Republic of the Philippines
METRO KALIBO WATER DISTRICT
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ORIENTATION/ONBOARDING SEMINAR FOR NEW ENTRANTS

March 5, 2021 (8:00A M – 5:00PM)

3/Floor MKWD Administrative Building, Jaime Cardinal Sin Avenue, Andagao, Kalibo, Aklan

I. BACKGROUND

After the endless devotion of time, efforts and lengthy interview and examinations of the applicants when applying to their respective positions in the Metro Kalibo Water District, now it finally comes – the rewards of their hardship, the on boarding and commitment to become a full-pledge civil servants or *Kawani ng Gobyerno*.

This orientation activity is designed to inform the new entrants in the government about MKWD's programs, thrusts and operations as well as respective duties and responsibilities, compensation, benefits and commitment to the public. Moreover, this activity is an introduction to MKWD's environment and culture.

II. PROFILE OF PARTICIPANTS

Inter-Office Memo No. ASD 139-2021 dated February 24, 2021 directed the fifteen (15) new entrants to attend the Orientation/on Boarding Seminar on March 5, 2021:

	Name	Position	Assigned Division
1.	Engr. Guia T. Diaz	Customer Service Assistant A	Commercial
2.	Charlotte Marie A. Biocos	Customer Service Assistant E	Commercial
3.	Babe Christian G. Macoy	Plumber C	Commercial
4.	Ronel R. Reposar	Plumber C	Commercial
5.	Engr. Ricky P. Dela Cruz	Engineer B	Construction & Maintenance
6.	John Ross T. Repiano	Water Maintenance Man A	Construction & Maintenance
7.	Jeffree D. Caravana	Plumber C	Construction & Maintenance
8.	Alde D. Alfaro	Plumber C	Construction & Maintenance
9.	Niño I. Insauriga	Plumber C	Construction & Maintenance
10.	Edwin F. Punzalan	Plumber C	Construction & Maintenance
11.	Junrey V. Dasoy	Plumber C	Construction & Maintenance
12.	Gary B. Isberto	Plumber C	Construction & Maintenance
13.	Ramon V. Valencia	Driver	Administrative Services
14.	Glenn T. Cuales	Light Equipment Operator	Water Resources
15.	Garret V. Almero	Transport Electrician	Water Resources

III. OBJECTIVES

In this ... develop their n... e more effective and efficient contributors to MKWD. Through the help of the Learning Facilitators, these new employee will be acclimated to their new working environment as well as to develop them to become more responsive and committed in the performance aspect of their respective duties and responsibilities.

IV. COURSE CONTENT AND SESSION TOPICS

Time	Learning Outcome	Session/Activity	Methods/ Materials	Person Responsible/Resource Person
8:00AM	Setting the tone	Preliminaries Short Opening Program: ▪ Prayer ▪ National Anthem ▪ Welcome Remarks ▪ Introduction of participants	AVP/Laptop, projector screen, sound system with microphone	Learning Facilitator: **ODETTE B. CLAVE** IRMO-A
8:30 – 9:00AM	Clear Understanding of the Objectives and scope of the training	▪ Vision and Mission of MKWD ▪ Organizational Structure ▪ Core Values ▪ Mandate of MKWD ▪ Brief History in the creation of MKWD Topics for Orientation	AVP/Laptop, projector screen, sound system with microphone	Learning Facilitator: **MARIA CECILLE M. IGNACIO** Senior IRMO-B
9:00AM – 10:00AM	It aims to appreciate the importance of accepting, applying Public Service Values	Public Service Values – ***"Patriotism in Public Service"***	AVP/Laptop, projector screen, sound system with microphone	Learning Facilitator: **MARIA CECILLE M. IGNACIO** Senior IRMO-B
10:00 AM – 12:00NN	Common Understanding of Employees Responsibilities	▪ Government Working Hours ▪ Duties of Public Official and employees of MKWD ▪ Dress Code for Officials and employees of MKWD	AVP/Laptop, projector screen, sound system with microphone	Learning Facilitator: **ALLYN L. BADILLES** Division Manager B Finance Services Division

1:00PM – 2:00PM	Cc Understanding of Employees Benefits	▪ Basic Salary ▪ PERA ▪ 13th Month Pay & Cash Gift ▪ Uniform/Clothing Allowance ▪ Productivity Incentive ▪ Compensatory Overtime Credits ▪ Compensatory Leave	projector screen, sound system with microphone	itator: **MARY ANN T. DAGOHOY** Sr. Financial Planning Analyst

