

YOUR COMPANY NAME HERE

Your Company Address and Phone Here

Your
company
logo here

Orientation Program for New Employees

Developed by
the Human Resource Management and Development Center

MISSION STATEMENT OF **YOUR COMPANY**

VISION STATEMENT OF **YOUR COMPANY**

CORPORATE VALUES

GENERAL POLICIES

A. Employee Classification

Administrative Staff	Other Staff	
	Status	Ranking

Performance Appraisal

B. Work Hours and Rest Periods

Regular Work	Number of days and/or hours
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Week	
Official Work Hours	
Rest Periods	
Change of Official Time	
Absences	
Tardiness	
Official Business	
Overtime	

C. Office Attire

Male Office Employees	Female Office Employees	Maintenance Workers & Machine Operators

D. Office Decorum

E. Employee Relations Program

SUMMARY OF BENEFITS AND PRIVILEGES

FINANCIAL ASSISTANCE

Clothing Allowance
Educational Assistance
Emergency Loan
Childbirth Assistance
Family Bereavement
Others

GOVERNMENT BENEFITS

Social Security System (SSS) Benefits
Home Development Mutual Fund (Pag-ibig)
Multi-purpose loan
Housing loan
13th Month Pay

HEALTH AND LIFE INSURANCE PROGRAMS

Health Maintenance Program
Group Term Life Insurance

RETIREMENT

Compulsory retirement:
Voluntary retirement:

LEAVE OF ABSENCE

Vacation Leave

Sick Leave

Bereavement Leave

Study Leave

Maternity Benefit

Paternity Benefit

Others
