

Operations Manual for CSOs Template

Name of Organization

(Logo)

Operations Manual

Part 1:
MANAGEMENT
OPERATIONS MANUAL

INTRODUCTION

Policies, systems and procedures are significant in effective management. They set certain standard of behavior in an organization. They level off expectations among the members of the organization, guide people on how to proceed with their individual tasks, and thereby promote predictability, efficiency and accountability. They relieve the top management from making decisions pertaining to minor and routinary matters. When people in a network know and understand them, activities are carried out faster and with greater ease. They contribute significantly to achieving management effectiveness and efficiency.

This manual is a work in coming up with the policies, systems and procedures of **(Name of Organization)** for use by its Board of Trustees and employees.

This manual consists of general operations of the organization.

The **(Name of Organization)** Board of Trustees and employees must always update this manual should there be revisions, updates and additions in the future.

This version of the manual was prepared in May 2023.

CHAPTER 1

(Name of Organization): Its purpose of being

Section 1.1

About the Organization

Section 1.2

Vision -

Mission -

Goal -

Core Values:

1.

CHAPTER 2

MEMBERSHIP POLICIES, SYSTEMS AND PROCEDURES

Section 2.1

Membership

2.1.1 General Principles

- a) The Criteria for Membership are based on the Articles and By-Laws, the Vision, Mission and Goals of the organization.
- b) Membership applications should be considered in view of **(Name of Organization)**'s mission to expand the reach and increase the effectiveness of non-government organization (NGO) development work in the Philippines.
- c) As the organization was incorporated for the purpose of convening the different individuals/organizations especially in confronting pertinent development issues collectively.

2.1.2 Membership Rights and Privileges

Membership to **(Name of Organization)** is open to persons that meet the following criteria for membership:

- a) Share the objectives and values of **(Name of Organization)** as espoused in the core values.
- b) Willing to abide by the Constitution and By-Laws of **(Name of Organization)**.
- c) Willing to abide by the Code of Conduct of **(Name of Organization)**.
- d) Willing and committed to participate actively in the **(Name of Organization)** activities and undertake the responsibilities.

A. RESPONSIBILITIES

A Member has the following responsibilities:

- a) Obey and comply with the By-laws, Rules and Regulations that may be promulgated by the organization from time to time.
- b) Attend meetings that may be called by the appropriate structure.
- c) Pay membership fee of _____ (Php ____) and annual dues of _____ (Php____).
- d) Participate in **(Name of Organization)** activities/projects and abide to its Code of Conduct.

B. RIGHTS AND PRIVILEGES

A Member enjoys the following rights and privileges:

- a) To participate in the General Assembly
- b) To exercise the right to vote on all matters relating to the affairs of the organization
- c) To be eligible to any elective or appointive office of the organization.
- d) To participate in all deliberations/meetings of the organization
- e) To avail of all the facilities of the organization with BOT authorization
- f) To examine all the records or books of the organization during business hours with BOT authorization.
- g) Eligible to access the organization's support funds for members.
- h) Full rights of attendance and participation at regular meetings.
- i) Can endorse new **(Name of Organization)** members.
- j) Reserves the right to withdraw from the organization with due process.

Section 2.2

Membership Application Procedures and Termination

2.2.1 APPLICATION for Membership

- a) Application for membership shall be made by formal request to the **(Name of Organization)** Board.
- b) Applicants should provide the following documents:
 - b.1 Personal Data
 - b.2 Letter of endorsement from one (1) **(Name of Organization)** member
- c) The Membership Committee assigned by the Board will review the documents submitted and conduct initial interviews. The committee will then submit all applications with its own recommendation to the Board of Trustees.
- d) The Board will then review the applications, and any other relevant information. Based on these, the Board may:
 - admission to membership; or
 - rejection of application or
 - deferment of application for a stated period which may include requesting additional information pending submission of additional/ required information
- a) The decision of the Board shall be deemed executory. Following the Articles and By-Laws of the organization, Board decisions on the applications will then be ratified during the next assembly.
- b) The BOT will then advise the applicant organization of the decision in writing, together with a clear explanation for its decisions.
- c) For an applicant to be admitted to membership, a file containing the record of the application shall be established and maintained by the Secretary. The Secretary will also post the names of the new members in the official social media page or website of the organization.
- d) Reinstatement of membership can be allowed with the approval of the Board.

2.2.2 Termination of Membership

- a) Membership of a Member may be terminated on the following grounds:

a.1 Non-participation in General Assembly

a.1.1 The Secretary shall monitor the attendance of members in the General Assembly. Absence without prior notice in General Assembly shall be considered first (1st) offense and the member shall be given a written warning by the Membership Committee. A member may be terminated after incurring two (2) consecutive absences in General Assembly. In such case, the following procedures shall be followed:

a.1.2 The Membership Committee shall gather all pertinent documents on the non-attendance of the member concerned in General Assembly. The Committee shall then review the case and will submit its recommendation to the Board. The deliberation on the termination of membership shall be taken up in the next Board Meeting. The decision of the Board shall be considered final and executory.

a.2 Violations of the By-laws and Constitution

a.2.1 The membership of a member may also be terminated if it is found to have violated the By-Laws and Constitution of **(Name of Organization)**. In such a case, the following procedure shall be followed:

a.2.2 The Board shall form a Membership Committee composed of three (3) members. The team shall be tasked to conduct an investigation on the alleged violation. The team shall then endorse its findings to the board.

a.2.3 The team shall determine and recommend the appropriate sanction(s). It shall then endorse its recommendation to the Board for ratification.

a.2.4 The team recommendation shall be taken up in the next Board meeting. The recommendation shall become enforceable as soon as it is ratified by the Board.

a.2.5 In the event that a complaint on a (member) for a supposed violation is received, it shall be endorse to the Membership committee. The same procedure as outlined in a.2.3 to a.2.5 shall be followed. As soon as the recommendation is ratified, it becomes executory.

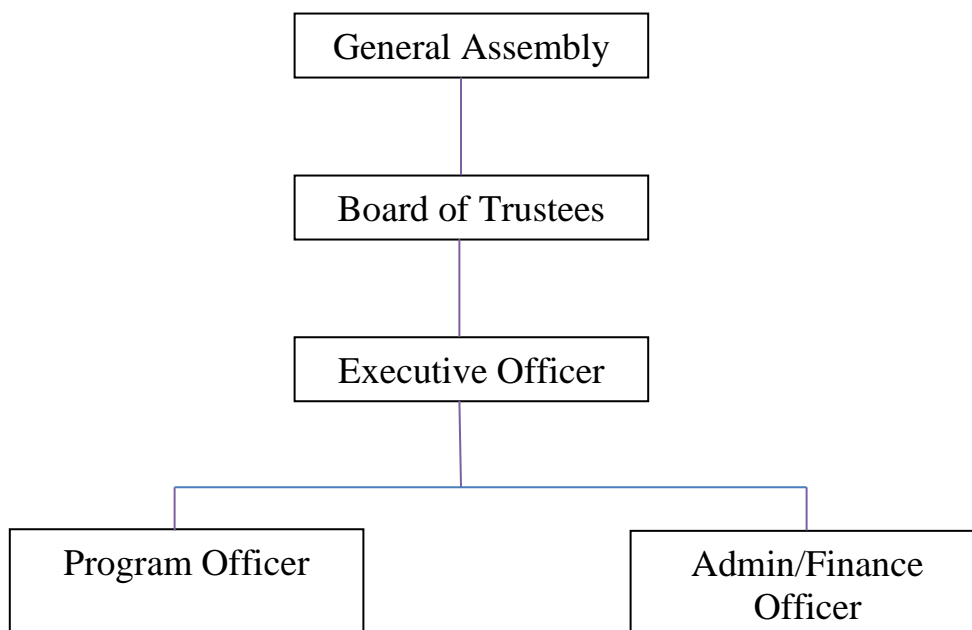
Until otherwise removed from the organization or upon filing and acceptance of letter to withdraw membership, a member shall continue to be a member of **(Name of Organization)**

2.2.4 Revisions of the Membership Policies

The membership policies may be revised to address emerging trends and needs in the organization itself and the community in general. However, any revisions in the membership policies and guidelines shall be approved by the Board.