Time	Learning Outcome	Session/Activity	Methods/ Materials	Person Responsible/Resource Person
		▪ Government Service Insurance System ▪ Pag-ibig Funds ▪ PhilHealth Benefits ▪ Retirement Benefits		
2:00PM – 3:00 PM	ISO Awareness and its effect in MKWD organization	▪ ISO Awareness ▪ What is International Standard ▪ What is Quality Management System ▪ Good effect of an ISO environment ▪ Basic knowledge on Internal Standard	AVP/Laptop, projector screen, sound system with microphone	Learning Facilitator: **FREEDRICK M. BUENAVIDEZ** Sr. Internal Control Officer A
3:00 -4:30PM	Awareness on MKWD's Personnel Mechanism	▪ Merit Selection Plan ▪ PRAISE ▪ Strategic Performance Management System ▪ Learning and Development ▪ Complaints and Grievance Machinery	AVP/Laptop, projector screen, sound system with microphone	Learning Facilitator: **MARIA CECILLE M. IGNACIO** Senior IRMO-B
4:30 – 5:00PM	Feed backing & Impression from participants	▪ Post Training evaluation ▪ Closing Program		

Participan

As form part ‹ ıcilitator, O. Clave to introduce themselves by stating their name and position as well as to describe the participant next to them starting with the first letter of their names. In this activity, participants were not really familiar with each other because most of them are assigned in the field, however today is the time of getting to know each other very well.

Session 1: Overview about the Metro Kalibo Water District

Ms. Maria Cecille M. Ignacio, Senior Industrial Relations Management Officer B/Learning Facilitator presented through power point presentation and gave a bird's eye view about MKWD, as follows:

- Vision and Mission
- Organizational Structure
- Core Values
- Mandate of MKWD
- Brief History in the creation of MKWD

In this session, participants developed perception and realization on how MKWD being raised from its humble beginnings. The participants appreciate the MKWD history which is a powerful tool that will enable leaders to better understand the agency's past and to help shape its future. Since history builds a capacity to assess any context and yield insights into the development of the economy and business strategies. The presented information by the Learning Facilitator help builds the information to life for new entrants.

Session 2: Public Service Values Forum regarding "Kwentong Lingkod Bayani: Patriotism in Public Service" conducted by the Civil Service Commission through Civil Service Institute

The Learning Facilitator, M. Ignacio featured the webinar regarding the CSI's monthly forum on values program showcasing the exemplary performance of government civil servants demonstrating the public service values on Patriotism, Integrity, Excellence and Spirituality (PIES).

This forum, *Kwentong Lingkod Bayani* was timely shared to the participants in order to appreciate the importance of accepting, applying and advocating the Public Service Values and adopt best practices shared by different agencies.

In this ses… ing their work efficien… atriotism. As what Atty. …volution *and encouragement. Patriotism is about love for the country, dedication, excellence, genuine public service, integrity, fairness and equality*."

Likewise, featured in this forum are the public service values in time of adversities that both individuals and organizations are often challenged in terms of fortitude, resilience and character that surface the values that are being upheld and championed and which, become the driving force of individual and organization persistence towards achieving goals. The insights/realization shared by one of the employee of the CSC in attending the PSV Program, as follows:

- Shared values extended on the value of each employee
- Intensified motivation
- Shared values serves as an anchor or a meaningful courage
- Transformation
- Extrinsic and embodiment on how to express time and love
- Major driving course to have a nation building

Session 3: Government Working Hours; Duties of Public Officials and Employees of MKWD; Dress Code; Premier on Republic Act No. 6713 – A Code of Conduct and Ethical Standards for Public Officials and Employees

Learning Facilitator, DM Allyn L. Badilles of Finance Services Division apprised the participants regarding the Government Working Hours and the Dress Code prescribed for all government officials and employees in line with the provisions of RA 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees).

Salient points discussed are the following:

- Official Attire
- Appropriate Attire
- Prohibited Attire
- Other Prohibitions such as:
  - Ostentatious display of jewelry, except for special occasions and during official celebrations;
  - Wearing of heavy or theatrical make-up;
  - It is likewise to considered as a taboo to use curlers, turbans, bandannas during office hours and within office premises
- Exemptions:

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employee in relation thereto, requires him/her to wear particular clothing;

- ✔ Physical disabilities, and other legitimate health reasons;
- ✔ Pregnant female employees are allowed to wear maternity dress during the period of pregnancy;
- ✔ Employees who lost a loved one can wear mourning dress during the period of mourning and
- ✔ Other circumstances analogous to the foregoing.

