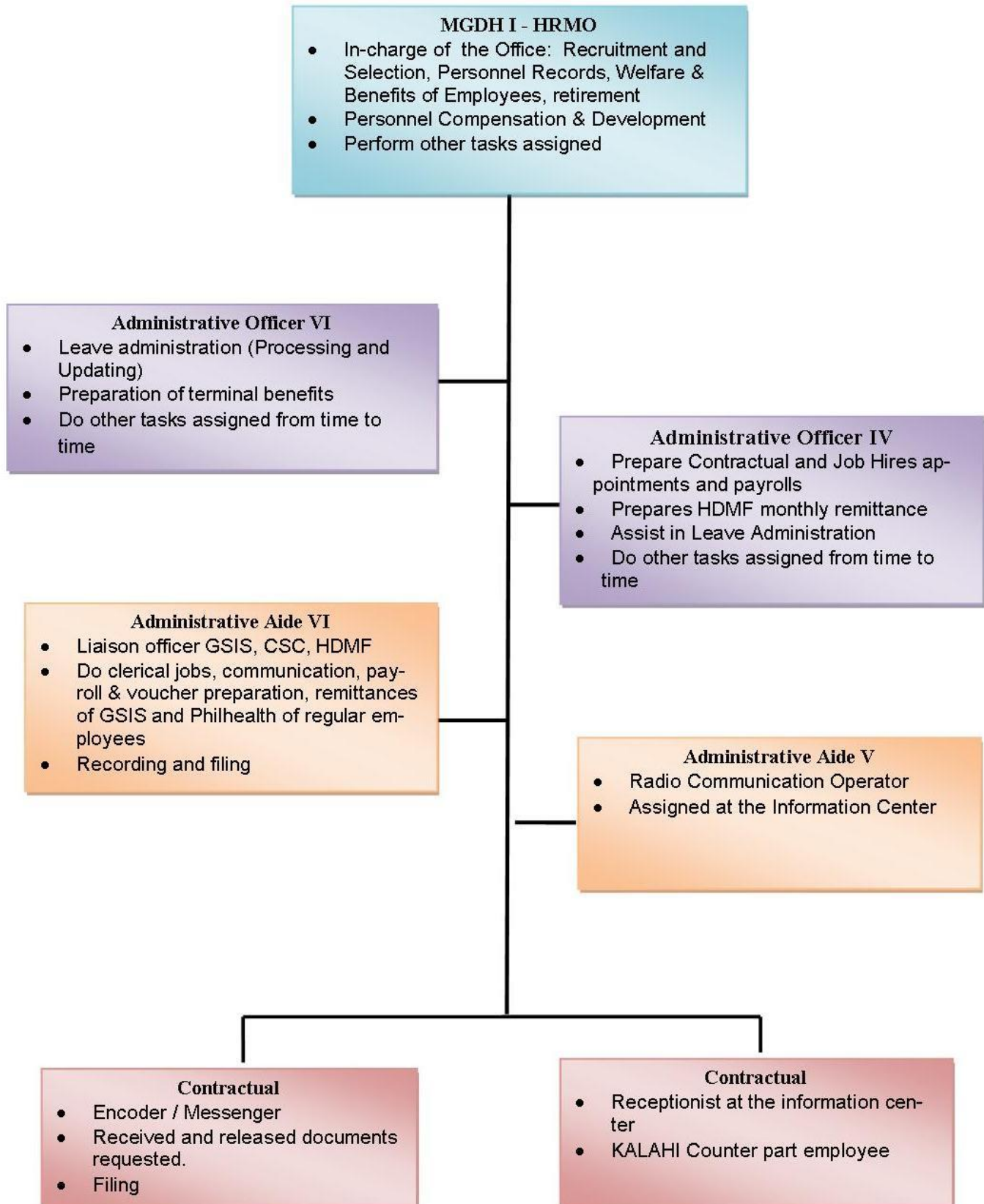


## **HUMAN RESOURCE MANAGEMENT OFFICE**

- + Maintains a complete and up-to-date personnel information system.
- + Assists the appointing authority in the recruitment and selection, placement and promotion of employees of the agency.
- + Administers the position classification and compensation system prescribed by the DBM and other employee welfare and benefits of the employee in the agency.
- + Assists the agency in the development and implementation of performance standards evaluation systems and employee recognition programs.
- + Provides relevant inputs in the development and implementation of human resource training and development programs.
- + Establishes and administers a continuing employee suggestions, and awards systems for the improvement of employee performance and productivity.
- + Conducts exit interviews of retiring, resigning, transferring or separating employees from the agency to determine their suggestions and/or feedback on how to improve organizations productivity and performance.
- + Maintains and keeps record of Employees' Leave Credit Benefits
- + Does the payroll preparation of the whole agency.

# FUNCTIONAL CHART

## HUMAN RESOURCE AND MANAGEMENT OFFICE



# POSITIONAL CHART

## HUMAN RESOURCE AND MANAGEMENT OFFICE

