



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

PA 1.5

1.5. The institution conducts orientation for newly hired faculty on its institutional vision and mission, CSC, PRC, CRM, and administration policies on their duties, responsibilities, benefits and other academic concerns.

Documents attached:

- ORIENTATION OF NEWLY HIRED ADMINISTRATIVE EMPLOYEES
- UNIVERSITY CSC CRM POLICIES
- STRATEGIC PERFORMANCE MANAGEMENT SYSTEM
- BENEFITS
- ICT SOLUTIONS FOR THE PUP COMMUNITY
- PRESENTATION AND PHOTOS FOR ORIENTATION OF NEW FACULTY AND ADMINISTRATIVE EMPLOYEE
- AWARDS IN RESEARCH
- AWARDS AS OUTSTANDING FACULTY



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DISCUSSION POINTS

1. Mandate / Functional Statement
2. Management Structure
3. Services

HRMD MISSION STATEMENT



FUNCTIONAL STATEMENT

1. Implements policies relative to personnel actions, including but not limited to selection and recruitment, promotion and designation, transfer / re-assignment, and separation, toward an employee of the University;
2. Ensures implementation of rewards and sanctions policies in accordance with RA 6713 and the Civil Service Commission (CSC) Memorandum Circulars / Resolutions.

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FUNCTIONAL STATEMENT

- Supervises the operations of the Recruitment, Evaluation and Promotion Section, Personal Welfare and Benefits Section, Records Management Section and Training Section;
- Submits quarterly accomplishment report and other reports as may be required by management;

FUNCTIONAL STATEMENT

- Recommends policies relative to personnel administration; and
- Serves as secretary to the Personnel Selection Board (PSB) - for Administrative Employees, Faculty Merit and Promotion Board - for Faculty Members and other committees that may be organized by the University concerning human resource management and development.

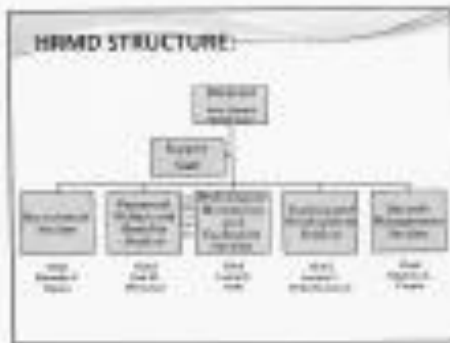
HRMD SECTIONS:

- Recruitment Section
- Personal Welfare and Benefits Section
- Records Management Section
- Training and Development Section
- Performance Monitoring and Evaluation Section



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- HRMD SERVICES:**
1. Service Record
 2. Employment and Compensation Certifications
 3. Special Orders
 4. Travel Authority
 5. Hiring and Promotion
 6. First Salary Endorsement
 7. Psychological Issue Endorsement
 8. Temporary Clearance

- HRMD SERVICES:**
9. Proportional Pay
 10. Processing of Appointments
 11. Leave Administration
 12. Processing of Retirements
 13. Submission of Sworn Statement of Assets, Liabilities and Net Worth (SALN)
 14. Training and Development
 15. Certificate of Compliance / No Pending Submissions
 16. Faculty Attendance



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HRMD SERVICES:			
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HRMD SERVICES:			
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HRMD SERVICES:			
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11/10/2019

Personal Data
Date: 11/10/2019



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11/10/2018







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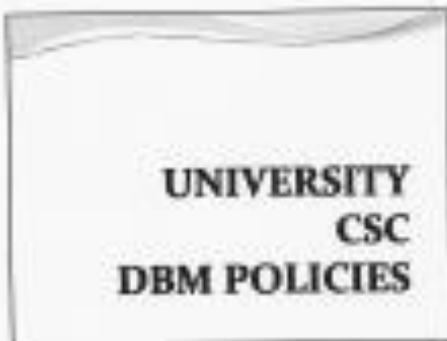
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WHAT IS A PERFORMANCE MANAGEMENT SYSTEM?

