



Ref. No. 2023- 96
October 25, 2023

MEMORANDUM FROM THE DIRECTOR

TO : ALL DIVISION AND UNIT HEADS

ATTENTION : ALL CONTRACT OF SERVICE (COS) PERSONNEL

SUBJECT : INTERNAL ONBOARDING PROGRAM GUIDELINES FOR COS PERSONNEL

In the exigency of the service and in order to ensure the smooth integration of newly hired personnel of the bureau and instill the bureau's Mandate, Mission, Vision and Core Values, an internal guideline for onboarding of new employees is hereby issued.

I. PREPARATION

1. The Human Resource Management Unit (HRMU) shall inform the applicant through email that he/she passed the recruitment process and require the submission of the following pre-employment documents prior to their first day of reporting:
 - 1.1 Letter of Intent addressed to the Director;
 - 1.2 Fully accomplished latest Personal Data Sheet (PDS, CS Form No. 212, Revised 2017);
 - 1.3 Proof of Eligibility (if applicable);
 - 1.4 Photocopy or scanned copy of official Transcript of Records (TOR) and Diploma;
 - 1.5 Photocopy or scanned copy of Training Certificates;
 - 1.6 Pre-employment Medical Certificate (must include drug test);
 - 1.7 NBI Clearance; and
 - 1.8 BIR Forms (Annex B2, Form 0605 and Proof of Payment);
2. The applicant shall be required to execute a contract between herself/himself and DA-BAR. HRMU shall facilitate the signing of the document by concerned BAR officials;
3. The personnel shall then have their contracts notarized and submit two (2) original copies to the HRMU; and
4. HRMU will make the necessary coordination with the operating unit where the new employee will be assigned to prepare her/his working area/workstation.

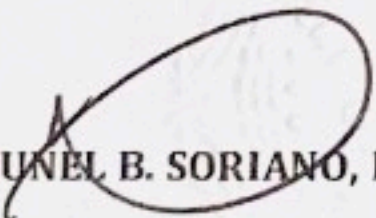
II. ORIENTATION

1. HRMU shall introduce the new employee during the bureau's weekly flag raising ceremony;
2. HRMU shall conduct an orientation program for the new employee/s to discuss the bureau's office rules and regulations as well as DA-BAR's Mandate, Mission, Vision and Core values. Each operating unit shall be allotted time to discuss their respective division/unit functions, to be presented by the operating unit's head or authorized representative;
3. After the orientation, a pinning ceremony shall be administered by the Director and Assistant Director to officially welcome the new employee;
4. The HRMU shall then tour the new employee around the different operating units of DA-BAR;
5. The Information Management Section (IMS) shall assign the new personnel an employee number and facilitate the processing of his/her identification card (ID). Likewise, IMS shall facilitate the enrollment of the new employee in the bureau's biometric system for attendance monitoring;
6. The HRMU shall discuss with the new employee/s the documents to be accomplished to facilitate processing of their initial pay; and
7. The supervisor shall be tasked to discuss the terms of reference of the new employee and the expected performance targets to be reflected in the new employee/s Individual Performance Commitment and Review (IPCR) Form in order to establish performance goals.

III. SHARED RESPONSIBILITY

1. Newly hired personnel are expected to submit the required documents, participate in the orientation and pinning ceremony and to regularly coordinate with their immediate supervisors and HRMU; and
2. HRMU and newly hired employees' immediate supervisor shall ensure that the above items are complied with and provide the employee/s with regular coaching/mentoring and feedback on office rules, policies and programs.

For information and guidance of all concerned.


JUNEL B. SORIANO, PhD