CHAPTER 3 GOVERNANCE

SECTION 3.1 ORGANIZATIONAL STRUCTURE



3.1.1 General Assembly - There shall be a General Assembly composed of the members of the organization. The member organizations convene yearly every _____.

3.1.2 Board of Trustees – The Board of Trustees is composed of 5 elected representatives from the member organizations and will serve for a period of three (3) years.

Consistent with the strategic thrusts approved by Member Organizations, the Board shall adopt necessary policies and develop annual programs and budget which shall be reviewed and approved by the Assembly. It shall supervise the Secretariat.

3.1.4 Secretariat - The Secretariat shall be responsible for the day-to-day operations of the network and the performance of such other functions as may be delegated by the Board. The Secretariat shall be headed by an Executive Officer.

Section 3.2 Meetings and Special Meetings

3.3.1 Regular Meetings

The following shall be regular meetings of the organizational units of the organization:

General Assembly	Every _____
Regular Board Meeting	Once every month

3.3.2 Special Meetings

Special meetings may be called as the need arises, by the Chairperson informing those concerned of the proposed agenda, date and venue of the special meeting.

SECTION 3.3 BOARD OF TRUSTEES

3.4.1 Powers of the Board of Trustees - The corporate powers of the organization shall be exercised, its business conducted, and its property controlled by the Board.

3.4.2 Qualifications - No member shall be eligible for election to the Board of Trustees unless they have the following qualifications:

- a. They are Filipino citizens of legal age.
- b. They are nominated and endorsed by the member organization.
- c. They have no derogatory records

3.4.3 Process of Election of the Members of the Board of Trustees

The member organizations of the general assembly shall elect five (5) member organizations as the Board of Trustees.

The term of office for each member of the Board of Trustees is three (3) years. No Board member may serve for more than two (2) successive terms for the same position.

The election of the new members of the Board shall be presided over by the Board Secretary.

An election committee shall be formed to supervise the election process. The members of the election committee should not be a nominee. Election shall take place through secret balloting.

3.4.4 Responsibilities of the Board of Trustees

- a. Shall formulate necessary policies and programs leading to the attainment of the three to five-year strategic plan approved by the General Assembly.
- b. Conduct strategic planning, formulate the three to five-year strategic plan, and submit this to the Assembly for adoption.
- c. Review and approve the annual plan and budget submitted by the Executive Officer.
- d. Monitor the implementation of the annual plan including financial matters.
- e. Conduct monthly meetings.
- f. Decide on matters submitted by the Executive Officer that need Board's consent or approval.

3.4.5 Roles and Functions of the Executive Committee of the Board of Trustees

Chairperson

- a. Shall be in charge with over-all directing and overseeing of all the activities of the organization; as such, he/she shall exercise over-all supervision on the Executive Officer;
- b. Preside in all the meetings of the Board of Trustees, and the Business Meeting of the Annual Assembly.
- c. Review the annual plan formulated and submitted by the Executive Officer.
- d. Render an annual report on the accomplishment of the network during the assembly.
- e. Shall be the official representative of the organization and can appoint/authorize other board members in case of unavailability.

Vice-Chairperson

The Vice-Chairperson shall exercise all powers and perform all duties of the Chairperson during the absence or incapacity of the latter and shall perform duties that maybe assigned by the Board.

Secretary of the Board

- a. Shall give all the notices required by law and keep all the proceedings of the Annual Assembly, and the minutes of the Board meetings.
- b. Shall coordinate with the Secretariat to make sure that important documents, correspondence, and all other files are kept properly.
- c. Shall certify the existence of a quorum during the annual assembly, and the regular meetings of the Board.
- d. Shall maintain the member's register.

Treasurer

- a. Shall oversee the overall financial matters of the organization, including compliance to statutory requirements.
- b. Shall review the monthly financial report before presenting it to the Board meeting.
- c. Shall oversee the investment and resource mobilization of the organization.
- d. Shall serve as a bank signatory.

Auditor

- a. Shall oversee the annual audit process of the organization; and provide an annual audited financial report during the assembly.
- b. Shall assist the Chairperson to oversee/monitor and evaluate the implementation of the approved strategic plan

3.4.6 Removal of the Board of Trustees

Any member of the Board of Trustees may be removed from office due to the following reasons:

- a. Non-compliance to the Code of Conduct
- b. Non-fulfillment of duties
- c. Voluntary resignation, death or incapacity
- d. Domicile outside the Philippines
- e. Withdrawal

Process of Removal

- a. A letter of complaint/information shall be submitted to the Board Grievance and Redress Committee
- b. After due process, the Board Grievance and Redress Committee shall recommend actions to the Board
- c. After the decision has been made, the Board will inform the member for action

Section 3.5

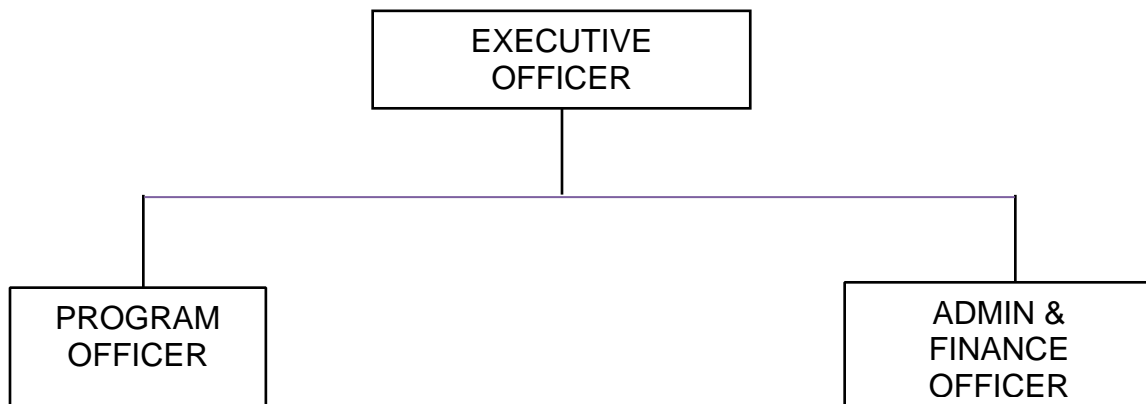
THE SECRETARIAT

In order to ensure the programs and services of the organization to its members in accordance to the strategic goals of the organizations, the BOT identified the core secretariat namely the Executive Officer, Administrative/Finance Officer, and Program Officer/s in order to oversee the operation and implementation of the strategic plans and identified indicators of the organization.

3.5.1 Roles of the Secretariat

- a) Plan, Design, Implement, Manage, Monitor and Evaluate programs adopted by the BOT based on the Strategic Plan
- b) Administrator of Resources
- c) Manager of relations of members with the public
- d) Community that promotes professional growth and work fulfillment

3.5.2 Secretariat Structure



Section 3.6

CONFLICT OF INTEREST POLICY

3.6.1 Fiduciary Responsibility – The members of the Board of Trustees and all the staff comprising the Secretariat have a clear obligation to conduct all affairs of the organization according to the highest ethical standards. Loyalty, honesty, truthfulness and moral virtue are expected to be practiced and upheld by them all the time.

3.6.2 Covenant – The members of the Board of Trustees and the Secretariat agree to place the welfare of the organization above personal interests, the interest of the

family members, or others who may be personally involved in substantial affairs affecting the organization's basic functions.

3.6.3 General Disclosure – The members of the Board of Trustees and the Secretariat shall disclose all relationships and business affiliations which may now, or in the future, potentially conflict with the interests of the network or bring personal gain to them or their family business.

