NO.: OGM-010-0

EXCERPTS FROM THE MINUTES OF THE \_\_\_\_\_ MEETING OF THE BOARD HELD ON  
\_\_\_\_\_; \_\_\_\_\_ PM AT THE GMAWD OFFICE.

RESOLUTION NO. \_\_\_\_\_, S. 201\_\_

RESOLUTION \_\_\_\_\_

WHEREAS, \_\_\_\_\_

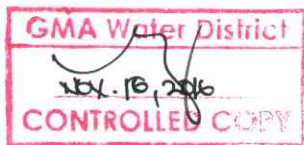
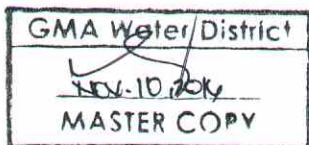
WHEREAS, \_\_\_\_\_

NOW THEREFORE, \_\_\_\_\_;

RESOLVED AS IT IS HEREBY RESOLVED,

RESOLVED FURTHER, \_\_\_\_\_

UNANIMOUSLY APPROVED.



CERTIFIED CORRECT:

\_\_\_\_\_  
Secretary

FORM NO.: OGM-010-0

Page 2 of BOD Res. No. \_\_\_\_\_, S. 201\_\_\_\_

**ATTESTED:**

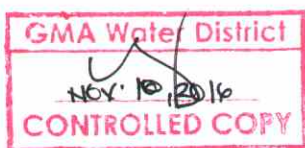
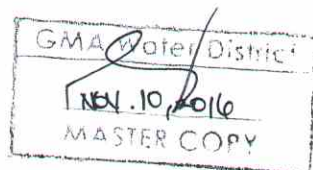
\_\_\_\_\_  
Member

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Vice Chairman

\_\_\_\_\_  
Chairman





GENERAL MARIANO ALVAREZ WATER DISTRICT

(LWUA CCC No. 393)

General Mariano Alvarez, Cavite

Tel. No. (046) 460-4176; Telefax No.: (046) 460-4645

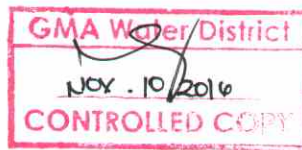
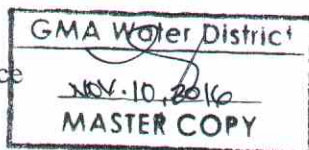
Subject : LETTER OF ACCEPTANCE

Dear \_\_\_\_\_:

General Manager

cc:

CSC Field Office  
GSIS  
201 File  
GMAWDEAI







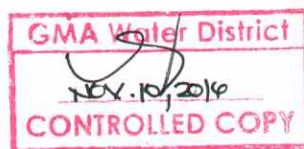
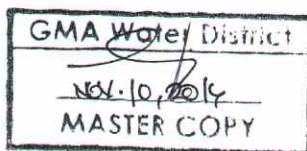
**GENERAL MARIANO ALVAREZ WATER DISTRICT**  
**(LWUA CCC No. 393)**  
**General Mariano Alvarez, Cavite**  
**Tel. No. (046) 460-4176; Telefax No.: (046) 460-4645**

Date: \_\_\_\_\_

**MEMO TO : NAME OF EMPLOYEE**  
**MEMO FROM : THE GENERAL MANAGER**  
**SUBJECT : NOTICE OF VIOLATION**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 General Manager





# GENERAL MARIANO ALVAREZ WATER DISTRICT

(LWUA CCC No. 393)

General Mariano Alvarez, Cavite

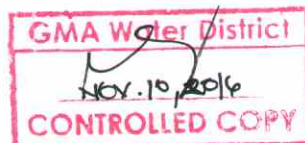
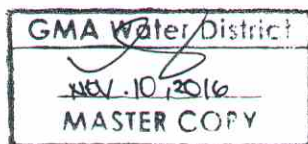
Tel. No. (046) 460-4176; Telefax No.: (046) 460-4645

Date: \_\_\_\_\_

MEMO TO : NAME OF EMPLOYEE  
MEMO FROM : THE GENERAL MANAGER  
SUBJECT : DISMISSAL ORDER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
General Manager



[illegible]

GMA Water District  
 NOV. 10, 2019  
 CONTROLLED COPY

GMA Water District  
 10/26/10  
 MASTER COPY



## NOTICE OF SALARY ADJUSTMENT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_:

Pursuant to National Budget Circular No. \_\_\_\_\_ dated \_\_\_\_\_, implementing Executive Order No. \_\_\_\_\_, s. 20\_\_\_\_, your salary is hereby adjusted effective \_\_\_\_\_, as follows:

1. Adjusted monthly basic salary effective \_\_\_\_\_ under the new Salary Schedule; SG \_\_\_\_\_, Step \_\_\_\_\_ P \_\_\_\_\_
2. Actual monthly basic salary as of \_\_\_\_\_; SG \_\_\_\_\_, Step \_\_\_\_\_ P \_\_\_\_\_
3. Monthly salary adjustment effective \_\_\_\_\_ (\_\_\_\_\_) P \_\_\_\_\_

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.