- 1. Part of any business success system
- 2. Used for planning, management and decision making process
- 3. Business strategy implementation process and for organizational performance
- 4. Basis for evaluation

Legal Basis:

- ✓ CSC Dec. No. 4, Series of 2000 (SPMS)
- ✓ Administrative Order No. 49, s. 2004 (SPMS)
- ✓ Joint CSC-CRM Circular No. 1, Series of 2001
- ✓ Executive Order No. 100, s. 2000 (Contractual PSOs)
- ✓ Bureau Order of Department (BOD) Resolution No. 4

STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

Chief Executive Commission (CEC)
Approved: February 14, 2004

Substantial compliance
with CSC Bureau Order on Circular No. 4, s. 2000



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VISION

PUP follows the motto of an efficient institution in
Ano-ano goals: institutional goals in terms of
the realization of its vision/mission.

Its objectives are:

- provide an effective, accessible, and comprehensive
education to all qualified students
- promote continuous improvement in quality
- integrate research and development activities
- and to contribute to the national and global
development.

PHILOSOPHY

- To train the graduates of this area to become leaders in
the development of organizations.
- To prepare the graduates to be productive in their respective
fields of specialization.
- To ensure that graduates will possess a strong ethical
foundation and good character.
- To develop the graduates to become thoughtful, diligent, efficient
workers and professionals by instilling their strengths
through training in hard, soft, and performance-based
skills, and attitudes, and personal development
activities.

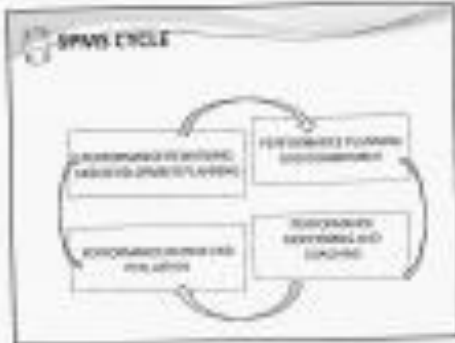
GOALS AND OBJECTIVES

- To provide the graduates with the necessary
knowledge, skills, and attitudes to meet the
needs of the industry and society.
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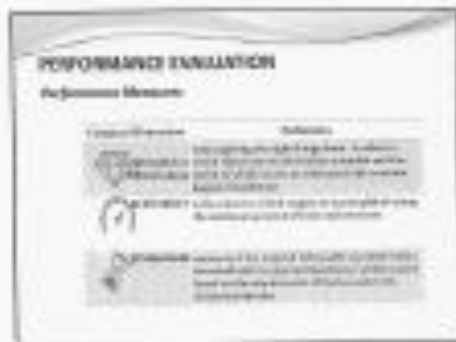


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PERFORMANCE EVALUATION
Performance Rating Scale

Grade	Description	Criteria
5	Excellent	Exceeds all standards in terms of quality and quantity and demonstrates superior performance.
4	Very Good	Exceeds most standards in terms of quality and quantity and demonstrates superior performance.
3	Good	Meets all standards in terms of quality and quantity and demonstrates superior performance.
2	Fair	Meets most standards in terms of quality and quantity and demonstrates superior performance.
1	Needs Improvement	Does not meet standards in terms of quality and quantity and demonstrates superior performance.

GENERAL OBSERVATIONS

1. The student demonstrated an understanding of the concepts and principles of the course and was able to apply them in the laboratory.

2. The student demonstrated an understanding of the concepts and principles of the course and was able to apply them in the laboratory.

3. The student demonstrated an understanding of the concepts and principles of the course and was able to apply them in the laboratory.

LEVEL OF PERFORMANCE RATING

1. The student demonstrated an understanding of the concepts and principles of the course and was able to apply them in the laboratory.

2. The student demonstrated an understanding of the concepts and principles of the course and was able to apply them in the laboratory.

3. The student demonstrated an understanding of the concepts and principles of the course and was able to apply them in the laboratory.



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Benefits:

- 1. Remuneral
 - 1.1 Monthly Salary (20% PDRN) (Night pay)
 - 1.2 Holiday/Rest Day Bonus
 - 1.3 Cash GR
 - 1.4 Production Allowance
 - 1.5 Clothing Allowance
- 2. Provisional
- 3. Leave
- 4. Retirement
- 5. Other benefits
 - Allocation Allowance

Loans:

- 1. LDB
- 2. Pag-IBIG
- 3. Provident Fund
- 4. PUP Multi-Purpose Cooperative


**ICT Solutions for the
PUP Community**
PUP ICT@me



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Presentation Outline:

- PUP Website
- PUP WebMail
- PUP Online Survey for Faculty Evaluation
- PUP Bookstore
- PUP iTest
- PUP Problem Learning Portal
- PUP SS
- Q&A

"Technology is just a tool. In terms of getting the job done, getting the kids working together and motivating them, the teacher is the most important."

