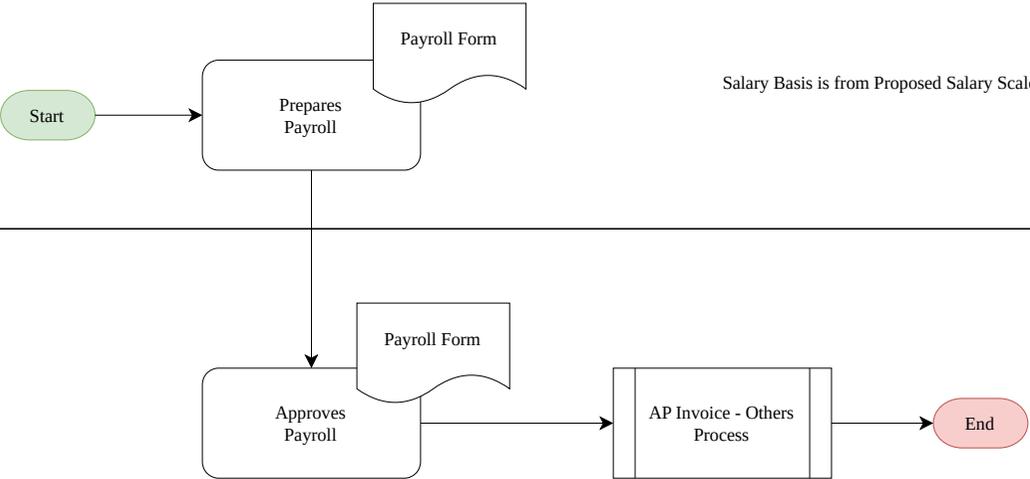


Payroll Process

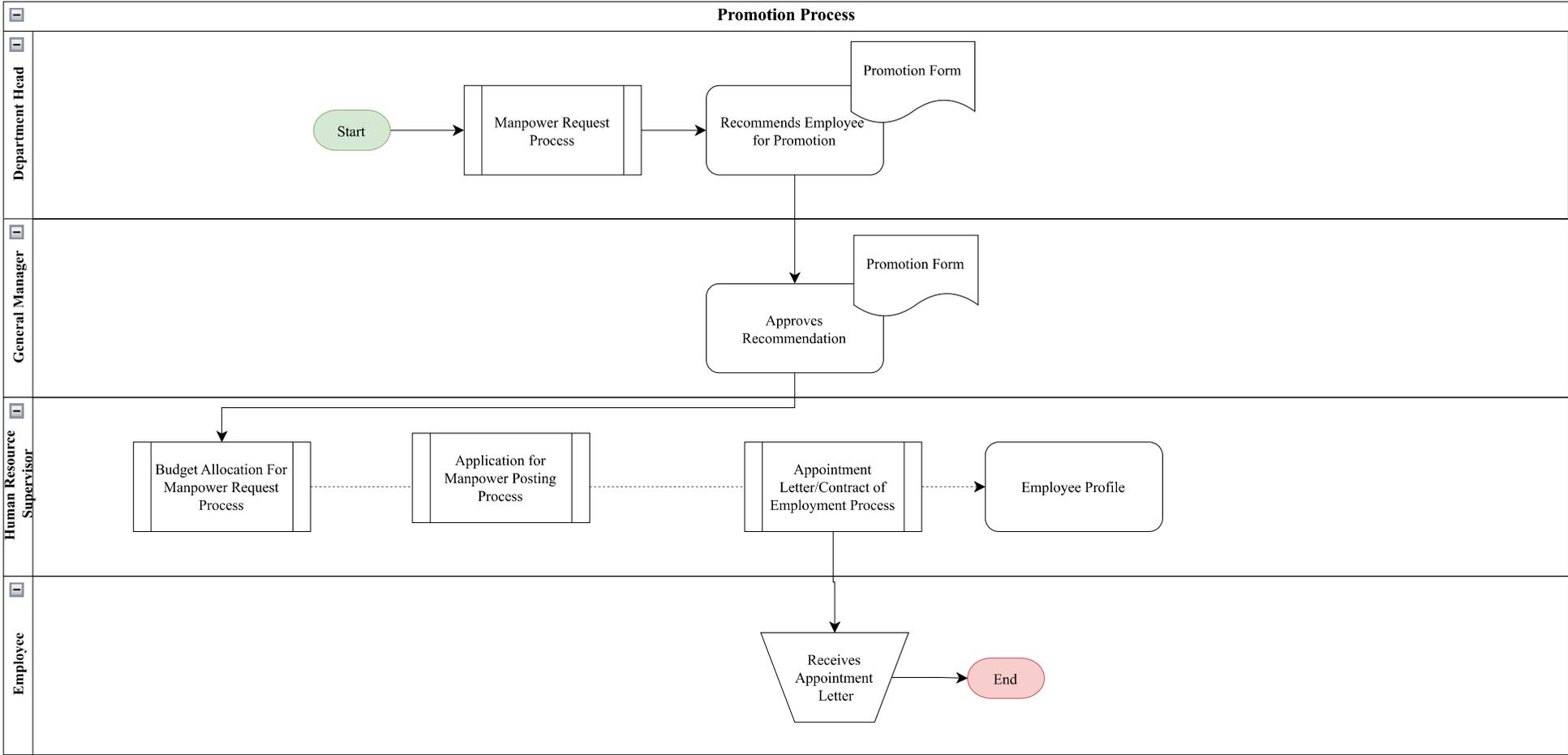
Payroll Officer

HR Supervisor, HR Admin Chief and ISD Manager

