

HUMAN RESOURCE DEVELOPMENT

The HRD Policy

The agency bears the firm conviction that all development must be pursued with “Man” at the heart of it all. This is a tangible affirmation that employees are the greatest assets that the organization has. This solemn conviction gave way to the adoption of policies addressed to the need of properly providing Human Resource Development programs that will ultimately cater to the social, physical, spiritual, cultural, economic and intellectual development of its employees.

Cognizant of the need to maximize the contributions its human resources towards the attainment of the corporate goals of the National Tobacco Administration (NTA), the Administrative Department formulated/developed a Human Resource Development Program (HRDP).

The mission of the HRDP, is three-fold:

1. to provide individual development focused on performance improvement related to a current job;
2. to provide career development focused on performance improvement relate to future job assignments; and,
3. to provide organizational development that results in both optimal utilization of human potential and improved human performance, which, together, improves the efficiency of the organization.

Through a “matching process”, the individual and the organization are brought together into a mutually profitable relationship, Such matching does not only confine itself to the initial contact or acquisition of human resources, but covers the whole gamut of the relationship from its maintenance (e.g. benefits and compensation) to its development (e.g. training and career development) up to the conduct of studies or researches to improve the relationship.

If the relationship works optimally, both the organization and the individual will benefit for the organization, it will be in terms of increased productivity levels, creativity and long-range efficiency and effectiveness. For the individual, this will mean job satisfaction, security, optimal personal development and optimal integration of work and family.

Sports, Cultural and Religious Activities

The program on sports, cultural and religious activities aims to promote teamwork and esprit-de-corps towards the efficient and effective realization of the organizational goals. In the process, the social, physical and spiritual welfare of the employees are enhanced and elevated to a desirable degree.

For this purpose, a holy mass is celebrated every first Friday of each month and is sponsored alternately by each organizational unit. Special masses may also be made on special occasions.

A year-round sports activities are maintained. On Christmas and during the agency anniversary, convocations are also held whereby each employee shares mutually the fund and spirit of one family bound by common goals and aspirations.

Changes in Status

For changes in civil status, residence or business address, educational attainment, completion of training courses and seminars, and other personal circumstances, employees are advised to report the same to the ASD, in writing, the earliest possible time together with the supporting papers for proper recording and updating in the 201 File (Personal file).

Termination of Services

An employee, who desires to leave the agency voluntarily or involuntarily, must first secure an Office Clearance for property and financial accountabilities and responsibilities after approval of the resignation letter.

As always desired, an exit interview becomes necessary. Before leaving the agency, please consult the ASD for proper guidance and assistance.

On the-Job Interventions

While in the service, employees may find themselves reassigned in different departments or units, assigned to committees, participate in project planning and implementation, understudies to key positions, all of which are geared toward the total development of one's capability, skills and potential and the possible assumption of positions with far greater responsibilities.

The Administrative Services Division (ASD)

The ASD is the unit tasked in formulating/ recommending, implementing and monitoring personnel policies, programs and procedures including manpower development and training.

If there are matters not covered or not made clear by this Handbook, please contact the ASD for proper guidance. You will find there employees, who are eager to extend to you a helping hand...always with a smile.