- Penalties

  Any violation of the provisions of this dress code shall be considered as ground for disciplinary action, for violation of reasonable office rules and regulation, under Section 22.c, Rule XIV, Revised Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No. 292)

DM Badilles likewise presented through power point presentation regarding the Guidelines in the filing of Statement of Assets, Liabilities and Networth (SALN) Form, salient provisions discussed are the following:

- Basic Information
- Real Properties
- Personal Properties
- Liabilities
- Computation of Networth
- Financial Connections and Business Interests
- Relatives in the Government

In this session, participants gained insights particularly in the observance of government working hours and the significance of every provisions of RA 6713. Likewise, participants are now well-aware on the basic information required in the filling out of 2020 SALN which will be submitted on or before April 30, 2021. Moreover, participants were also developed a sense of accountability and responsibility among themselves after this session.

Moreover, Learning Facilitator DM Badilles gave pre and post tests to the participants. The top two with higher scores namely: Guia T. Diaz and Charlotte Marie A. Biocos were given a token for garnering the higher scores in the post test.

Session 4: Co... ...ncluding all other state...

Ms. Mary T. Dagohoy, Sr. Financial Planning Specialist and Learning Facilitator discussed the following details regarding employee's benefits and compensation:

- Leave benefits including compensatory overtime credits

LEAVE OF ABSENCE				
KINDS OF LEAVE	TEACHING		NON-TEACHING	
	M	F	M	F
Vacation Leave	✓	✓	✓	✓
Sick Leave	✓	✓	✓	✓
Maternity Leave	x	✓	x	✓
Paternity Leave	✓	x	✓	x
Special Leave Privileges	x	x	✓	✓
Rehabilitation Leave	✓	✓	✓	✓
Study Leave	✓	✓	✓	✓
Parental Leave	✓	✓	✓	✓
Ten Day Leave (AVAWC)	x	✓	x	✓
Special Leave Benefits (Women)	x	✓	x	✓
Special Emergency Leave	✓	✓	✓	✓
Teacher's Leave	✓	✓	x	x
Compensatory Time Off	x	x	✓	✓

While compensatory overtime credits earned shall not exceed to one hundred twenty hours (120) and valid only for two (2) years otherwise, it will be forfeited.

- Basic Salary including the Step Increments
- Personnel Economic Relief Allowance (PERA)
- 13th month pay and cash gift (DBM Budget Circular No. 2016-4)
- Uniform/Clothing Allowance (DBM Budget Circular No. 2018-1)
- Productivity Enhancement Incentive (DBM BC No. 2017-3 & 2017-4)

Likewise, Learning Facilitator M. Dagohoy presented the following statutory obligations in the government:

- Government Service Insurance System. *Employer share equivalent to 12% of the basic salary while employee share is 9%.*
- Pag-ibig Funds and Benefits. Employer share is equivalent to Php 100.00 per month while Employee Share is 2% of the basic salary or can be requested as higher.
- PhilHealth Benefits
- Retirement Benefits
- Employees Compensation Benefits

In this session, participants developed awareness regarding the compensation and benefits which are considered vital part of human resource management for it enables to encourage the employees to retain and improved the organizational effectiveness. It also promotes a higher level of productivity and deepened agency culture.

In this topic, participants likewise developed learning with regards to the types of compensation and benefits to include the intangible rewards in which in the form of rewards and recognition, career development and the like.

Learning Facilitator M. Dagohoy likewise provided the participants a pre and post tests to assess and evaluate their knowledge pertaining to the assigned topic.

Session 5: International Organization for Standardization (ISO) Awareness and its effect in MKWD as organization

Learning Facilitator F. Buenavidez gave insights and awareness on the benefits of being ISO 9001:2015 certified, its importance and effects to the MKWD as a whole. He discussed about the Quality Management System and its importance because of the ability to enact growth, profitability and cost savings. It also opens the door for continuous improvement, allows the workforce to be more efficient and stabling ongoing QMS standards for improvement and sustain customer success.

Salient points discussed:

- The importance of ISO:

  1. Enhance CLIENT satisfaction
  2. Become more effective and efficient organization
  3. Provide framework for continual improvement

- Procedure Plan

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implementing the ones that have shown to work.

F. Buenavidez likewise presented the MKWD Quality Policy, as follows:

- ✔ We at MKWD commit to supply safe, adequate, potable, and affordable water services to its concessionaires
- ✔ We commit to comply with all relevant standards as well as statutory and regulatory laws
- ✔ We shall strive to continually improve our services, processes, and systems in order to achieve total customer satisfaction

In this session, participants developed awareness on the importance of ISO in the agency.

