	QUALITY MANUAL	Document Code:	2017.QM.CDQ.001
		Page No.:	1 of 8
		Issue No.:	1
	Annex 4.3 Process Map	Revision No.:	0
	Human Resource Management	Date Prepared:	01 August 2022
		Date of Effectivity:	0 1 OCT 2022

SOURCE OF INPUTS (PREDECESSOR PROCESSES e.g. at providers (internal or external) at customers, at other relevant interested parties)	INPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of materials, resources, requirements)	ACTIVITIES	OUTPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of product, service, decision)	RECEIVER OF OUTPUTS (SUBSEQUENT PROCESSES, e.g. at customers (internal or external), at other relevant interested parties)
RECRUITMENT SECTION				
• Employees • Applicants • Concerned Department/ Division/Office	• Vacancies • Applications • Resignation/ Detailment/ End of Contract and Other Personnel Actions	Processing of Personnel Actions and Human Resource Movement	• Approved Appointment • Contracts • Approved Resignation/Dropping from the Rolls/Non-Renewal Notice • Memorandum/Guidelines • Employee Discipline policies implemented	• Employee • Concerned Division/Department/ Office • Management • Records Office • CSC
Internal and External Applicant/s	• Applications/Intent to Apply	Hiring and Selection of Qualified Personnel	• Result of Preliminary Evaluation/Selection Line-Up • Result of Comparative Assessment • Endorsement for Hiring • Appointment Paper • Certificate of Deployment	• End-user (where the Vacancy exist) • Applicants • CSC • PSB • Appointing Authority

QUALITY MANUAL		Document Code:	2017.QM.CDQ.001
		Page No.:	**2** of 8
		Issue No.:	1
Annex 4.3 Process Map Human Resource Management		Revision No.:	0
		Date Prepared:	01 August 2022
		Date of Effectivity:	0 1 OCT 2022

SOURCE OF INPUTS (PREDECESSOR PROCESSES e.g. at providers (internal or external) at customers, at other relevant interested parties)	INPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of materials, resources, requirements)	ACTIVITIES	OUTPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of product, service, decision)	RECEIVER OF OUTPUTS (SUBSEQUENT PROCESSES, e.g. at customers (internal or external), at other relevant interested parties)
Employees	• 201 File • Personal Data (including Birth Certificate, Government Numbers, and other personal info documents)	• Database management of employees • Updating of plantilla	• Reportorial Documents • Employee Request • Online Verification and Queries	• Oversight Agencies • COA • Finance Department • Budget Division • Accounting Division • Other Internal offices • Requesting External Party • Concerned Employee
End-users (internal offices)	• Personal Data Sheet (PDS) • Plantilla	• Provision of Statistical reports • Verification of data	• Statistical Report • Staffing Pattern	• Office of the Administrator • Office of the Deputy Administrator • Planning Department • Finance Department • Budget Division • KMITD • GSD • SSD • GAD

QUALITY MANUAL		Document Code:	2017.QM.CDQ.001
		Page No.:	**3 of 8**
		Issue No.:	1
Annex 4.3 Process Map		Revision No.:	0
Human Resource Management		Date Prepared:	01 August 2022
		Date of Effectivity:	0 1 OCT 2022

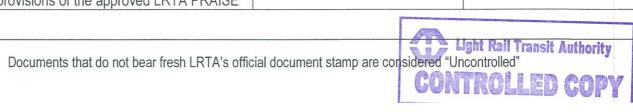| SOURCE OF INPUTS (PREDECESSOR PROCESSES e.g. at providers (internal or external) at customers, at other relevant interested parties)	INPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of materials, resources, requirements)	ACTIVITIES	OUTPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of product, service, decision)	RECEIVER OF OUTPUTS (SUBSEQUENT PROCESSES, e.g. at customers (internal or external), at other relevant interested parties)
TRAINING SECTION				
LRTA Offices and employees	Training Requirement/Needs per Office	Preparation of the Annual Learning and Development Program of LRTA	Annual Learning and Development Program of LRTA	LRTA Offices and employees
1. Local Training/s	Training Request Form (TRF)	Processing of documents for the attendance to Local Training of LRTA employees	• Special Order (S.O.) • Check Payment for attending	• Employee/Training Attendees • Training Center • LRTA Records Section
2. In-house Training/s	• Training Needs per Office • Memorandum from Office or employee	Processing of documents for the conduct of In-House Trainings in LRTA	• Special Order (S.O.) • Check Payment for Resource Person or Training Provider	• Employee/Training Attendees • Training Provider/Resource Person • LRTA Records Section
Training Providers, DOTr, etc. (Local Training/s)	Training Invitation/s	Processing of documents for the attendance of LRTA employees to Local Training/s	• Special Order (S.O.) • Check Payment	• Employee/Training Attendees • Training Provider/Resource Person • LRTA Records Section
Scholarship Grantors	Scholarship Grant Invitations	Processing of documents for the participation of LRTA employees to Scholarship grants	• Special Order • Letter to Scholarship Grantor of the LRTA's approved	• Employee granted with Scholarship • Grantor