3.6.4 Reporting of Disclosures - All disclosures required of the Secretariat members will be handled by the Executive Officer. All disclosures of the members of the Board of Trustees shall be referred to the Board Chairperson. Information disclosed will be held in confidence except when the network's best interest would be served by bringing the information to the attention of the officers of the network when the situation so requires.

3.6.5 Desisting from Participation – Any member of the Board of the Trustees and Secretariat who may have conflict of interest in any matter shall desist from participating in the deliberation or voting concerning the proposed transaction. He/she is expected to excuse him/herself from the meeting unless explicitly requested by the Chairperson to remain in the meeting to interpret or provide information. Disregard for the need to excuse himself/herself invites the Chairperson to request his/her withdrawal from the meeting room.

3.6.6 Determination of Possible Conflict of Interest - Any individual who is uncertain about a conflict of interest in any matter shall disclose such possible conflict to the appropriate individual as noted above.

3.6.7 Failure to Disclose – All members of the Board of Trustees and the Secretariat should recognize that disclosure of personal and business interest is a requirement for continued affiliation. Deliberate failure to disclose any potential conflict of interest could result in disaffiliation, sanction, or termination of assignment.

3.6.8 Conflict of Interest of Employees

Hiring Process

Conflicts of interest may also occur during the hiring process. To prevent conflicts in the hiring process, employees are not allowed to recommend family members for positions within their own departments. All job applicants must apply the same way, through the applicant tracking system platform, before being interviewed.

If an employee feels that a conflict of interest is likely to occur, that employee is instructed to discuss conflicts with Immediate Supervisor. The Immediate Supervisor is responsible for monitoring potential conflicts in the workplace, and working to prevent them. In the event that conflicts cannot be prevented, employees are instructed to work with the Executive Officer to mitigate risks and exposure to the greatest extent possible.

In general, personal and financial interests should be kept entirely separate from activities that may oppose the company's interests. Violation of the conflict of interest policy may result in suspension or termination.

CHAPTER 4 PERSONNEL

Section 4.1 Statement of General Policy

The most important resource of **(Name of Organization)** is its people. For this reason, **(Name of Organization)** shall strive to work towards the realization of the creativity and learning potential of all its leaders and employees. It is committed to creating an equitable, developmental and motivating working environment, which values and empowers people at all levels.

This chapter pertains to policies and guidelines as to the management of employees of its **(Name of Organization)**. It aims to provide with operating guidelines, standards, and references necessary for the effective administration of Human Resource Development programs.

This will serve as a guide for all personnel on matters affecting employment, performance appraisal, training and development, compensation, employee benefits, among others.

The Secretariat shall be primarily responsible for the implementation of the provisions in this Manual. Personnel shall likewise render assistance to all other departments/units of the organization in the interpretation and proper application of these policies and/or procedures.

Although the administration of personnel policies and procedures is the main responsibility of the Secretariat, the willingness and interest of everyone to support them is vital to the organization. Part of the expression of the staff's support is knowing and familiarizing themselves with these personnel policies and procedures.

The Secretariat welcomes suggestions from all level in the organization for any amendments or revisions to improve the policies, regulations and procedures as set forth in this Manual.

All policies and procedures set forth in this Manual shall be reviewed periodically by the management in general meeting/planning and endorsed to BOT for approval and adoption. The BOT, however, shall have the final approval of policies.

PERSONNEL PHILOSOPHY

The **(Name of Organization)** recognizes and believes that employee has a right to:

1. Hold and develop values which contribute to professional, moral and personal growth.
2. Employment and remunerative work.
3. A decent living standard and safe and humane working environment consistent with development principles.
4. A working wage that is just and equitable.

Respecting these rights, the organization aims:

1. To uphold the dignity of the individual and to respect their importance in the organization
2. To treat all employees fairly and without discrimination.
3. Provide flexible working spaces and hours attuned to the needs of the times

Section 4.2

Classification of Employment

4.2.1 Regular (Core Staff) Employees¹

The regular employees consist of those that are defined by the organization as core plantilla positions; namely: 1) Executive Officer, 2) Program Officer, 3) Administrative and Finance Officer, 4) Bookkeeper

These positions are identified and reviewed periodically through the conduct of job evaluations.

4.2.2 Probationary

All regular staff positions and project-based staffs shall undergo a probationary period of six (6) months under the supervision, monitoring, and assessment of the immediate supervisor.

4.2.3 Project-Based Employees

¹ Article 280 of the Labor Law of the Philippines defines **regular and casual employment** as follow: “the provisions of written agreement to the contrary notwithstanding and regardless of the oral agreement of the parties, an employment shall be deemed to be regular where the employee has been engaged to perform activities which are usually necessary or desirable in the usual business or trade of the employer, except where the employment has been fixed for a specific project or undertaking the completion or termination of which has been determined at the time of the engagement of the employee or where the work or service to be performed is seasonal in nature and the employment is for the duration of the season.”

“An employment shall be deemed to be casual if it is not covered by the preceding paragraph: Provided, That any employee who has rendered at least one year of service, whether such service is continuous or broken, shall be considered a regular employee with respect to the activity in which he is employed and his employment shall continue while such activity exists.”

Project-Based Staff are those who are hired to perform specific job functions for a certain project, which is usually contracted with a partner donor, with specific time bounded work tenure, usually coterminous with the duration of the project, explicitly stipulated in the employment contract at the start of the work engagement.

The project-based staff shall receive at least the minimum wages and benefits provided by law. The organization shall strive to ensure that they also receive the employee benefits that the regular staff receive subject to available funds provided by the project or, whenever possible, supplemental funds that may be provided by the network.

4.2.4 Consultants

These are persons who are recognized by the organization as experts in their own fields and whose services are contracted by the organization for a specific purpose underwritten terms and conditions mutually agreed upon by both parties. There exists no employee-employers relationship between the network and the consultant out of this engagement.

4.2.5 Contractual

These are persons contracted by the organization within a 30 day term period² to perform certain type of work especially during period when additional manpower is necessary because of high volume of work.

4.2.6 Volunteers

These are professionals, students, retirees or other persons who voluntarily render their services to the organization without any compensation within a particular period of time and with specified work objectives or output. The organization may provide an allowance to cover any necessary expenses for transportation or other expenses in connection with the performance of his/her assigned tasks.

Policies for accepting volunteers:

1. Decision to take on volunteers rests on the Executive Officer.
2. Volunteers shall also undergo screening by the Executive Officer and its immediate supervisor.
3. Depending on the evaluation of the performance of the volunteer, he/she can be given priority for regular employment if a position is vacant or opened.
4. For foreign volunteers, proper clearance from concerned agencies should be secured.

Section 4.3

Recruitment and Hiring of Personnel

4.3.1 Sourcing

- a) When a vacancy occurs, the decision to hire is vested on the Executive Officer. Unless otherwise approved by the Board, he/she is confined to hire regular staff only within the identified core plantilla positions. He can hire consultants, project staff or casuals provided that sources of their compensations, including employees' benefits and other necessary costs, are clearly appropriated by available budget. The approved salary scale and the budget should be considered in determining the salary rate of the incoming staff.
- b) In the search for applicants, priority will be given to persons who are already working within the network and who have the necessary qualification and experience for the job. If no one is qualified within, search for applicants may be made through active search, through email or posters, within the NGO community and other partners. Open advertisement shall be the last resort among the strategies for searching applicants.
- c) Applicants shall be required to submit an application letter and curriculum vitae. When necessary, the Executive Officer may require the applicant to submit such other pertinent documents such as academic records, health certificate, letter of reference, and others.
- d) If the vacancy involves the position of the Executive Officer, the BOT shall constitute a Search Committee which shall accept and screen applicants.