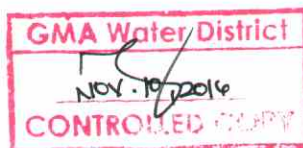
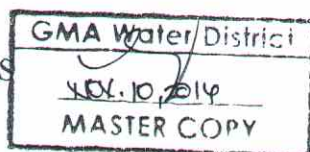
Very truly yours,

Position Title: \_\_\_\_\_

Salary Grade: \_\_\_\_\_

Item No./Unique Item No., FY 2016 Personal Services Itemization and/or Plantilla of Personnel: \_\_\_\_\_

Copy furnished: GSIS



Title of Report:  
Period Covered:  
Office:

[illegible]

We hereby certify that the above information is true and correct based on our official records.

Prepared by:

Noted by:

Date: \_\_\_\_\_

General Manager

Date:

Date:



REPUBLIC OF THE PHILIPPINES  
CIVIL SERVICE COMMISSION

Separation Report

Title of Report:  
Period Covered:  
Office:

Agency	Name	Position Title	Salary Grade	Level of Position	Status of Appointment	Effectivity Date of Accession	Mode of Accession
GMA WATER DISTRICT							

We hereby certify that the above information is true and correct based on our official records.

Prepared by:

GMA Water District  
Nov. 10 2016  
MASTER COPY

Noted by:  
GMA Water District  
Nov. 10 2016  
General Manager  
CONTROLLED COPY

Date:

Date:



## For the Month of \_\_\_\_\_, 20\_\_\_\_

CSFO in-charge: Trece Martires City

**Important:** Please accomplish this form completely

REMARKS/COMMENTS/RECOMMENDATIONS :

Checked/Verified by:

Director II

Submitted by SA [Signature]  
 Date Nov. 10, 2016  
 by the HRMO of a accredited agency  
Nov. 10, 2016  
 CONTROLLED COPY  
 MASTER COPY

# REPORT ON APPOINTMENTS ISSUED (RAI)

For the Month of \_\_\_\_\_, 20\_\_\_\_

Agency: GMA WATER DISTRICT

Address: GMA, Cavite

Sector: GOCC

CSFO in-charge: Trece Martires City

Part II - Pertinent data on appointments issued

**Important:** Please accomplish this form completely

NAME OF APPOINTEE (1)	POSITION TITLE (2)	EDUCATION (3)	RELEVANT EXPERIENCE (4)	RELEVANT TRAINING (5)	ELIGIBILITY				DATE OF BIRTH (10)	PLACE OF BIRTH (11)
					TITLE (6)	DATE (7)	PLACE (8)	RATING (9)		
REMARKS/COMMENTS/RECOMMENDATIONS :										

Prepared by:

Reviewed/Submitted by:

GMA Water District  
Nov. 10 2016  
MASTER COPY

GMA Water District  
Nov. 10 2016  
CONTROLLED COPY

Checked/Verified by:

HRMO/HRMO-designate

General Manager

Director II

Note : All columns must be filled by the HRMO before submission to the CSCFO

Personal Data Sheets of appointees need not to be attached to this form.



GENERAL MARIANO ALVAREZ WATER DISTRICT  
 (LWUA CCC No. 393)  
 General Mariano Alvarez, Cavite  
 Tel. No. (046) 460-4176; Telefax No.: (046) 460-4645

## CERTIFICATION

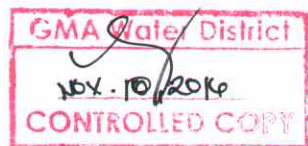
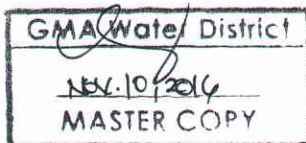
This is to certify that \_\_\_\_\_ has completed his  
 \_\_\_\_\_ (\_\_\_\_\_) hours of \_\_\_\_\_ training under  
 \_\_\_\_\_ n at GMA Water District from \_\_\_\_\_ to  
 \_\_\_\_\_.

Done this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at GMA, Cavite

\_\_\_\_\_  
 Division/Department Head

Noted by:

\_\_\_\_\_  
 General Manager





**GENERAL MARIANO ALVAREZ WATER DISTRICT**  
General Mariano Alvarez, Cavite

**LIST OF NOMINEES**

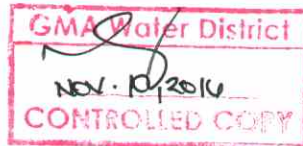
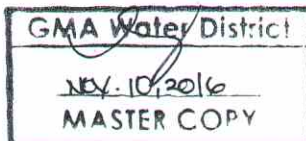
	Name of Employee	Division	Position
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

Prepared by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Division Head

General Manager



# GENERAL MARIANO ALVAREZ WATER DISTRICT

General Mariano Alvarez, Cavite

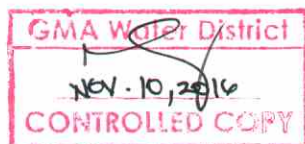
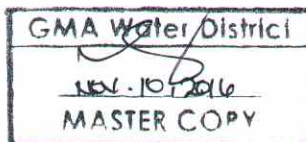
## LIST OF AWARDEES