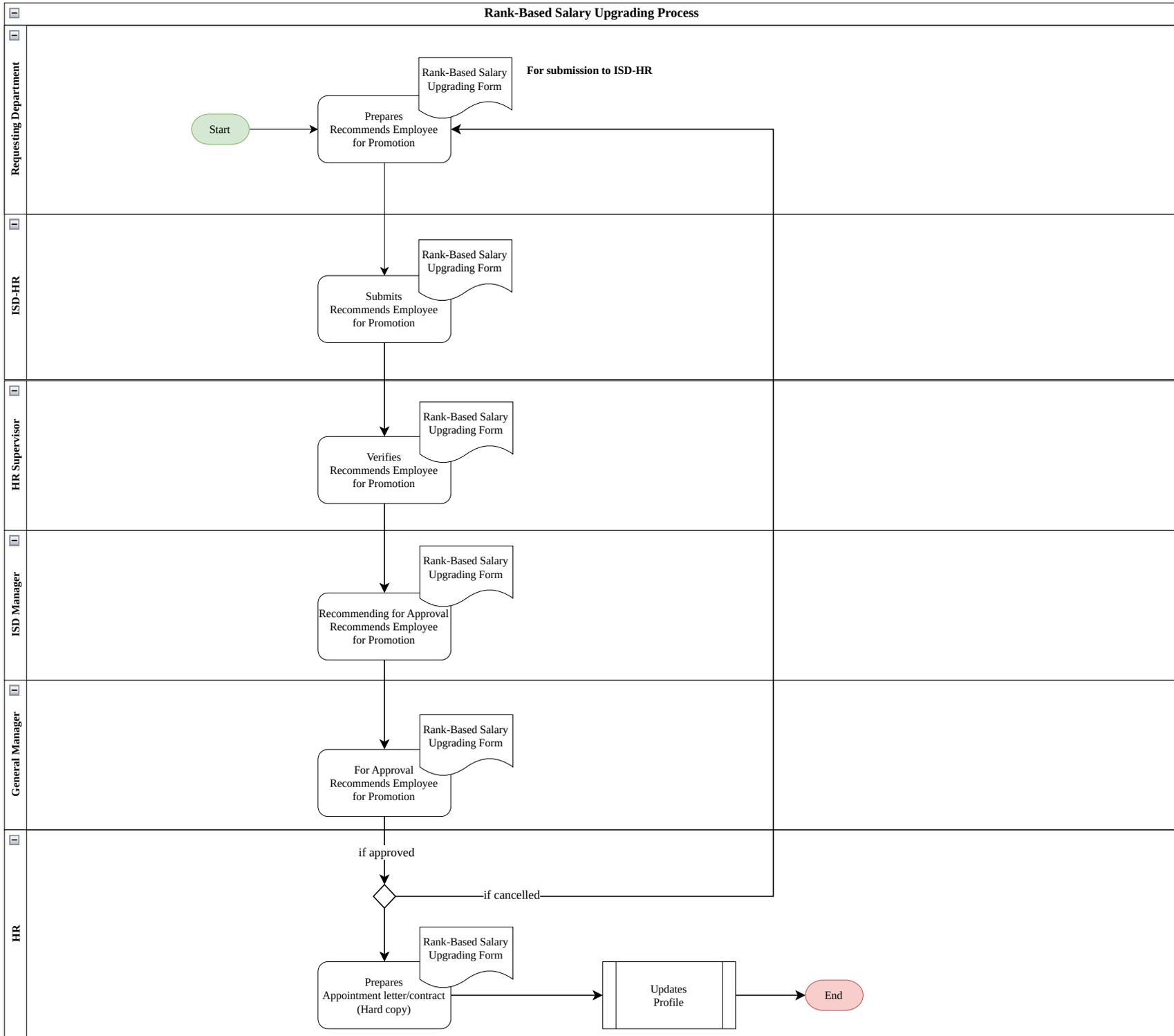


Salary Basis is from Proposed Salary Scale for Mega Large Classification

- Pay Type:
- ATM
 - Check
 - Solar Business Unit (SBU)