4.3.2 Selection and Screening

- a) The criteria for screening and hiring applicants shall be:

-Minimum criteria on education and experience	50%
-Core Competency Match	20%
-Aptitude & Personality	15%
-Background Check	15%
- b) For the position of Executive Officer, the Board shall finally select from at least two nominees submitted by the Search Committee.
- c) The final decision in the selection and hiring of applicants shall be made by the Executive Officer. He/she shall be assisted by the Finance and Administrative staff. The Executive Officer may designate senior staff members including

project staff – depending on the vacant position - to initially screen applicants and recommend at least two candidates for the vacant position.

4.3.3 Placement and Orientation

- a) Once the selection is decided, the Executive Officer shall offer the job to the person selected. Executive Officer shall explain to him/her the requirements of the position, the job description, the policies pertaining to probationary period, hiring rate, benefits, and general organizational policies.

The Executive Officer shall prepare the employment contract and shall have this signed and conformed by the hired staff.

The Finance and Administrative Officer provides the new hire with the pre-employment requirements list to be submitted on the employee's first day at work

- b) On the first day of work, for the core staff and project manager positions, the Executive Officer shall organize an orientation of the new staff about the job description, compensation and benefits package, terms and conditions for the probationary period, the KRAs and work plan. In the case of project-based staff, the orientation shall be done by the concerned project manager.

The orientation for the new hire shall also include the vision, mission, and goals of the organization, its history, core values, other basic operations policies, systems and procedures.

The new staff shall be given a copy of all pertinent documents.

If the new hire involves the Program Officers, the Finance and Administrative Manager and the Project Managers, they must be formally introduced to the Board Members and members thru email.

- c) The Finance and Admin Officer shall keep a personnel file for each of the staff. In addition to relevant documents submitted upon application, the personnel file shall include employment contracts, record of trainings, conferences and seminars that the staff has attended, important correspondence with management, application for leaves, periodic performance evaluation reports, etc. These records may be used in all or any of the following: updating or determining job classification of staff, evaluation of staff for promotion, upgrading staff compensation, and or determining merit increase/performance bonus.

4.3.4 Probationary Period

- a) All regular staff positions³ and project based staff shall undergo a probationary period of not more than 6 months. However, in the case of the project based staff, the Executive Officer may waive the probationary period if the duration of the project where the new hire is supposed to work is less than one year, or because of special consideration in the qualifications of the applicant or other circumstances affecting the project or its implementation.
- b) Within the first three months of the probationary period, the immediate supervisor shall conduct an assessment on the performance of the applicant based on agreed KRAs at the start of the probationary period.
- c) On the 5th month, the immediate supervisor shall conduct again an assessment of the performance of the applicant. The immediate supervisor will recommend to the Executive Officer the continuation of the employment or termination of services of the applicant.
- d) The concerned applicant staff must be informed of the final decision regarding his/her probation status not later than 2 weeks before the expiration of the probationary period. The termination of the probationary employment will become effective on the day of the expiration of the probationary period.
- e) He/she will be deemed formally hired in the position applied for if no assessment or recommendation is made after the date of expiration of the probationary period.
- f) If the applicant passes the probationary period, an employment contract will be signed by the Executive Officer.

The Employment Contracts (whether regular or contractual) shall be revised accordingly when necessary such as movement in the staff's position, extension of contract, new assignments, etc.

Section 4.4

Compensation and Salary Administration

4.4.1 General Policies on Employees' Compensation

It is the policy of the organization to maintain wage and salary standards and keep the pay or salary scale in favorable comparison with the prevailing rate in social

³ **Art. 281 of the Labor Code of the Philippines:** Probationary employment shall not exceed six (6) months from the date the employee started working, unless it is covered by an apprenticeship agreement stipulating a longer period. The services of an employee who has been engaged on a probationary basis may be terminated for a just cause or when he fails to qualify as a regular employee in accordance with reasonable standards made known by the employer to the employee at the time of his engagement. An employee who is allowed to work after a probationary period shall be considered a regular employee.

development organizations in the area of operations. In line with this policy, the organization shall maintain grades and salary ranges for all positions in the organization.

As a general policy, **(Name of Organization)** shall comply with all the provisions of the Philippine labor law. In no case shall it provide salaries to its regular and project based employees below the minimum wage per day as provided and determined by the appropriate government agency. For purposes of determining the daily wage rate of the organization, the official regular working days per month of **(Name of Organization)** is 22 days.

4.4.2 Payment of Salaries

- a) All staff shall receive their monthly salaries in two payments: on the 10th and 25th day of the month. If payday falls on a non-working holiday or weekend, payment is made on the preceding work day.
- b) Payment of salaries and wages is made through a voucher system and deposited on the employee's personal bank account. Pay slips are released by the Finance Unit to inform the employees of the actual computation of their take home pay for that period.
- c) Except for the statutory deductions such as the SSS, Pag-Ibig, PhilHealth premiums, and BIR withholding tax, all other deductions from the salary payroll of an employee will require the corresponding authorization from the concerned employee. These deductions may include payment of un-liquidated cash advances, payment of loans, personal calls, contributions, etc.

4.4.3 Staff Performance Evaluation

All staff shall undergo performance evaluation every year to be conducted by the immediate supervisor.

Section 4.6 EMPLOYEE BENEFITS

STATEMENT OF POLICY

(Name of Organization) staff are skilled professionals who despite the meager employment compensation would opt to work for NGOs where the knowledge that they have are making a contribution to the nation's and people's welfare and resilient environment that serves as the most important benefit.

(Name of Organization), realizing this and knowing that it must continue to attract and maintain skilled and highly motivated people has packaged benefits, over and above the basic pay **in recognition of their contribution to the organization and to the people's welfare and sustainable development as well.**

Recognition of contribution here means that the staff has responsibly and sufficiently undertaken the tasks assigned to him/her. This is done so as to encourage staff to ascend professionally (and personally) and discourage negligence of duty. **And for those who exhibit exceptional record of service as a contribution to the organization will be duly recognized.**

A. LEGALLY-MANDATED BENEFITS

4.6.1 Social Security System/ PhilHealth/ Pag-Ibig.

(Name of Organization) shall comply with the requirement mandated by law pertaining to employer's share in terms of SSS⁴, PhilHealth, and Pag-Ibig⁵ contributions, and the corresponding responsibilities associated with them as an employer.

(See Sec. 14. Sickness Benefit; RA 8282 – Social Security Act of 1997)

4.6.2 13th Month Pay

- a) All regular and project-based staff who had worked for at least one month during the year are entitled to a 13th month pay. This is computed by multiplying the highest monthly salary one earns during the year, by the number of months he/she has worked with the network and dividing it by twelve months. A 15-day service shall be counted as one month.
- b) The 13th month pay shall be given not later than 15th of December. It may be divided in two payments upon the discretion of the Board.

4.6.3 Maternity Leave

- a) **(Name of Organization)** will implement the maternity leave benefit in accordance with law⁶. A female employee who has paid at least three monthly contributions to SSS in the twelve-month period immediately preceding the semester of her childbirth, abortion or miscarriage shall be paid a daily maternity benefit equivalent to 100% of her average salary credit for one

⁴ Republic Act No 1161 as amended by RA 8282 otherwise known as "Social Security Law of 1997

⁵ Republic Act No. 7742 – Home Development Mutual Fund Law of 1980 or the Pag-IBIG Fund

⁶ See Section 14-A – Maternity Leave Benefit RA 8282 - Social Security Law of 1997.

hundred five (105) days, or one hundred twenty (120) days in case of caesarean delivery. The maternity leave benefit is limited to the first four child deliveries or miscarriages.

- b) Consistent with the provision of the law, **(Name of Organization)** shall advance the salary payments to the concerned employee, of which SSS shall in turn reimburse to **(Name of Organization)** subject to submission and compliance by **(Name of Organization)** of necessary documents and proof of payments.
- c) The employee must notify **(Name of Organization)** by filing the application for leave and submission of other required SSS forms not later than one month before the expected date of delivery. The Finance and Administrative Officer shall be responsible for transmitting the required documents to and coordinate transactions regarding the matter with the SSS.

