
	<div>Human Resource</div> <div>Quality Plan</div>		<div>Document Number:</div> <div>QP-SS-05.01</div>
	<div>Department:</div> <div>Human Resource</div>	<div>Effective Date:</div> <div>July 21, 2022</div>	<div>Revision No</div> <div>1</div>

QUALITY PLAN						
Key Support Service Process Name (2Ps/ Guideline Title)	Item to be Controlled	Dimension (Timeliness, Quality, Cost)	Standard	Person Responsible	Control Methodology	Procedure Code or Other Type of Docs
Training Program Procedure	Quotation/ Proposal, Training Attendance	Completeness, Quality & Cost	External Provider shall send the quotation which includes the minimum requirements to Human Resources Department for Approval	HR, Concerned Personnel & External Provider	Coordinates with the external provider and concerned personnel	2P-SS-05.01 Training Attendance through RISA Learning & Development Module
			Ensure to have a minimum of 16 hours training scorecard		Constantly reminding concerned personnel & immediate leader regarding training scorecard	
Work change	Signed Performance Evaluation Form	Timeliness	Mid-Year (Jan-June) Performance Evaluation shall be submitted on/or before August 31 Year- End (July- Dec) Performance Evaluation shall be submitted on/or before February 28	HR & Concerned Personnel	Constantly reminding concerned personnel of the schedule of submission of Signed Performance Evaluation	Signed Performance Evaluation Form through Performance Management Module in RISA Emails 2P-SS-05.30
Job induction	Job induction	Completeness	Ensuring new hire are allocated sufficient time within their workload allocation to participate in, and complete all induction processes.	HR & Concerned Personnel	Reminding concerned personnel on the completion of Job Induction Training; Schedule the personnel to attend job induction	Job Induction Training Emails 2P-SS-05.32 Training Attendance through RISA Learning & Development Module
			Ensure to have a minimum of 16 hours training scorecard			

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Recruitment, Selection and Placement Policy	Manpower Request Form (MRF) Resume Salary Offer Sheet (SOS)	Timeliness, Quality & Accuracy	MRF- Before 45 days after the MRF is received from Requesting department/ concerned personnel SOS- Shall approved by the President & CEO	HR	Monitoring and Reviewing of Hit rate	MRF through RISA Manpower Request Module/ Resume/ SOS 2P-SS-05.31
Exit Clearance Policy	Exit Clearance Form Exit Clearance Interview Resignation Letter	Timeliness & Completeness	<ul style="list-style-type: none"> Upon termination of employment, any employee who intends to resign from the company is required to give his/her immediate leader at least one (1) month or 30 calendar day notice prior to the effectivity of the resignation to allow enough time to look for his/her replacement and for the proper turnover of tasks and accountabilities. Computation, processing, and release of final payment is within 30 working days after the completion of Exit Clearance Separation Form. 	HR	Monitoring through monthly KPI the processing of Exit Clearance Form as basis to process and release final pay	Exit Clearance Form Exit Clearance Interview Resignation Letter 2P-SS-05.10
Probationary Period & Regularization of Employment	Performance Evaluation Form	Timeliness & Completeness	<p>Employees shall serve a six (6) month initial probationary period. One becomes a regular employee upon completion of his six-month period of probationary</p> <p>Upon regularization, employee shall be entitled to an adjustment in basic pay upon the recommendation of his/her immediate leader</p>	HR	Reviewing and monitoring of 3 rd and 5 th month evaluation of the concerned personnel to ensure that the employee is qualified for regularization	Performance Evaluation Form 2P-SS-05.26

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Working Hours	Timekeeping Record	Completeness & Accuracy	The normal workweek for nonexempt full-time employees shall be forty-eight (48) hours per week: Monday to Friday – 9am to 6pm; Saturday - 9am to 2pm. ◦ except for those employees where work schedule needs to be aligned with the needs of the department, e.g., operations ◦ Flexible time shall be allowed the four (4) hour work schedule on Saturdays depending on the needs of the department	HR	Cascading of Working Hours during Job Induction	2P-SS-05.23 Timekeeping Record
					Ensure approval of timekeeping records by immediate leader if necessary	
Statutory Regulations such as Maternity Leave Policy & Paternity Leave Policy and Mandatory Employee Benefits, Incentives, Coverage, and Contributions Policy	Statutory requirements	Completeness & Timeliness	F2 Global Logistics Inc. and F2 Logistics Philippines Inc. shall comply to all statutory requirements	All employees	Government conducts Audit to ensure the compliance of the company. Compliance to government contributions and clearances if applicable. Monitoring through monthly KPI.	Filing of government records and payment of government remittances 2P-SS-05.34 - Mandatory Employee Benefits, Incentives, Coverage, and Contributions

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