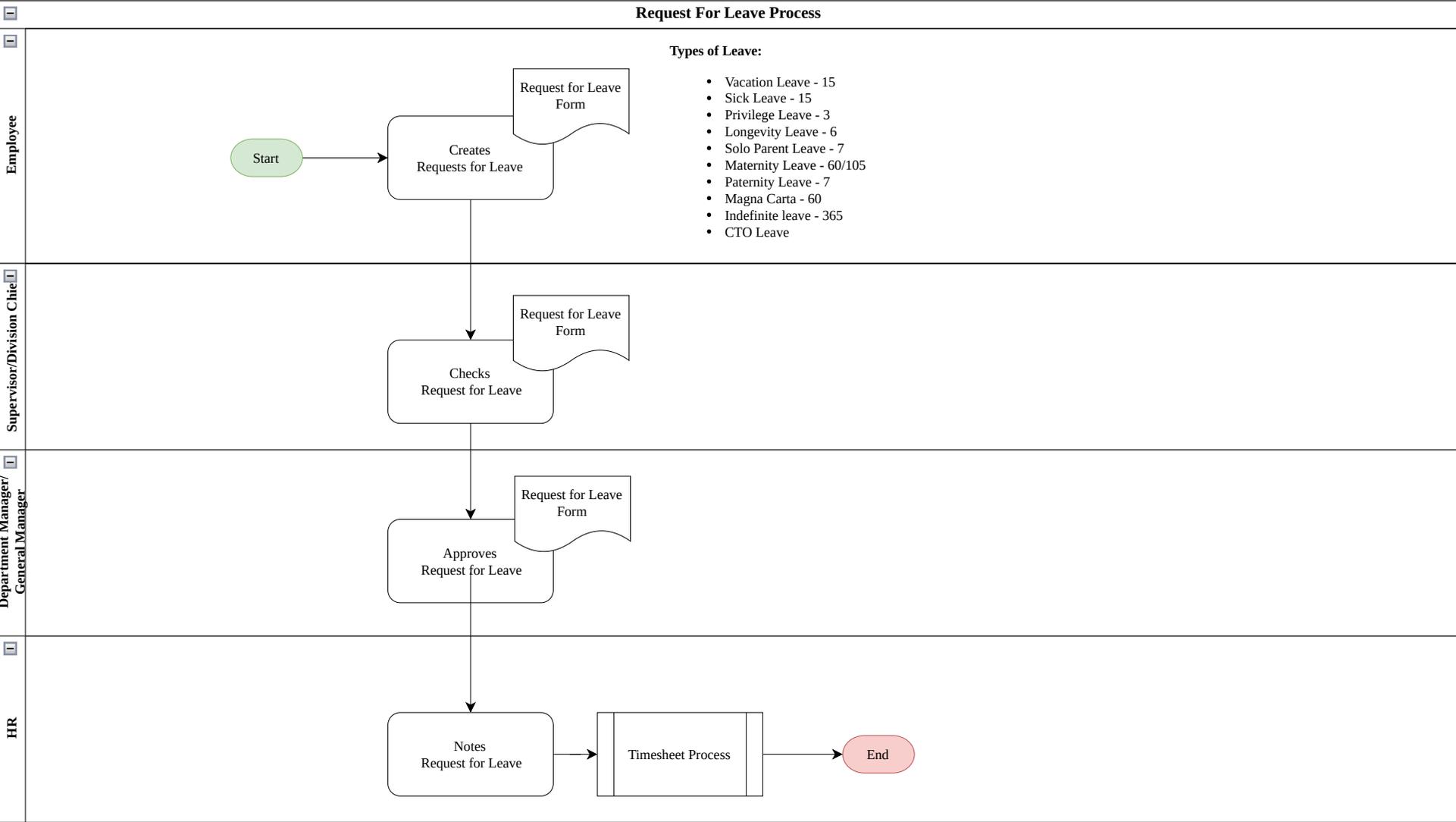
Rank-Based Salary Upgrading Process