4.6.4 Paternity Leave

- a) Paternity leave⁷ benefit is granted to married male employees allowing him to earn compensation for 7 days, without reporting to work, provided that his spouse has delivered a child or had a miscarriage or abortion, for the purpose of lending support to his wife during her period of recovery and/or nursing of the newly born child. This benefit shall be availed of not later than 60 days after the date of delivery. Furthermore, this benefit is limited to the first four deliveries.
- b) **(Name of Organization)** expands the paternity leave benefit to another 8 days in case some complications occur in the process of childbirth.
- c) Paternity leaves shall be non-cumulative. It may be enjoyed in a continuous or in an intermittent manner by the employee on the days immediately before, during and after childbirth or miscarriage of his spouse; provided however that the concerned employee has been granted the necessary permission by his immediate supervisor.
- d) The male employee applying for paternity leave shall file the application for leave at the Finance and Administration Unit and notify his immediate supervisor about the impending paternity leave not later than one month before the expected date of delivery. The concerned staff must inform the immediate

⁷ Paternity Leave is covered under Republic Act 8187 and the Implementing Rules and Regulations which took effect on July 5, 1996.

supervisor through whatever means of communications available to him once his wife has finally given birth to their child.

B. ORGANIZATIONALLY MANDATED BENEFITS

Aside from legally mandated personnel benefits, **(Name of Organization)** provides its employees with other benefits.

4.6.5 Leave Credits

(Name of Organization) expands the legally mandated benefits pertaining to “*service incentive leaves*” under Article 95 of the Labor Code of the Philippines⁸. All regular and project based staff are entitled to the following leave credits subject to specific guidelines enumerated under this section.

- 1) Sick Leaves
- 2) Vacation Leaves
- 3) Emergency Leaves

So as not to disrupt the normal operations of the network, when availing the leave credit, employees are required to file a Leave Credit Form duly approved by the immediate supervisor and noted by the Executive Officer at least one week before the actual leave of absence, except for sick leaves which may be filed before or after the actual leave.

Unused leaves earned by the staff cannot be converted to cash. However, a staff who resigns may be allowed to avail of his/her remaining vacation leave as his/her “terminal leave” upon approval by the Executive Officer.

Beyond the allowed leaves, staff members shall be deducted from his/her payroll the equivalent of his/her daily rate for each day of unexcused absence from work.

During the probationary period, the new hire cannot avail of any leave credits. Excused absences may be considered for health and other emergency reasons which should not exceed 5 days; otherwise, absences shall merit a corresponding deduction from the staff's salary equivalent to his/her daily rate for every day of absence.

The Finance and Administrative Officer shall monitor all leave credits of the staff by keeping a separate file of approved leave applications per staff.

a) Sick Leaves

⁸ Art 95 of Labor Code provides employees who have rendered service of one year the entitlement of a yearly service incentive leave of 5 days which could be used for sick or vacation leaves.

- a.1. A regular and project based staff is entitled to an earned sick leave of 1.25 days sick leave per month or a total earned sick leave benefit of 15 days per year. S/he may start availing of this leave upon the end of the probationary period. Unused sick leaves during the year cannot be carried over the following year.
- a.2 Sick leaves shall be granted only in cases of actual illness or injuries of the staff or of his/her immediate family members – spouse and children and qualified minor dependents; or if the staff is single, his/her parents or qualified minor dependents.
- a.4 Any staff who gets sick should inform his/her immediate supervisor about his/her condition as soon as possible through whatever means possible. Upon his/her return to work, he/she shall fill up the Leave Credit Form and seek the approval of the immediate supervisor and the Executive Officer. An employee who incurs more than three consecutive days of sick leave should submit a medical certificate from a licensed physician.

b) Vacation Leaves

- 1. Each regular staff is entitled to fifteen (15) working days vacation leave with pay for every one year of service. No employee with pending backlogs shall be granted vacation leaves.
- 2. Computation of one year of service starts on the first day of the probationary period.
- 3. The schedule of vacation leave should be agreed upon by both the staff and immediate supervisor at least one week prior to the staff planned leave so that the flow of work of the organization is not disrupted.
- 4. Upon resignation, unused vacation leaves are not convertible to cash. Accumulated leaves over fifteen days cannot be converted to cash.

The employee must file the vacation leave form with the Finance and Administration Officer at least one week before the intended vacation which must be approved by the immediate supervisor and Executive Officer. The supervisors shall monitor the schedule of the grant of vacation leaves to staff so as not to disrupt unnecessarily the operations of the network or project.

c) Emergency Leaves

An employee may avail of emergency leave which should not exceed 3 days per year. Emergency leave applies to cases when the staff could not report to

work because of unexpected circumstances such as death in the family, family affected by calamities, or serious illness of immediate family member.

Application for leave involving emergency can be filed with the Finance and Administrative Officer upon return to office of the concerned staff. However, the concerned staff should inform his/her immediate supervisor about his/her leave as soon as possible through whatever means possible

Section 4.7

Code of Conduct

This outlines a set of correct behaviors individuals need to follow towards others and the organization as a whole. The code of conduct is a set of standard social norms, regulations and responsibilities of each individual in the organization.

Compliance with law

All employees and members must protect our organization's legality. They should comply with all environmental, safety and fair dealing laws. We expect employees and members to be ethical and responsible when dealing with our organization's finances, products, partnerships and public image.

Respect in the workplace

All employees and members should respect their colleagues. We won't allow any kind of discriminatory behavior, [harassment](#) or victimization. Employees and members should conform with our [equal opportunity policy](#) in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Network Property

All employees and members should treat our organization's property, whether material or intangible, with respect and care.

Employees and member organizations:

- Should not misuse (unauthorized use, unethical use) organization equipment or use it frivolously.
- Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports etc.) Employees should use them only to complete their job duties.

Employees and members should protect organization facilities and other material property (e.g. **company cars**, office space) from damage and vandalism, whenever possible.

Professionalism

All employees and members must show **integrity**, proper decorum and professionalism in the workplace and wherever they represent the organization

Corruption

We prohibit employees from accepting gifts from clients or partners in exchange for personal favors. We prohibit bribery for the benefit of any external or internal party.

Job duties and authority

All employees should fulfill their job duties with integrity and respect toward clients, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their fellow employees taking into account their competencies and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring and follow through throughout the organization.

Absenteeism and tardiness

Employees should follow their schedules. We can make exceptions for occasions that prevent employees from following **standard working hours or days**. But, generally, we expect employees to be punctual when coming to and leaving from work.

Employees should notify his/her immediate supervisor in case of absence.

Collaboration

Employees and members should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Communication

All employees and members must be **open for communication** with their colleagues, supervisors or team members.

Benefits

We expect employees to not abuse their employment benefits. This can refer to time off, insurance, facilities, subscriptions or other benefits the organization offers.

Use of Internet and Social Media

Social media, which may include apps like Snapchat or Instagram, or other Internet networking applications like Facebook, are discouraged during work hours except as it relates to business.

Employees who spend inappropriate amounts of time on personal social media accounts during work hours will affect their performance reviews.

Employees and members should always work to ensure that their personal accounts clearly state that their views do not represent our organization. Employees and members should never share any intellectual property, or the status of any of their assignments on social media.

Employees and members should never post anything that is against the code of conduct and core values of the organization on social media. (note: to include in the MOA with members)

Employees and members must always correct or remove unauthorized statements posted to their social media that are made on behalf of the organization.

Relationship

The **organization** does not prohibit personal relationships between employees of the same level. However, this company prohibits relationships between junior and senior employees. Employees are expected to maintain professionalism in the workplace regardless of the status of their relationship.

In the event that employees begin a new relationship, the Administrative and Finance Officer must be notified. The Administrative and Finance Officer may ask employees to fill out a waiver that establishes the nature of the relationship and a start date for the relationship.