Documents that do not bear fresh LRTA's official document stamp are considered "Uncontrolled"

QUALITY MANUAL		Document Code:	2017.QM.CDQ.001
		Page No.:	**4** of **8**
	Annex 4.3 Process Map **Human Resource Management**	Issue No.:	1
		Revision No.:	0
		Date Prepared:	01 August 2022
		Date of Effectivity:	0 1 OCT 2022

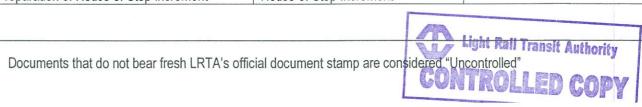| SOURCE OF INPUTS (PREDECESSOR PROCESSES e.g. at providers (internal or external) at customers, at other relevant interested parties)	INPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of materials, resources, requirements)	ACTIVITIES	OUTPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of product, service, decision)	RECEIVER OF OUTPUTS (SUBSEQUENT PROCESSES, e.g. at customers (internal or external), at other relevant interested parties)
			Delegate/Nominee • Travel Authority (if needed)	• LRTA Records Section
Solo Parent Employees of LRTA	Solo Parent Application Form	Processing of Application Form and requirements for approval in order for qualified Solo Parent Employees of LRTA to avail of Parental Leave	Summary List of Approved Solo Parents of LRTA to avail of Parental Leave	• Solo Parent Employees of LRTA • Concerned Department/Office of Solo Parent Employees • HRMD-CBAS • LRTA Records Section
Students	• On the Job Training Application Form • Letter of Application • Letter from School	Processing of Application of students' On the Job Training (OJT) in LRTA	• Summary List of Approved OJT • Certificate of Acceptance of OJT • Certificate of Completion of OJT	• OJT of LRTA • Concerned Office • University, College, School
LRTA Employees, stakeholders, Passengers, Riders, clients, etc.	PRAISE Nomination Forms	Processing of Nomination and grant of Awards, Incentives to qualified LRTA employees in accordance with the provisions of the approved LRTA PRAISE	Summary List of PRAISE Awardees	• Concerned Awardees/Employees • HRMD 201 Files

QUALITY MANUAL	Document Code:	2017.QM.CDQ.001
	Page No.:	5 of 8
	Issue No.:	1
Annex 4.3 Process Map	Revision No.:	0
Human Resource Management	Date Prepared:	01 August 2022
	Date of Effectivity:	0 1 OCT 2022

SOURCE OF INPUTS (PREDECESSOR PROCESSES e.g. at providers (internal or external) at customers, at other relevant interested parties)	INPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of materials, resources, requirements)	ACTIVITIES	OUTPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of product, service, decision)	RECEIVER OF OUTPUTS (SUBSEQUENT PROCESSES, e.g. at customers (internal or external), at other relevant interested parties)
Civil Service Commission	• CSC Memorandum Circular #19 series 2012 on observance of Flag Raising Ceremony and Flag Retreat • RA8491 – Flag and Heraldic Code of the Philippines	Processing of documents and schedule for the conduct of Flag Raising and Flag Retreat Ceremony and other socio-cultural activities in LRTA	• Memorandum addressed to all offices on the schedule of Flag Raising Ceremony and Flag Retreat • Memorandum addressed to all offices on the schedule of Thanksgiving Mass and other socio-cultural activities	• Concerned Offices/Employees • LRTA Records Section
COMPENSATION & BENEFITS SECTION AND PAYROLL SECTION				
Employees • Concerned Department/ Division/Office • Employees • COA	• Daily Time Records (DTRs) • Application for Leave Work Schedule	Encoding, processing and Printing of DTRs, Leave Applications	• Daily Time Records • Individual Employee Leave Cards	• Concerned Department, Division/ Office • Employees • COA
• Employees • DBM-CSC Joint Circulars	• Request Form • Schedule of Step Increment	Regular updating, checking and printing of Service Record	Service Record Notice of Step Increment/	• Concerned Department, Division/ Office • Employees • GSIS
		Preparation of Certificate of No Leave Without Pay/ With Pay	Certificate of No Leave Without Pay (LWOP) and with LWOP	
		Preparation of Notice of Step Increment	Notice of Step Increment	