Bill Gates

PUP Website
www.pup.edu.ph

Facebook:
www.facebook.com/ThePUPOfficial

Twitter: [@ThePUPOfficial](https://twitter.com/ThePUPOfficial)



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PUP WebMail
mail.pup.edu.ph
www.outlook.com/pup.edu.ph

Juan Santos Dela Cruz
jdelacruz@pup.edu.ph

Local 777

PUP HRIS
hris.pup.edu.ph

•Daily Time Record
•Night and Saturday

Local 779

PUP ePay slip
•Statement of Earnings and Deductions
•Sent to your PUP WebMail account
•PUP WebMail account is required

Local 779



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PUP Communication Tracking System (CTS)
•Track internet/face-to-face communication

Local TPA

PUP Online Survey
•Faculty Evaluation
•Accessed thru the PUP S&S
•NBC q/s
•Resale: Research and Extension
Management Office
•October 26, 2019

PUP Bookstore
app.pup.edu.ph/bookstore

•UTISEC-approved
•BIBACI



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PUP Fleet

- Review announcements and all e-mails thru SMS/text message
- Free
- Currently for Smart and Talk 70 fleet subscribers

Contact Person: Mr. Rhea Mariano
(ICT Office) Local #68

- Complete Name, Department, CTR

PUP eMaterial Learning Portal
ematerial.pup.edu.ph

- Learning
- Online

Contact Person:
Prof. Benny Comendador
350-949
ematerial.pup.edu.ph

PUP SIS

- Faculty Module
- Subject Offerings
- Faculty Loading
- Enrolled Students and Master List
- Encoding of Grades

Local 322, 603



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ICT Services

Services	Description/Use	Contact Person
Technical Support	Desktop PC Issues	JP
Webpage Support	IP Address Problems	JP
Business Hardware	File Server and Cloud Sync	JP

ICT Services

Services	Description/Use	Contact Person
Classroom Computers	Reinstallation for Laboratory Use	JP
IT Equipment	Request Service of IT Equipment (Desktop, LPT, Printer)	JP

ICT Services

- Letter of Request addressed to the ICTO Director



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Systems Policy

- Sharing of user account is strictly prohibited
- Hacking, cracking, and/or reverse engineering of systems is strictly prohibited
- Requires Authorized Access
- Obligation of Confidentiality
- Principle of Accountability

Republic Laws

- Republic Act 8796 (Electronic Commerce Act)
- Cybercrime Prevention Act of 2012 (Republic Act No. 10175)
- Republic Act 10173 (Data Privacy Act of 2012)
- Republic Act 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees)

Code of Ethics for Information Workers

I will use my special knowledge and skills for the benefit of the public.

I will serve employers and clients with integrity, subject to an overriding responsibility to the public interest, and

I will strive to enhance the competence and prestige of the profession. By these, I mean:



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Code of Ethics for Information Workers

- I will promote public knowledge, understanding and appreciation of information technology;
- I will consider the general welfare and public good in the performance of my work;
- I will advertise graduate professional services in a clear and truthful manner;
- I will comply and strictly abide by the intellectual property laws, patent laws and other related laws in respect of information technology;

Code of Ethics for Information Workers

- I will accept full responsibility for the work undertaken and will utilize my skills with competence and professionalism;
- I will make truthful statements on my areas of competence as well as the capabilities and qualities of my products and services;
- I will not disclose or use any confidential information obtained in the course of professional duties without the consent of the parties concerned, except when required by law;

Code of Ethics for Information Workers

- I will try to attain the highest quality in both the products and services I offer;
- I will not knowingly participate in the use of ICT systems that will promote the commission of fraud and other unethical acts;
- I will uphold and improve the professional standards through continuing professional development in order to enhance the profession;



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Presentation and Photos for Orientation of New Faculty and Administrative Employee



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Dr. Emmanuel C. De Guzman discusses important policies while the new faculty and employees listen intently during the conduct of the Orientation for Newly-Hired Administrative Employees



(02) 8713 5968 | dcoe_chair@gmail.com
RM322 CEA BLDG. NDC COMPOUND,
ANONAS COR. PUREZA STREETS, STA. MESA, MANILA





