

# What's up @



An internal information service by Knowledge Management and Information Service for DTI employees

## DTI orients new employees

To familiarize new employees with the Department of Trade and Industry's (DTI) organizational structure, policies, rules, and services, the Human Resource Administrative Service (HRAS) conducted a series of Orientation for New Employees (ONE) last 07 March, 19 February, and 17 February 2016 at the Board of Investments (BOI) Penthouse.

The project was initiated in compliance to the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), a mechanism by the Civil Service Commission (CSC) that aims to empower government agencies by developing their human resource management competencies, systems, and practices toward HR excellence. The orientation was attended by newly hired external employees and service providers who were elevated to regular status from the DTI- Head Office.



*Resource speaker Industry Development Group (IDG) Undersecretary Ceferino S. Rodolfo (center, front row) and HRAS-Training and Development Division (TDD) Chief Administrative Officer Brigida J. Alcanices (rightmost, front row) flanked by employees in one of the first ONE sessions in the Head Office this year.*

**HRAS-Training and Development Division (TDD) Chief Administrative Officer Brigida J. Alcanices** underscored the importance of ONE not only for the participants to completely understand how they fit with the goals of the agency, but also for them to bolster their efforts for individual improvement.



*ONE participants join HRAS-TDD Chief Administrative Officer Alcanices, together with resource speakers Knowledge Management and Information Service (KMIS) Director Patricia May M. Abejo (couch, second from right) and Financial and Management Service-Accounting Division (FMS-AD) Chief Ma. Asuncion H. Cruzada.*

*“Familiarization is the main purpose of ONE. Once [the new employees] become well-informed about the agency they are working for, their performance will improve and it can contribute to their personal growth and development,” Alcanices said.*

To ensure ONE’s success, HRAS partnered with various bureaus and offices from different functional groups that can help in the effective execution of the program.

Office	Topics discussed
Human Resource Administrative Service (HRAS)	<ul style="list-style-type: none"> <li>• Strategic Performance Management System (SPMS)</li> <li>• Performance Governance System (PGS)</li> <li>• Dashboard</li> <li>• Personnel policies</li> <li>• Employee benefits</li> <li>• Administrative matters</li> </ul>
Corporate Planning Service (CorPlan)	DTI as an organization (structure and main functions and services)
Financial and Management Service (FMS)	Financial matters
Knowledge Management and Information Service (KMIS)	Agency’s information and creative services
Information Systems and Management Service (ISMS)	Information Technology (IT) resources use policy
Consumer Protection and Advocacy Bureau (CPAB)	Consumer welfare and rights
Regional Operations Group (ROG)	Functions of regional offices
Representative office from Industry Development Group (IDG)	IDG functions
Representative office from Industry Promotion Group (IDG)	IPG Functions

“After conducting the initial runs of ONE at the Head Office last year, we also held orientation sessions in various Regional Offices nationwide,” Alcanices related, adding that they are also planning to do this again this year. “Unlike in the Head Office, however, we also invite employees who may not be newly-hired but may need re-orientation sessions.”

HRAS started ONE in April 2015 in the Head Office and rolled it out the whole year nationwide.

<b>DTI – ONE in the Regions 2015</b>		
<b>Office</b>	<b>Venue</b>	<b>Date of orientation</b>
DTI-Head Office	Philippine Trade Training Center (PTTC), Pasay City	April 27 April 28 April 29
Region 03 Region 4A Region 4B	PTTC, Pasay City	June 08
Cordillera Administrative Region (CAR) Region 01 Region 02	Hotel Elizabeth, Baguio City	June 11
Head Office Region 03 Region 04A Region 05	Philippine Trade Training Center (PTTC), Pasay City	June 15
Region 10 Caraga	Pryce Plaza Hotel, City of Cagayan de Oro	June 25
Region 11 Caraga	Marco Polo, Davao City	July 02
Region 09	Garden Orchid Hotel, Zamboanga City	July 23
Region 06 Region 07	Quest Hotel, Cebu City	October 06
Region 08	Hotel Lorenza, Tacloban City	October 22
Region 12	Greenleaf Hotel, General Santos City	November 26