BEST EMPLOYEE AWARDEE FOR CY _____			
	Name of Employee	Division	Amount
1			Signature
2			
3			
4			
5			
	TOTAL:		

EMPLOYEE OF THE YEAR CY _____			
	Name of Employee	Division	Amount
1			Signature
	TOTAL:		

Prepared by:

Approved by:

\_\_\_\_\_  
Division Head\_\_\_\_\_  
General Manager

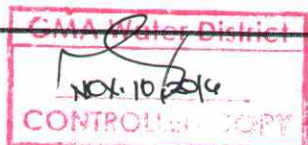
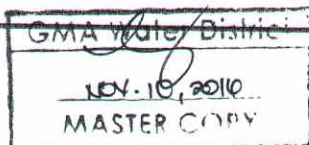
**GENERAL MARIANO ALVAREZ WATER DISTRICT  
GENERAL MARIANO ALVAREZ, CAVITE**

**GMAWD SEARCH FOR BEST EMPLOYEE OF THE YEAR \_\_\_\_\_  
NOMINATION FORM**

<b>NAME OF EMPLOYEE:</b>		
<b>POSITION:</b>		
<b>STATUS OF EMPLOYMENT:</b>		
<b>LENGTH OF SERVICE IN THE POSITION:</b>		
<b>LENGTH OF SERVICE IN THE GOVERNMENT:</b>		
<b>DEPARTMENT/DIVISION:</b>		
<b>ADDITIONAL INFORMATION ABOUT THE EMPLOYEE:</b>		
<b>WERE HE/SHE A PREVIOUS BEST EMPLOYEE AWARDEE?</b>	<b>YES:</b>	<b>NO:</b>

**NOMINATION WRITE-UP**

<b>I.</b>	<b>Significant Accomplishment/s of the prior year _____</b> <i>(Description of the Work Accomplished, Strategies Done and Problems Encountered)</i>
<b>II.</b>	<b>Impact of Accomplishments</b> <i>(Indicate problems addressed, savings generated, people/office benefited and transactions facilitated. Indicate whether or not the accomplishments are part of the nominee's regular functions/mandated or the product of his/her own initiatives. If part of nominee's regular duties or mandated, justify why the accomplishments are considered exemplary or extraordinary.)</i>
<b>III.</b>	<b>Other Information - Optional</b> <i>(Citations Received/Membership in the organization)</i>



\_\_\_\_\_  
DIVISION/DEPARTMENT HEAD



FORM NO. HRD 015 0

**CONFIDENTIAL**  
**EMPLOYEE EXIT INTERVIEW FORM**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Security Social Number: \_\_\_\_\_

Location/Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

Starting Position: \_\_\_\_\_ Ending Position: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

**PART I: REASONS FOR LEAVING**

More than one reason may be given if appropriate; if so, circle primary reason.

• **RESIGNATION**

- |  |  |
|--|--|
| <input type="checkbox"/> Took another position           | <input type="checkbox"/> Dissatisfaction with salary             |
| <input type="checkbox"/> Pregnancy/home/family needs     | <input type="checkbox"/> Dissatisfaction with type of work       |
| <input type="checkbox"/> Poor health/physical disability | <input type="checkbox"/> Dissatisfaction with supervisor         |
| <input type="checkbox"/> Relocation to another city      | <input type="checkbox"/> Dissatisfaction with co-workers         |
| <input type="checkbox"/> Travel difficulties             | <input type="checkbox"/> Dissatisfaction with working conditions |
| <input type="checkbox"/> To attend school                | <input type="checkbox"/> Dissatisfaction with benefits           |
| <input type="checkbox"/> Other (specify) _____           |  |

• **LAI D OFF**

- ☐ Lack of work
- ☐ Abolition of position
- ☐ Lack of funds
- ☐ Other (specify) \_\_\_\_\_

**RETIREMENT**

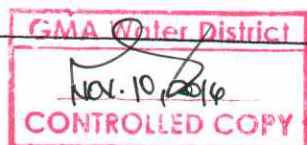
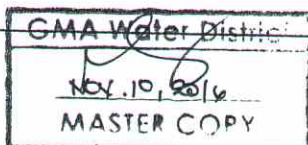
- ☐ Voluntary retirement
- ☐ Disability retirement
- ☐ Regular retirement

*Plans After Leaving*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**COMMENTS:**

5. a) If you are taking another job, what kind of work will you be doing?

b) What has your new place of employment offered you that is more attractive than your present job?

6. Could the University have made any improvements that might have influenced you to stay on the job?

Other remarks (optional):

Employee's Signature

Date

**DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY.**

- ( ) Discussed with employee
- ( ) Right to file for unemployment benefits
- ( ) Conversion of benefits
- ( ) If retiring, state option for payment of unused leave

Interviewer's Signature

Date