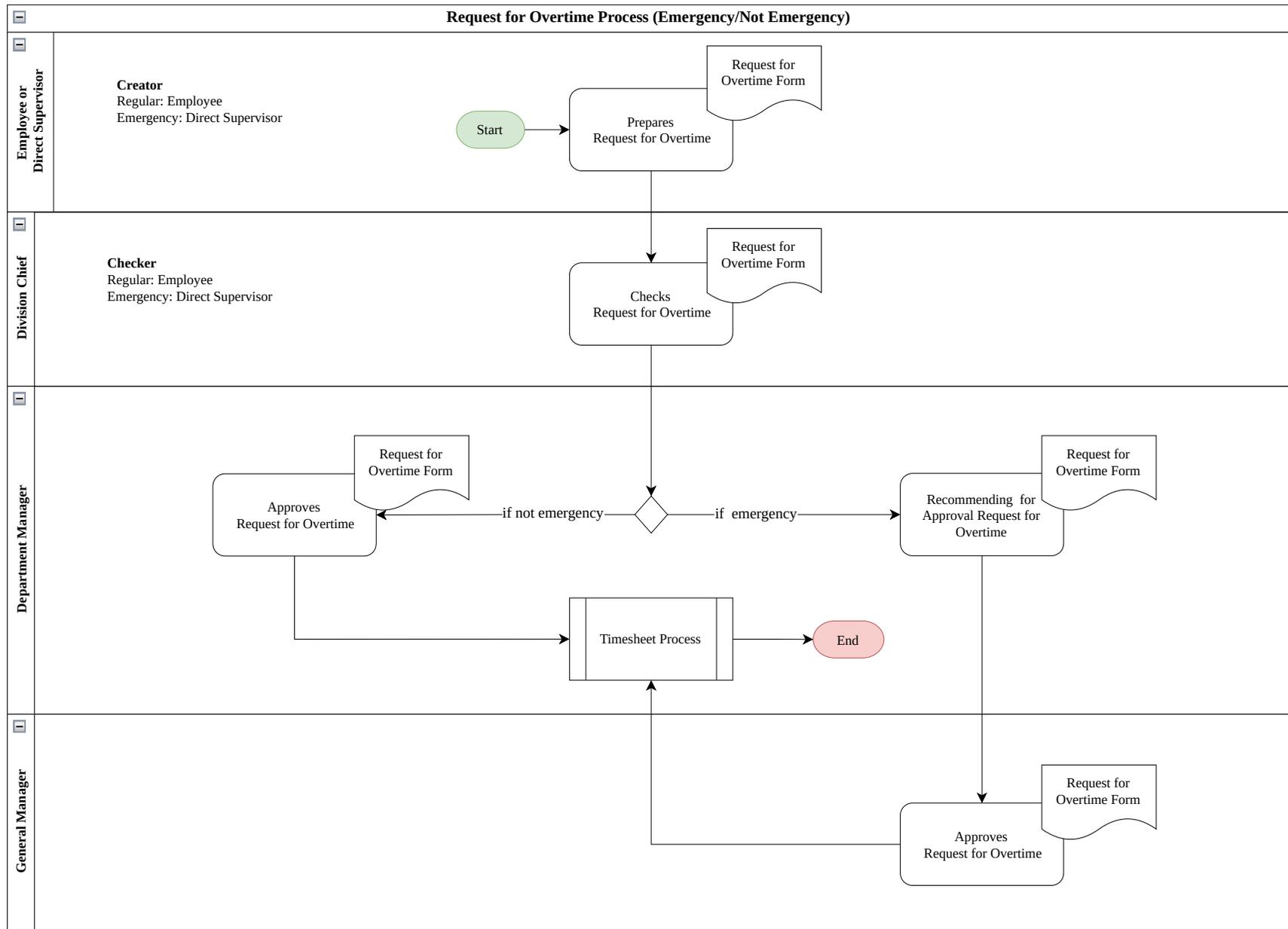


