

NEW EMPLOYEES ORIENTATION

Meeting Room 1 | December 07, 2018 |
8:30am to 5:00pm

Agenda

- Employee Benefits, and Policies
- CITEM ISO Procedure
- Introduction: Association of CITEM Employees (ACE)
- GSIS, Philhealth, Pag-ibig Fund Benefits



List of Attendees (required):

1. Abeledo, Ryanorlie
2. Alcantara, Timothy
3. Amponin, Camille Anne
4. Blanco, Angeli Jane
5. Custodio, Rianna Elaine
6. Dalmazo, Pia Lorraine
7. Diaz, Sarah Mhae
8. Magno, Romina Aurea
9. Medallon, Czerryne Colleen
10. Pardo, Fel Andrue

Sit-in Attendees:

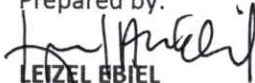
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|-----------------------|------------------------|
| 1. Arellano, Victoria | 7. Mendoza, Rowena |
| 2. Catly, Leona Paula | 8. Nabiong, Jasmine |
| 3. Dela Paz, Chol | 9. Panotes, Rosemarie |
| 4. Dinglasan, Karla | 10. Tablazon, Mitchell |
| 5. Genovia, Jessica | |

PROGRAM OF ACTIVITIES:

TIME	ACTIVITIES
9:00AM – 9:05AM	Welcome Remarks
9:05AM – 11:00AM	Proper Decorum and policies under CITEM Employees' Handbook Speaker: Florence Pearl M. Buensalido Chief, HR Division
11:00AM – 12:00NN	HR Forms, Benefits, Recruitment Process, etc. Speaker: Sarah Mhae Diaz & Leizel Ebiel Association of CITEM Employees (ACE) Speaker: Ms. Eva Mariquina (ACE Vice-President)
12:00NN – 1:00PM	ISO 9001:2015 Introduction Speaker: Karla Grace Dinglasan LUNCH TIME
1:00PM – 1:15PM	OPENING OF AFTERNOON SESSION Deputy Executive Director, Ma. Lourdes Mediran
1:00PM – 5:00PM	PHILHEALTH Benefits Maria Cheryl Manzano GSIS Benefits Raymond Datinguino PAGIBIG Benefits Representative Closing Remarks By Ms. Florence Buensalido

Approved budget: 13,200.00

Prepared by:


LEIZEL EBIEL
HRMO III

Noted by:


FLORENCE PEARL BUENSALIDO
Chief HRMD