	QUALITY MANUAL	Document Code:	2017.QM.CDQ.001
		Page No.:	**6 of 8**
		Issue No.:	1
	Annex 4.3 Process Map Human Resource Management	Revision No.:	0
		Date Prepared:	01 August 2022
		Date of Effectivity:	0 1 OCT 2022

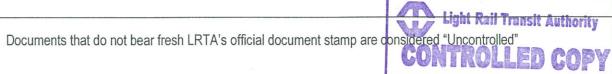| SOURCE OF INPUTS (PREDECESSOR PROCESSES e.g. at providers (internal or external) at customers, at other relevant interested parties)	INPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of materials, resources, requirements)	ACTIVITIES	OUTPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of product, service, decision)	RECEIVER OF OUTPUTS (SUBSEQUENT PROCESSES, e.g. at customers (internal or external), at other relevant interested parties)
GCG	• Executive Orders (EO 150) • Administrative Orders • IRR	Preparation of Notice of Salary Adjustment (NOSA)	Notice of Salary Adjustment (NOSA) & Service Records	• Concerned Department, Division/ Office • Employees
Employees	Application for Leave Form	Processing of Application for Monetization of Leave Credits	Monetization of Leave Credits	• Concerned Department, Division/ Office • Employees
Employees	Loan Application	• Consolidations and checking of Requirements • Facilitation and confirmation of Loan Application	• Approved Loan Application • Approved Loan Requirements (i.e. payslips, Service Records)	• Concerned Department, Division/ Office • Employees • GSIS • Pag-Ibig, LBP
Employees	Accumulated Leave Credits/ Leave Cards	Regular Updating/Checking of Individual Leave Cards of employees	Updated Leave Balance	• Concerned Department, Division/ Office • Existing employees • Separated employees

	QUALITY MANUAL	Document Code:	2017.QM.CDQ.001
		Page No.:	7 of 8
		Issue No.:	1
	Annex 4.3 Process Map	Revision No.:	0
	Human Resource Management	Date Prepared:	01 August 2022
		Date of Effectivity:	01 OCT 2022

SOURCE OF INPUTS (PREDECESSOR PROCESSES e.g. at providers (internal or external) at customers, at other relevant interested parties)	INPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of materials, resources, requirements)	ACTIVITIES	OUTPUTS (MATTER, ENERGY INFORMATION, e.g. in the form of product, service, decision)	RECEIVER OF OUTPUTS (SUBSEQUENT PROCESSES, e.g. at customers (internal or external), at other relevant interested parties)
• Employees • DBM • CSC • COA • Other government issuances	• Daily Time Record • Report on Leave Balance/ Credits • Work Accomplishment • Approved request for Overtime pay • Monthly Overtime/ Accomplishment Form (MOAF) • Approved Praise	Processing, computations and printing of payroll for salaries, allowances and other benefits (Overtime Pay, Loyalty Award/Pay, Hazard Pay, CNA, etc.)	• Payroll • Disbursement Voucher (DV) • Budget Utilization Slip (BUS)	• Concerned Department, Division/ Office • Employees • COA

Controls and Check points:

Recruitment Section	Training Section	CBAS and Payroll Section
IPCR	Training Request Assessment/Evaluation Form	Schedule of Submission of DTR
Reports of Appointments Issued (RAI)	Training Database	Payroll Report
Quarterly Accession/Separation Report	Monthly Training Accomplishment Report	Leave Balances Report
Monthly Personnel Movement	Summary of Attended Trainings	Service Record
Monthly Updated Plantilla Position	Competency Assessment/Evaluation	NOSA/NOSI
Monthly Administrative/Statistical Report	Training Effectiveness Evaluation	Accounts Payable Report

Documents that do not bear fresh LRTA's official document stamp are considered "Uncontrolled"

QUALITY MANUAL		Document Code:	2017.QM.CDQ.001
		Page No.:	**8 of 8**
	Annex 4.3 Process Map	Issue No.:	1
	Human Resource Management	Revision No.:	0
		Date Prepared:	01 August 2022
		Date of Effectivity:	0 1 OCT 2022

Prepared by:	Reviewed by:	Approved by:
DIVINA J. GUISON Manager, HRM Division	**DOMINIC F. KABIGTING** OIC, Administrative Department Management Representative, QMS Core Team,	**ATTY. JOSE JOBEL V. BELARMINO** OIC, Deputy Administrator for Administrative, Finance & AFCS Services Manager, Legal Department