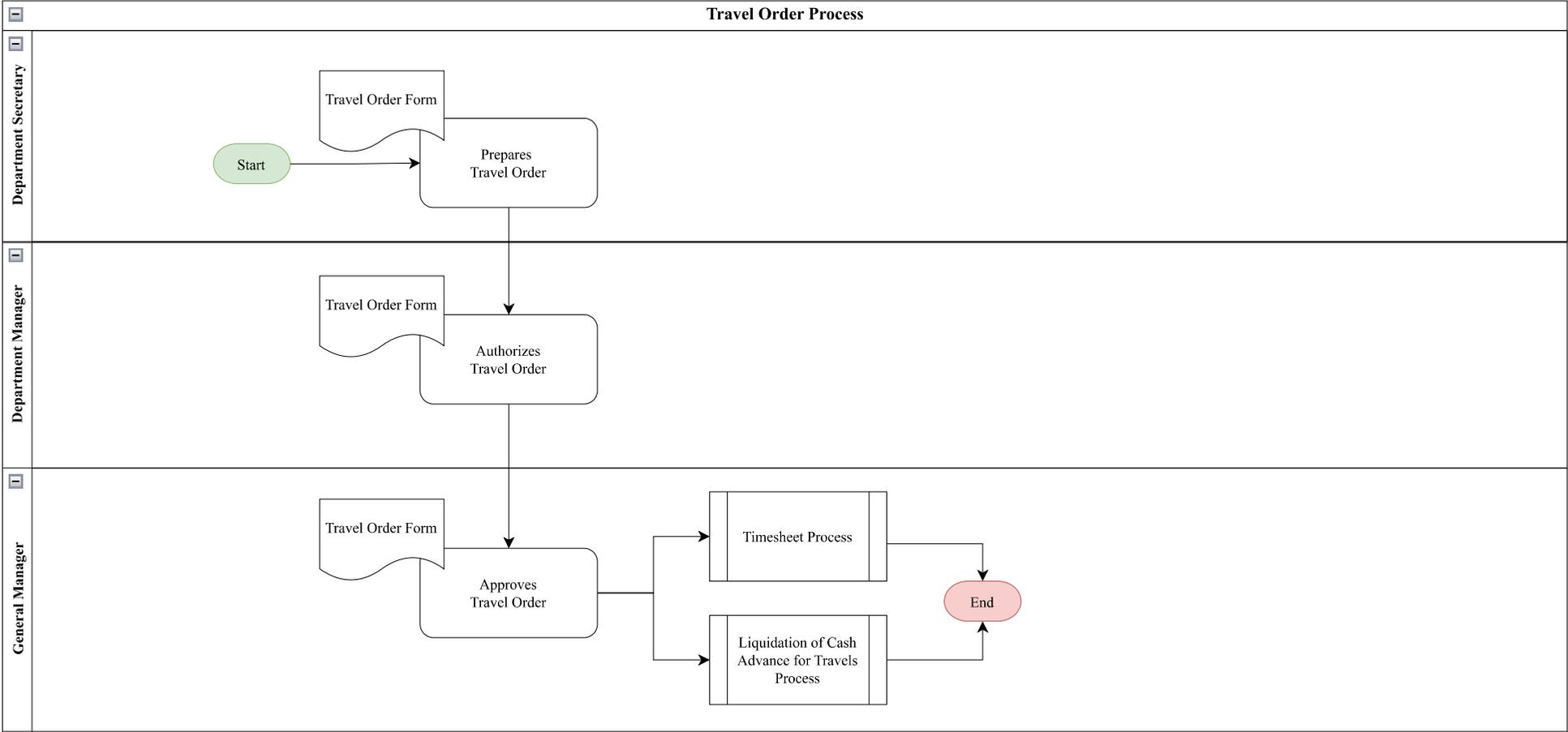
Request For Leave Process

Types of Leave:

