

MANPOWER ACQUISITION PROCEDURE

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1.0. PURPOSE

- 1.1. To establish a standardized system in recruitment and selection
- 1.2. To meet the manpower requirement of the requesting party
- 1.3. To hire the most qualified person for the job

2.0. SCOPE

This procedure applies to ALL Bigfoot entities, but does NOT cover crew requirements for film production where recruitment is handled by the Producer.

3.0. DEFINITION OF TERMS

Methods of Manpower Pooling:

3.1 Internal Hiring

Internal hiring is done when the Company decides to open a vacant position to its employees. This happens when individuals qualified to fill in the position are found within the organization, and/or qualifications needed for the job are difficult to find in the external market due to required factors such as skills set, experience, and familiarity of work. Applicants go through the standard interview process.

3.2 Job Posting (print or online)

The Company resorts to job posting in the event when there is no qualified applicant in the current applicant pool. Depending on the target respondents, posting of job ads can be done in a local or national publication, or online.

3.3 Job Fair

The Company may participate in sponsored job fairs or organize an open-house job fair with information on details disseminated through a reliable medium.

3.4 Referral System

The Company may also organize a referral program open to all of its employees where rewards in cash or in kind are awarded to the employee who is able to refer an applicant that landed the job. Mechanics of this program may vary from time to time.

4.0. PROCESS

Activity	Responsibility
4.1 Submits to the HR Department a filled out Personnel Requisition Form (PRF).	Head of requesting department
4.2 Fills out the status, term and salary fields of the PRF.	HR head
4.3 Forwards the PRF to the Head of Entity for approval.	HR staff

4.4 Upon approval, fills out and submits the Initial Supplies Checklist (ISC) to the HR Department.	Requesting department
4.5 Keeps the hardcopy of the ISC and informs via email the concerned departments in facilitating the supplies request.	HR staff
4.6 Facilitates the personnel request by screening the active files. If no one from the existing pool qualifies, other methods of manpower pooling may be utilized.	HR staff
4.7 Paper screens CVs and schedules shortlisted applicants for preliminary interview.	HR staff
4.8 Fills out the Applicant Status Sheet and monitors the status of the applicant throughout the course of the selection process.	HR staff
4.9 Endorses the applicants who passed the preliminary interview for secondary interview with the head of the requesting department.	HR staff
4.10 Schedules final interview with the Head of HR and Head of Entity.	HR staff
4.11 Guidelines for applicants based outside of Cebu and Mactan islands (anywhere from Luzon & Mindanao; other Visayas islands – Camotes & Bantayan, Panay, Negros, Siquijor, Leyte, Samar, etc.):	
4.11.1 Personal interview is only applicable starting Rank and File III positions or if the Head of Entity requires for it.	
4.11.2 The cost of travel incurred for the personal interview shall be reimbursed by Bigfoot upon applicant's arrival, regardless of the outcome.	
4.11.3 If applicant gets accepted, the cost of travel incurred upon intake shall only be reimbursed at the end of the probationary period, whether or not the staff is regularized.	
4.11.4 Resignation within the probationary period forfeits entitlement to reimbursement.	
4.11.5 Reimbursement shall be between the minimum amount of PHP200 to a maximum of PHP4,000 per trip (inclusive of terminal fees and gas)	
4.11.6 Chosen applicant shall be provided with free accommodation at Casablanca for the first two weeks of his/her employment.	
4.12 Proceeds with the background check and employment verification for applicants who passed the final interview.	HR staff
4.13 Conducts job offer.	HR staff
4.14 Upon intake's completion of the pre-employment requirements, intake shall be scheduled for company	HR staff

orientation which may be done prior to or on the start date. When project or work exigencies require, an intake may start immediately without observing the hiring cut-off schedule.	
4.15 Processes the manpower request with an allotted maximum lead time of four (4) weeks.	HR staff

5.0. FORMS		
	Attachment No.	Retention Period
5.1. Personnel Requisition Form (PRF)	Attachment 1	2 years
5.2. Initial Supplies Checklist (ISC)	Attachment 2	2 years
5.3. Application Form	Attachment 3	201 File
5.4. Application Status Sheet	Attachment 4	201 File
5.5. Background Investigation Questionnaire	Attachment 5	201 File
5.6. Job Offer Letter	Attachment 6	201 File
5.7. Pre-Employment Requirements Slip	Attachment 7	201 File
5.8. Personal Information Sheet	Attachment 8	CompBen File

Personnel Requisition Form (PRF)

A department requesting for additional manpower fills out this form which contains details about the job title, number of staff needed for the position, job summary, duties and responsibilities.

Initial Supplies Checklist (ISC)

This checklist shows the resources to be provided to the new hire in order for the individual to effectively function in one's job.

Application Form

This form is given prior to the applicant's first interview. This form reflects the personal information, work history, seminars attended, and other important information that can be used during the interview process.

Essay

This is given together with application form where applicant is requested to answer open-ended questions that would provide an initial assessment of the applicant's view on work ethics. This is also a means to measure the applicant's ability in constructing sentences grammatically – a qualification for written communication.

Application Status Sheet

This is attached together with the applicant's resume and application letter for the interviewer to write down one's rating of and remarks about the applicant every after interview.

Background Investigation Questionnaire

This questionnaire is given via email or read via phone to be answered by the applicant's references in order for the Company to get an impartial assessment pertaining to the

applicant's professional background, his/her strengths and weaknesses, work ethics, and work attitude, among others.

Job Offer Letter

The job offer letter states the compensation package, employment benefits, details of the job, terms and conditions of employment.

Pre-Employment Requirements Slip

This is a slip given together with the job offer letter wherein candidate for the position is required to comply with requirements such as birth certificate, NBI clearance, SS number, etc.

Personal Information Sheet (PIS)

This form is given on the employee's first day of work or before the orientation schedule.

6.0. POLICY ISSUANCE AND REVISION HISTORY

Revision	Issuance Revision		Approval Matrix				Reason
	History	Date	Dept.	Prepared	Reviewed	Approved	
Rev. 00	Establish	01/18/07	HR	A. Guanzon/ B. Samson	Stephanie Manuel	Matt Lubetich	New Policy
Rev. 01	Revise	07/13/09	HR	M. Alejandrino/ K. Fernandez/ P. Hornido	Stephanie Manuel		