Session 6: Awareness on MKWD's Personnel Mechanism

Learning Facilitator M. Ignacio presented the following Personnel Mechanism institutionalized in MKWD, the importance, function and benefits of the core HR system in all government instrumentalities. With this core component of HR systems, the Civil Service Commission (CSC) awarded the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) Bronze Award to MKWD in recognition of its commitment to promote service excellence in human resource management processes, practices, and competencies in the four-core HRM areas.

This recognition is a testament that the MKWD, an ISO certified agency, is committed to consistently provide quality services to its clients and comply with the applicable statutory and regulatory requirements on human resource management.

Salient points discussed:

- ❖ **Merit Selection Plan (MSP)** which is characterized by strict observance of the merit, fitness and equality principles in the recruitment, selection and placement of employees in MKWD. The composition of MSP relies on the Human Resource Merit Promotion and Selection Board.
- ❖ **Strategic Performance Management System (SPMS)** is a mechanism that links employee performance with the organizational performance to enhance the

perfor... of SPMS relies ...

- **Progra...** ...chanism for identifying, selecting, rewarding and providing incentives to deserving employees individually and in groups, for their suggestions, innovative ideas, discoveries, superior accomplishments, heroic deeds, exemplary behaviour, extraordinary acts or services in the public interest which contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity. The composition of members relies on the Rewards and Recognition Committee.
- **Learning and Development** which align all learning and development interventions in the MKWD to its mission and strategic objectives. The composition of L& D relies on the Personnel Development Committee. The MKWD has also established an internal pool of Trainors/Learning Facilitators.

- **Complaints and Grievance Machinery** is a mechanism/process designed to give employees and employers a fair and objective system to raise and review serious issues and complaints without bias.

In this session, participants developed awareness with the four-core of HR systems and its composition as well as individual commitment to promote service excellence in HRM processes, practices and competencies.

Session 5: Commitment Setting

Participants were given task to share their insights regarding this activity. As a manifestation of their learning, Engr. Guia T. Diaz pose query with regards to step increment and membership to various organizations within the MKWD like MKWD Employees Association, MKWD Provident Fund Association and MKWD Employees Multi-Purpose Cooperative. Likewise, Engr. Ricky P. Dela Cruz shared his insight by giving appreciation to the Learning Facilitators and MKWD as a whole for facilitating the Orientation/OnBoarding Seminar for the MKWD new entrants. With this, it is hereby recommended that there should be a proper representation from the said associations for better understanding and commitment of the new entrants.

The activity surfaced individual commitment of participants towards commitment to work, develop a high level of employee satisfaction, engagement and feeling of responsibility towards the achievement of MKWD goals, mission and vision. This also served as the culminating activity of the Orientation/OnBoarding Seminar for New Entrants.

V. TRA

The Learning [illegible]m and Post-Seminar Evaluation to assess/evaluate the learning intervention of the participants and to determine the level of satisfaction in this activity. The instrument consisted of evaluation for nine (9) aspects of the program that includes: Design (Clarity of Training Objectives, Relevance and Sequence of Contents and Usefulness of the Learning Materials), Facilitation (Mastery of the Subject Matter, Time Management, Appropriateness of Learning Methodologies and SMEs Professional Conduct), and Administration (Pre-course Coordination, Learning Environment, Facilities and Equipment, Assistance to Participants).

Results of the evaluation for this activity showed an overall satisfaction rating, as follows:

- ✔ Excellent – 59.26%
- ✔ Good – 40.74%
- ✔ Fair – 0.74%

Participants posed suggestion/comments that there is a need for installation of air conditioning units at the third floor area to create a room climate comfortable to all participants while learning.

- The welcome remarks delivered by Engr. Lydio I. Ureta, Acting General Manager, welcomed the participants in this very important activity of the employee, the Orientation/OnBoarding Seminar for New Entrants by highlighting their commitment to work and efficient delivery of services to the public.

- True to their expectations, participants showed their interest and enthusiasm all throughout the conduct of the training manifested by their active participation.

- It was observed that Learning Facilitators were able to provide good transitions between activities and topics that made the whole discussion smooth and effective. Consistent feedback and communication with the facilitator during discussion is deemed important.

Transcribed by:

ODETTE B. CE
IRMO-A
April 28, 2021

Attested:

MARIA CECILLE M. IGNACIO
Supervising IRMO-A

ROGELIO M. ESTANISLAO
Division Manager B
Administrative Services Division

ENGR. LYDIO I. URETA
Acting General Manager