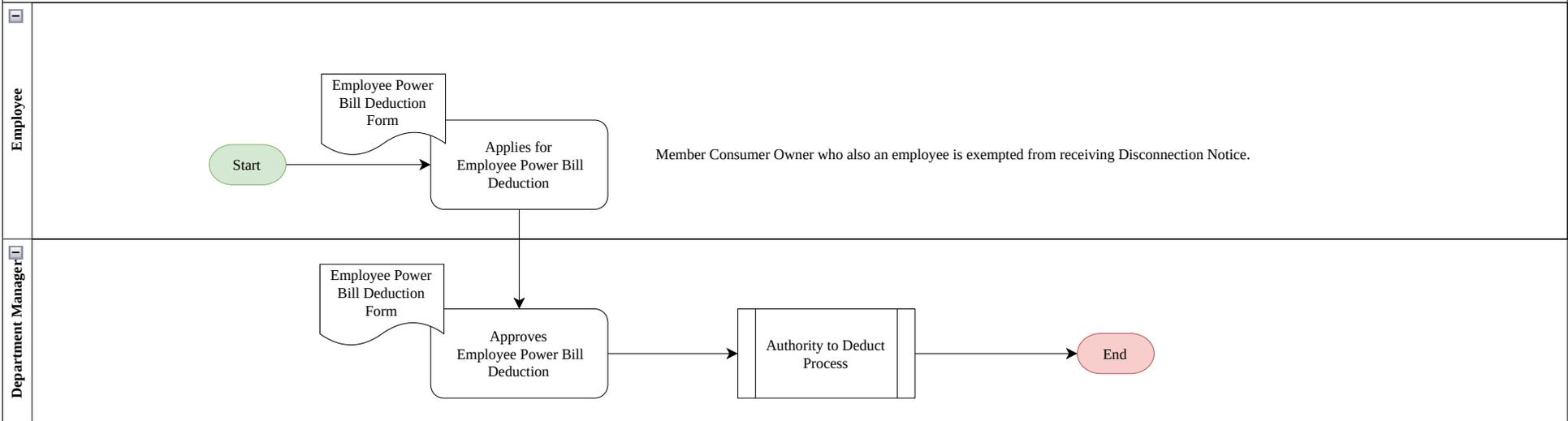
- Vacation Leave - 15
- Sick Leave - 15
- Privilege Leave - 3
- Longevity Leave - 6
- Solo Parent Leave - 7
- Maternity Leave - 60/105
- Paternity Leave - 7
- Magna Carta - 60
- Indefinite leave - 365
- CTO Leave

