

DEPARTMENT / DIVISION/ Office	PERSONNEL OFFICE						
PURPOSE							
Functional OBJECTIVE							
ACTIVITY/ PROCESS	Control Methods/ Process SOP/ Guidelines/ Procedures	Process Output	Responsible Authorities	RISK	IMPACT/ CONSEQUENCES	CONTROL MEASURE/ Action Plan	Opportunities
HIRING/SELECTION	CSC APPROVED MERIT SELECTION PLAN	APPOINTMENTS/PROMOTION	PSPB	1.) DISAPPROVED APPOINTMENTS 2.)PREROGATIVE OF THE APPOINTING AUTHORITY	DISSATISFIED PERSONNEL/COMPLAINTS	PSPB TO EXPLAIN TO THE APPOINTING AUTHORITY THE RISK; TO PROPERLY EVALUATE APPLICATIONS	QUALIFIED AND COMPETENT PERSONNEL
TIMEKEEPING	MANUAL COMPUTATION OF TIME AND ATTENDANCE	SALARY	TIMEKEEPERS	ERROR IN COMPUTATION OF TIME AND ATTENDANCE	OVER PAYMENT/UNDER PAYMENT OF SALARY	CAREFUL EVALUATION OF ATTENDANCE AND GET NEW ATTENDANCE AND PAYROLL SYSTEM	CORRECT TIME AND SALARY; ATTENDANCE AND PAYROLL SYSTEM
TRAINING/SEMINARS	TNA; INVITATIONS FROM TRAINING INSTITUTIONS; COMPLIANCE ON TRAINING REQUIREMENTS FOR CERTAIN POSITIONS	EMPLOYEES' IMPROVED COMPETENCY LEVEL/SKILLS; TRAINING PLAN	HR	NO CAREER PATHING; FAILURE TO PERFORM TRAINING AS PER THE TRAINING PLAN	NO CAREER DEVELOPMENT ; FAILURE TO IMPLEMENT TRAINING AS PLANNED	CONDUCT TNA AND CAREER PLANNING	CAREER DEVELOPMENT OF PERSONNEL
COMPENSATION AND BENEFITS	CSC AND DBM GUIDELINES/BOARD RESOLUTION	EMPLOYEES BENEFITS / INCENTIVES	HR	NON-CONFORMITY TO CSC-DBM GUIDELINES; LACK OF LEGAL BASIS	COA DISALLOWANCES	CHECK LEGALITY; ASK LEGAL OPINION FROM CONCERNED AGENCIES	GRANT OF INCENTIVE IIN ACCORDANCE TO GUIDELINES