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Executive Vice President Dr. Herminia Maximilian and Prof. Adam V. Ramilo the Director of Human Resource Management being the conduct of the Orientation for Newly Hired employees

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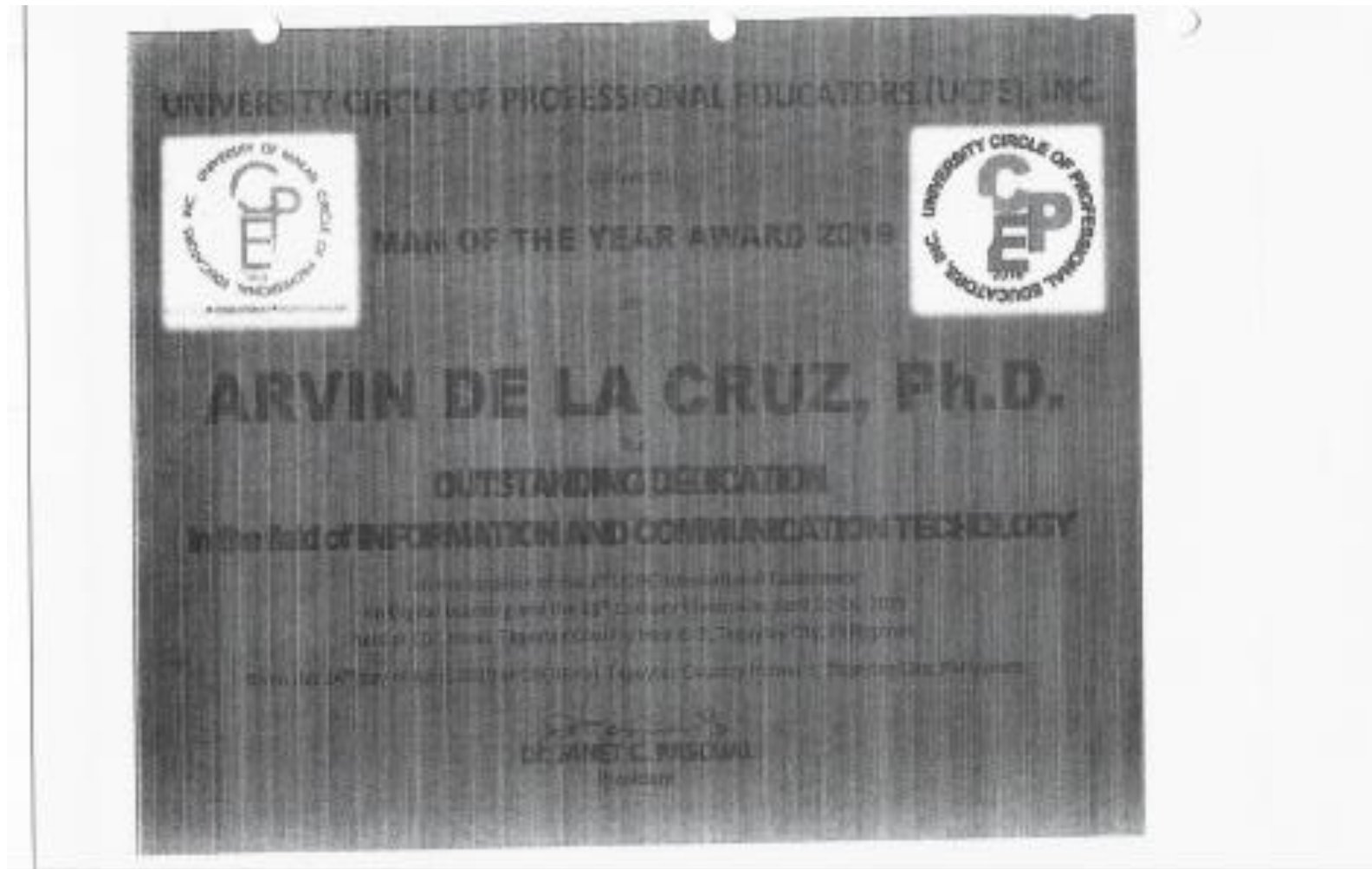


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Awards in Research



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Award as Outstanding Faculty





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CERTIFICATE NUMBER: SCP0004130