During work hours, employees are expected to behave in a way that does not distract colleagues from their duties, take away from work hours, or create a hostile work environment. Employees that exhibit inappropriate behavior in the workplace may be subject to disciplinary action.

Policies

All employees and members should read and abide by our organization policies. If they have any questions, they should ask their managers (for employees) or BOT (for members).

Confidential information and privacy protection

The organization activities constantly require data, documents and information regarding business negotiations, procedures, transactions and contracts to which the organization is party to be obtained, retained, processed, disclosed and circulated.

The organization database may contain, moreover, personal data protected by privacy laws, data that may not be divulged and data whose disclosure could cause damage to the organization itself.

Each Employee and member are thus required to safeguard the private and confidential nature of the information acquired as part of his/her work duties, and – more specifically – to comply with the confidentiality clauses requested by Clients and other counterparties.

All information, knowledge and data acquired or processed by Employees by way of their duties belong to the organization and may not be utilized, disclosed or divulged without prior and specific authorization being granted by a superior.

Each Employee shall:

- obtain and process only the data classified as “open data” that is necessary and directly related to his/her duties;
- retain classified data in such a way that outside third parties are prevented from becoming aware of it;
- disclose and divulge data as part of procedures that are pre-established by the organization or with prior approval of the authorized person;
- ensure that there are no confidentiality-related restrictions by virtue of relations of any kind with third parties.

The organization for its part undertakes to protect information and data relating to its Employees and to third parties, and to prevent said information and data from being used improperly.

To ensure that the privacy of all Employees and Collaborators is respected, the language used in communications and demand of personal data must be clear and unequivocal so that such persons can understand the request, the processing and storage of data. All standards adopted prohibiting the collection/dissemination of personal data without the consent of the employee or member except as required by law.

All data shall be managed by a data custodian.

Disciplinary actions

Our organization may have to take disciplinary action against employees and members who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

Possible consequences include:

- Demotion
- Reprimand.
- Suspension or **termination** for more serious offenses.
- Detraction of benefits for a definite or indefinite time.
- Disqualification

We may take legal action in cases of corruption, theft, embezzlement or other unlawful actions.

4.7.1 Process for Disciplinary Measures

- a) As a general rule, in consultation with concerned immediate supervisor when applicable, the Executive Officer shall handle matters pertaining to general conduct of its employees and to the corresponding disciplinary measures subject to provisions indicated in this manual; except that of the Executive Officer. The supervisors, or any of the staff and officer of the Board, may file a written disciplinary complaint to the Executive Officer.

The Executive Officer shall:

- 1. Investigate/research on the case at hand
 - 2. Facilitate discussion of issues among persons involved
 - 3. Recommend appropriate actions/sanctions to the Board.
- b) The process of disciplinary measures against the Executive Officer must be handled by the Chairperson of the Board and sanctions, if any, shall be decided by the Board of Trustees.
- c) Charges involving any member of the secretariat shall be decided by the Executive Officer, except when it involves grave acts which shall be decided by the Board.
- d) Staff who is subjected to disciplinary charges must be provided all his/her rights to due process before any decision on the charge is made.
- e) All disciplinary actions administered to a staff shall be embodied in an official memo issued to the staff and shall be part of the personnel file of the concerned staff.
- f) All offenses shall not be subject to a 12-month limitation period. Any repeated violation after notice has been served to the employee shall be considered a second (2nd) offense except where the sanction for the violation is dismissal.

For Members:

- f) As a general rule, the BOT shall handle matters pertaining to general conduct of the members and to the corresponding disciplinary measures subject to provisions indicated in this manual. Any of the member may file a written disciplinary complaint to the BOT grievance and redress committee.

The Grievance and Redress Committee shall:

1. Investigate/research on the case at hand
 2. Facilitate discussion of issues among persons involved
 3. Recommend appropriate actions/sanctions to the Board.
- g) The process of disciplinary measures against the member must be handled by the Board and sanctions, if any.
- h) Member who is subjected to disciplinary charges must be provided all his/her rights to due process before any decision on the charge is made.
- i) All disciplinary actions administered to a member shall be embodied in an official memo issued to the network member and shall be part of the member's file
- d) All offenses shall not be subject to a 12-month limitation period. Any repeated violation after notice has been served to the member shall be considered a second (2nd) offense except where the sanction for the violation is termination.

4.7.2 Classification of Acts Subject to Disciplinary Action

a) Minor/Moderate Acts shall constitute the following:

a.1 Financial

Delays and mistakes in financial transactions (i.e. bouncing checks, mispayment, mistakes in communication, etc.) which results in financial loss to the office. Full cost shall be borne by the staff and a warning memo with the Executive Officer duly informed.

a.2 Loss of Money

If loss of money is due to negligence, the staff shall be required to pay 100 percent of the amount lost. If loss is not due to negligence, the following sanctions shall be given:

- P10,000 or less, the staff pays 10 percent of the amount loss
- Over P10,000, the staff pays 15 percent of the amount loss

A fact-finding committee may be created, as the need arises, to investigate and determine the cause of the loss and the necessary sanctions.

a.3 Loss of Equipment

Cost of equipment such as cameras, projectors, computers, etc., lost due to negligence of the staff responsible for safekeeping, shall be shouldered by the staff concerned.

a.4 False Reporting

False report by staff, maybe verbal and written, shall be subject to the following sanctions:

- Memo/warning from immediate supervisor with the Executive Officer duly informed
- Second act will be a ground for immediate termination

a.5 Sowing intrigues/rumor mongering including inappropriate use of social media

Any form of rumor mongering of the staff against the network or fellow staff member shall be subject to the following sanctions:

- Memo/warning from the immediate supervisor with the Executive Officer duly informed
- Second act will be a ground for immediate termination

b) Grave acts shall constitute the following:

- b.1 Dishonesty, stealing from the network or stealing from others.
- b.2 Falsification of any records or document pertaining to or used for any transaction within or outside the network.
- b.3 Unauthorized dissemination of classified data.
- b.4 Alteration, tampering, or misinterpretation on any transaction within or outside the organization.
- b.5 Offering or accepting anything in exchange for a job, work assignment, work location or favorable condition of employment.
- b.6 Violation of the code of ethics of the organization.
- b.7 Using the organization or its properties for illegal activities.

- b.8 Unprovoked insolence or disrespect toward the organization, its members and representatives of funding agencies.
- b.9 Use, possession or assistance in the distribution of illegal items such as narcotics, prohibited drugs and other items considered illegal in accordance with the law.
- b.10 Withholding information regarding certain events, incidents, practices or exceptions which are anomalous in nature or are detrimental to the operations of the organization.
- b.11 Conviction of any crime punishable by imprisonment under the revised Code of the Philippines.
- b.12 Gross negligence in the performance of assigned duties.
- b.13 Abandonment of job, absence from work without notice continuously for a period of 15 working days.
- b.14 Inflicting fatal/serious injury anywhere, at anytime within the office premises, and or within the community where the staff is assigned.
- b.15 Threatening, intimidation, coercion, harassment or interference with fellow workers and members.
- b.16 Unauthorized possession of firearms or anything designed or used as a deadly weapon and/or cause damage to properties.

4.7.3 Sanctions

- a) **For Minor Acts:** Written reprimand to be incorporated in the file of the staff concerned and member.
- b) **For Moderate Acts:** Written reprimand, suspension for a period of time.
- c) **For Grave Acts:** Termination, non-endorsement for re-employment, disqualification

4.7.4 Dismissal from Employment

The service of any staff member may be terminated for any of the following reasons:

- a) Commission of any grave act as provided in Section 4.7.2.
- b) Health reasons

- c) Retrenchment; or
- d) Poor performance or gross incompetence.

