



CHRMO



MID-YEAR ASSESSMENT,



PLANNING & CAPABILITY BUILDING 2022

Pico De Loro, Nasugbu, Batangas
June 8-10, 2022

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Republic of the Philippines
Province of Nueva Ecija
San Jose City -3121
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CITY HUMAN RESOURCE MANAGEMENT OFFICE

**MID-YEAR ASSESSMENT, PLANNING
AND CAPABILITY BUILDING
(TERMINAL REPORT)**

June 8-10, 2022



INTRODUCTION

It is a painstaking task to maintain the efficiency of an organization. Apart from defining core functions and each member's duties, the management shall ensure that everyone is consistently aligned to the group's objectives, strategies, and processes.

For the City Human Resource Management Office (CHRMO), it is essential to understand the Four (4) Human Resource Systems. These systems outline the standard procedures related to various Human Resource activities.

Through the training conducted by Mr. Romeo S. Yacan Jr., City Human Resource Management Officer, the following topics, which are all focused on the said systems, were discussed:

1. Recruitment, Selection and Placement (RSP);
 - a. Process of Recruitment from Inventory of Vacant Position to Publication to Background Investigation to Screening Process.
 - b. Implementation of Onboarding Program
 - c. Employee Handbook
2. Learning and Development (L and D);
 - a. Conduct of Training Needs Assessment, IDP to Career Pathing
 - b. Preparation of Training Design
 - c. What Needs to Be Considered/Prepared for the Conduct of Training
 - i. Planning
 - ii. Leading
 - iii. Organizing and Coordination