Retrenchment is made due to redundancy of position resulting from organizational structure or cost saving measures of the organization. Poor performance shall be evidenced by an annual performance evaluation rating score below the average rating for two consecutive years. Gross incompetence may be determined through the annual performance evaluation and other forms of evidenced charges against the staff.

Voluntary resignation – When a staff decides to resign voluntarily, he/she must submit to the Executive Officer a letter of resignation at least 30 days before the effective date of resignation.

In cases of termination of and resignation from employment, a clearance must be obtained at least a week before the effectivity of resignation from the following: Finance and Admin Officer, Executive Officer and the BOT Chairperson.

4.7.5 Non-Renewal of Contract

For a project-based/regular staff/probationary staff who do not meet the performance rate based on his/her job description, the Executive Officer may not renew his/her contract based on performance appraisal system.

CHAPTER 6 PLANNING, MONITORING AND EVALUATION SYSTEM

Section 6.1 Strategic Planning Process

- 6.1.1 Once every five years, the Board of Trustees shall lead a strategic planning process to define the 3-5 year strategic direction for **(Name of Organization)**. The strategic planning must involve the members of the Board of Trustees, member representatives and the key staff. Other organizations and/or individuals may be invited by the Board to participate in the strategic planning.
- 6.1.2 The Board of Trustees shall identify and invite a competent resource person that will facilitate the strategic planning process. Together they shall agree on appropriate process for the strategic planning.
- 6.1.3 The strategic planning shall consider the following:

- An analysis of the current situation of the country and the organization.
- A review of the Vision and Mission and Goals.
- A statement of Goals within 3-5 years.
- A statement of measurable outputs per component to achieve the five year goal.
- A five year budget needed to attain the five year goal.

Section 6.2

Mid-Term, Fiscal year and End-of-project Program Review and Planning

- 6.2.1 The Secretariat shall conduct a mid-term and an end-of-project program/project review and planning sessions. The program review and planning workshops shall be participated by all members of the staff including the project based staff and volunteers, if any.
- 6.2.2 The mid-term or end-of-project assessment report shall be the basis of the Executive Officer in preparing the accomplishment for the period which he/she would submit to the Board of Trustees

Section 6.3

Monthly Accomplishment Review and Planning

- 6.3.1 The Secretariat shall have a regular staff meeting at least once a month. Attendance to this meeting shall be compulsory. During the staff meeting, each of the Secretariat Units shall present a report on their accomplishment for the month, and their plans for the succeeding month which would be the basis of their monthly accomplishment report for the following staff meeting. (See Monthly Report Format)

Staff development activity may also be conducted or a discussion of a new or a revision of policy. On a rotating basis, each of the staff shall be assigned to document the highlights of the staff meeting, especially the major resolutions.

CHAPTER 7

OFFICE ADMINISTRATION

Section 7.1

Attendance and Office Reporting Hours

- 7.1.1 **Working Hours** - The regular employees should render 40 hours a week. Any excess of the 40 hours may be considered as compensatory leave.

7.1.2 Attendance

- a) The Admin/Finance officer shall monitor the leaves and absences of all staff members. This shall be indicated in a staff attendance monitor sheet.
- b) All employees shall indicate their whereabouts in a designated locator when attending meetings outside the office, or while on travel or on fieldwork.
- c) All employees are required to attend regular staff meetings, program review and planning and other agreed common secretariat activities.
- d) Work at home. Staff may work at home for certain type of work upon permission from the immediate supervisor. The outputs of these work-at-home activities should be presented to the immediate supervisor.

7.1.3 Non-Working Holidays

- a) **(Name of Organization)** shall observe and comply with the declared official non-working holidays, nationwide special holidays. :⁹

Aside from the national non-working holidays, **(Name of Organization)** shall observe special non-working holidays as declared by Malacanang and the local government.

- b) During Holy Week, the **(Name of Organization)** office shall be closed starting Maundy Thursday until Easter Sunday.

Section 7.2 Communication and Filing System

7.2.1 Tracking of Incoming and Outgoing Documents

The Admin/Finance officer is responsible of tracking the official correspondence and other documents received and sent out by **(Name of Organization)**

⁹ Based on Republic Act 9492 - An act rationalizing the celebration of national holidays amending for the purpose Section 26, Chapter 7, Book I of Executive Order No. 292, as amended, otherwise known as the Administrative Code of 1987. The law also provides that “*in the event the holiday falls on a Wednesday, the holiday will be observed on the Monday of the week. If the holiday falls on a Sunday, the holiday will be observed on the Monday that follows; provided, that for movable holidays, the President shall issue a proclamation, at least six months prior to the holiday concerned, the specific date that shall be declared as a nonworking day.*”

Incoming documents must be given to the Admin/Finance Officer who shall register them in a designated log book indicating a tracking number, date receipt, name of sender, and a short description about the document. A route-form shall be attached to the document with the corresponding tracking number and information and shall be given to the EO who in turn shall designate proper assignees for proper action or information. The assignees shall return the routing form to the Admin/Finance Officer indicating the actions taken on the documents. In the absence of the EO, the Admin/Finance Officer shall forward the document to concerned individuals.

Similarly, the Admin/Finance Officer shall register the outgoing communication or documents in a designated logbook indicating the date of delivery, name of addressee, address, and a short description of the document. The Admin Officer shall prepare an acknowledgement receipt which should be duly signed by the receiving party. These acknowledgement receipts shall be properly filed for future references.

7.2.2 System of Filing Documents

a) Digital Filing System

- a.1 The EO, with assistance from the Admin/Finance Officer, shall maintain a central file archive of the organization containing all the important documents of the organization including a back-up system . As much as possible, the files in the archive shall be in PDF format.
- a.2 All staff are required to maintain in their respective computers a digital file containing all final copies of important document pertaining to their work. The type of documents to be maintained shall be in accordance with the list indicated above. These shall be uploaded to the central archive file every six months.
- a.3 The central file archive shall be accessible to all staff through a google drive which will be maintained by the organization. Rules and regulations that will govern the uploading, maintaining, security and access of the central archive files shall be formulated.

b) Paper Based Filing

- b.1 Paper based operational files shall be kept by the organization for a period of five (5) years except the institutional and statutory documents such as SEC registration, by laws, building documents, etc.

Financial files shall be kept by the organization for a period prescribed by law.

- b.2 Each of the units in the office shall be responsible in establishing a filing system that is orderly and easy to be accessed.

Section 7.3

Management of Physical Assets

7.3.1 Physical Assets are tools, equipment and other physical properties that are necessary in the operations of the organization, acquired, owned and capitalized in its books of account for a span of more than one year. Capitalization means declaring the property as asset in the balance sheet during acquisition with the intention of depreciating its value annually until they are retired or disposed.

7.3.2 Memorandum Receipt

Employee should sign a memorandum receipt prepared and issued by Admin/Finance Officer indicating his/her responsibility on the usage of office equipment assigned by the employer.

7.3.3 Inventory of Physical Assets

- a) Acquisition of capital asset, through purchases or donation, shall be covered by policies and guidelines under the Finance Manual. It includes the guidelines in treatment of costs for repair and maintenance and depreciation costs.
- b) Upon acquisition of the asset, it shall be recognized as part of the physical assets in the books of **(Name of Organization)**. It should be recorded in the asset register and an inventory sticker must be pasted on the property for appropriate identification. Information entry in the asset register and on the identifying stickers must include the date of purchase, short description of the item or property, the amount of purchase, and the estimated life-span (in years) of the asset.
- c) An inventory of physical assets shall be conducted annually as part of the audit of the network's financial statements. The process of inventory of physical assets must involve physical verification regarding the presence, location and condition of the property, and the adjustment of its book value in consideration of annual depreciation.

- d) All related asset transactions such as acquisition, assignment of possession, transfer of assignment, and disposal must have the appropriate authorization and supporting documentation.

7.3.3 Use of Movable Assets

a) Communal Movable Assets

Communally used movable assets such as laptop, LCD, video camera, sound system, etc. shall be kept by the Admin/Finance Officer. They must be used only for official business and activities of the organization inside or outside office premises. Staff intending to use these equipment must secure permission from the Admin/Finance Officer or his/her representative. They shall not be moved out of the office without prior knowledge and permission of the Admin/Finance Officer or Executive Officer. A Gate Pass signed by the Admin/Finance Officer or Executive Officer shall be necessary to allow the item to be brought out of the office. The borrowing employee shall ensure that the item is logged or recorded in the logbook for monitoring purposes.

b) Assignment in Trust

Depending on the nature, needs and circumstances of the job assignment and subject to allocated budget, the Executive Officer may allow a moveable asset such as cell phone, laptop, camera, etc, to be assigned in trust to an employee. The movable item may be used and brought without restriction outside the office provided that extra diligence is exercised on its care, safekeeping and maintenance.

In the event of resignation or termination, the object assigned shall be physically surrendered to the Admin/Finance Officer on or before the date of resignation or termination.

Only employees of the organization shall be assigned and allowed to use movable assets outside office premises.

c) Loss or Damage of Assets

- c.1) These guidelines shall apply to properties damaged or lost while in the custody of an employee who either borrowed the item or is actually responsible for the item by virtue of an official assignment of custody.
- c.2 The repair or replacement cost, whichever is applicable, shall be borne by the network if the damage/disorder or loss was caused by fortuitous events such as obsolescence, theft or accident, and the object was

intended to be used, being used or was used for official business, assignment or work at the time when it was damaged or lost.

- c.3 The repair or replacement cost shall be borne by the employee if 1) the object was intended to be used, was being used, or was used for personal purpose at the time the object was damaged or lost; and, 2) the damage/disorder or loss was caused by negligence such as: falling because of placing the object in unreasonably risky place; theft due to leaving the object unsafe and unattended; missing or misplacing the object without knowing the reason whatsoever; letting somebody else (officemate or not) use the object for unofficial purpose.
- c.4 Upon knowing the damage or loss of the object, the employee concerned shall submit a written report to the Executive Officer explaining the circumstances of the event.
- c.5 Where the replacement cost shall be borne by the employee, the payment shall be based on the depreciated value of the item at the time the object was lost. The Admin/Finance Officer shall recommend the payment scheme in consultation with employee concerned.

7.3.4 Disposal of Assets or Properties

- a. The decision to dispose an asset or property shall be based on the following considerations: 1) The property is no longer needed by the organization in its operation; or 2) The property is already obsolete or damaged and repair is no longer possible or more costly than purchasing a new one.

Disposal of a property may be done through sale or retirement. Disposal shall be administered by the Admin/Finance Officer, in consultation with the Executive Officer.

b. Sale of Property

- b.1 Disposal of the property through sale is possible when there is a willing buyer, including assumption of any liability directly attached to the said property, if any. As much as possible, the preferred price of the property for this purpose must be equivalent to the “carrying value” of the property.
- b.2 The decision to dispose a property through sale must be done with a written approval by the Executive Officer except when the carrying value of such property amounts to Php 100,000 and above, in which case it must be approved by the Board of Trustees Procurement Committee.

- b.3 Property must be auctioned first among the members. If there is no buyer after two weeks, the price ceiling may be lowered even below the “carrying value”. If there is no buyer after two weeks, the auction shall be opened to outsiders, including members of the Secretariat. If no buyer emerges within another two weeks, the property shall be retired by disposing it through junk shops or just simply be thrown away.

The sale of individually used movable assets shall be made with the right of first refusal belonging to the employee who used and was given official custody of the particular asset.

- b.4 A property may also be disposed through “trade-in”. It occurs when an asset is disposed of as part of the transaction related to the acquisition of a new asset. The Executive Officer shall recommend to the Chairman if this mode is preferred based on a proposal submitted by the Admin/Finance Officer indicating that “trade in” is the best option for the organization.

7.3.5 Write off or De-Recognition of Asset

Write off or de-recognition of assets is resorted to when a property is declared lost or could no longer be located despite all efforts to find it; and corresponding accountability questions are settled.

7.3.6 Documentation of the Assets – Procurement, Maintenance and Disposal or De-Recognition

The Admin/Finance Officer shall be responsible for the over-all documentation of all the assets of the organization.

Non-movable assets such as land building and fixtures shall be managed and maintained by the Admin/Finance Officer. He/she shall keep custody of legal documents pertaining to land and building such as land title, deed of sale, mortgage documents, and building structural plans, etc.

Through the Asset Accountability Form, the Admin/Finance Officer shall document the particular employee or unit who is given responsibility for its usage or given custody of a particular equipment or office tool.

Section 7.4

Procurement and Supply Management

- 7.4.1 All purchases more than fifty thousand pesos shall require the approval of the procurement committee of the Board.

- 7.4.2 Supervision and management of supplies, equipment, facilities and properties of the organization will be exercised by the Admin and Finance Officer.
- 7.4.3 The Admin/Finance Officer shall purchase in bulk and maintain sufficient supply of office materials that are usually used under normal operations such as bond paper, folders, printer ink, pantry materials, etc. Buying those supplies and equipment directly by staff is discouraged.
- 7.4.4 In general, when an employee would need office supplies, tools or equipment, he/she must request them from the Admin/Finance Officer. The issuance of consumable supplies and long gestating equipment shall be recorded in a disbursement record stating the item, name of staff to whom it was issued, quantity and date of issuance. This record shall be checked by the Admin/Finance Officer before such supplies are replenished. The Admin/Finance Officer shall maintain an **assets inventory record to monitor and safeguard all the assets of the network.**
- 7.4.5 Some office tools and equipment, such as scissors, rulers, stapler, calculator, paste, permanent markers, etc. shall be provided to each employee for their individual use; while other tools and equipment such as pencil sharpener, puncher, etc, shall be provided per office unit basis.
- 7.4.6 All staff is expected to avoid unnecessary spoilage in using office supplies, and exercise proper care and diligence in using office equipment and properties especially of detachable accessories.
- 7.4.7 Requests for office supplies that would be used during seminars and conferences must be submitted to the Admin/Finance Officer at least two days before the actual use.
- 7.4.8 All equipment when used must be returned to its proper places or to the Admin/Finance Officer for safekeeping after its use. Damage or loss must be reported immediately to the Admin/Finance Officer.
- 7.4.9 Generally, all supplies, equipment, facilities and properties of the network are for official use only by the secretariat. Borrowing of office tools and equipment by other parties may be allowed on a case-to-case basis or under a rental agreement upon approval by the Executive Officer. A logbook shall be maintained to monitor these uses. Any damage on the property incurred while in the custody of the other parties shall be charged under their account.
- 7.4.10 The Admin/Finance Officer shall conduct an inventory of all office supplies, tools and equipment on **a yearly basis to account** for items that were lost, damaged or unaccounted for. This inventory shall be inputted into the annual audit process.

Section 7.5

Office Cleanliness and Orderliness

- 7.5.1 Office safety, cleanliness and orderliness are equal responsibilities expected from all the staff. As such, each one is expected to make their designated places and immediate surroundings including their personal computers, office tables and materials clean and orderly. Personal computers assigned to the staff including the monitor and the regulators must be turned off properly before leaving the office.
- 7.5.2 Staff are expected to dispose their waste properly. All food leftovers must be disposed immediately - properly packed and sealed in a plastic bag before they are disposed in the garbage can. This is to avoid bad-smelling garbage in the pantry the following day.
- 7.5.3 Garbage shall be properly wrapped before they are placed in the garbage bin. No hazardous substances should be kept or disposed in the garbage containers inside the office. They must be disposed separately according to applicable manner of safe disposal.
- 7.5.4 The last person to leave the office after office hours must close all the windows and lock the doors, turn off all the lights, air-conditioning and electric fans and unplug all appliances.

-End-