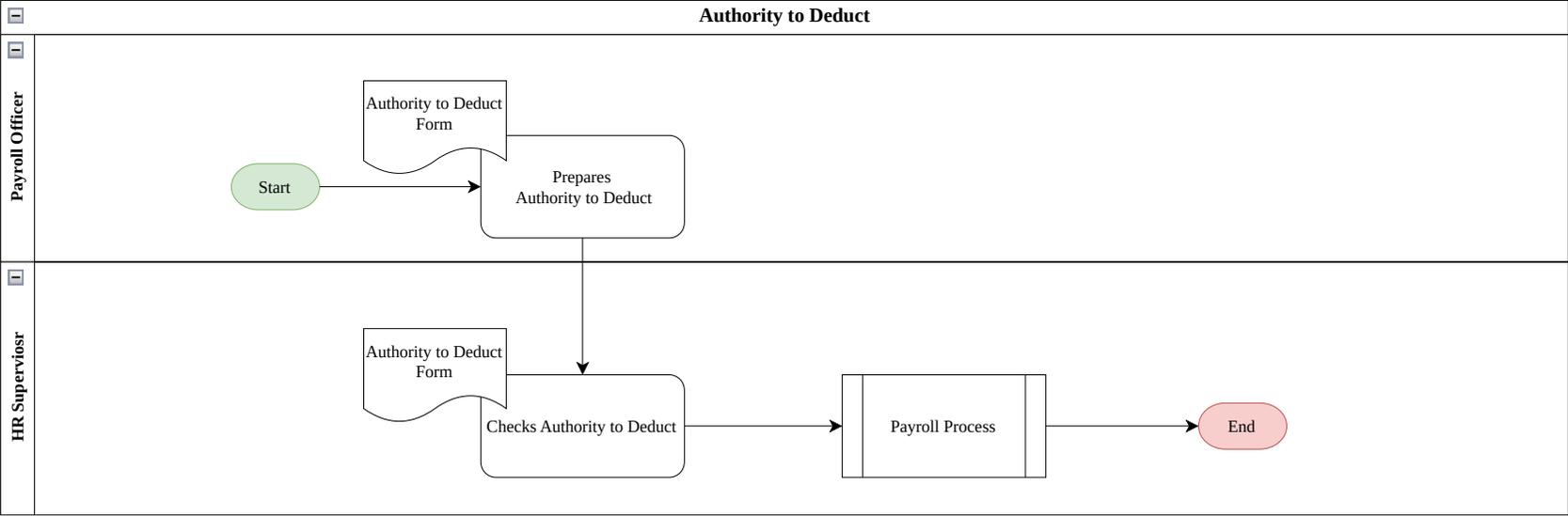




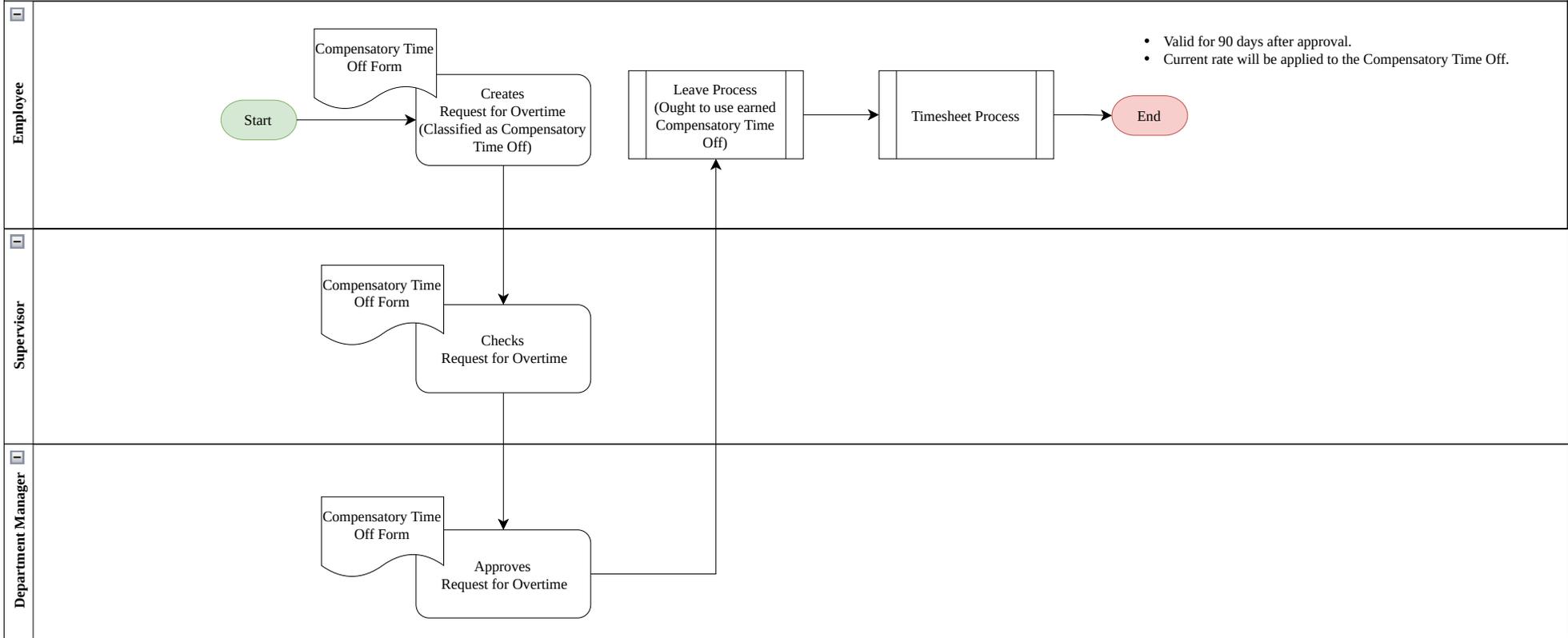


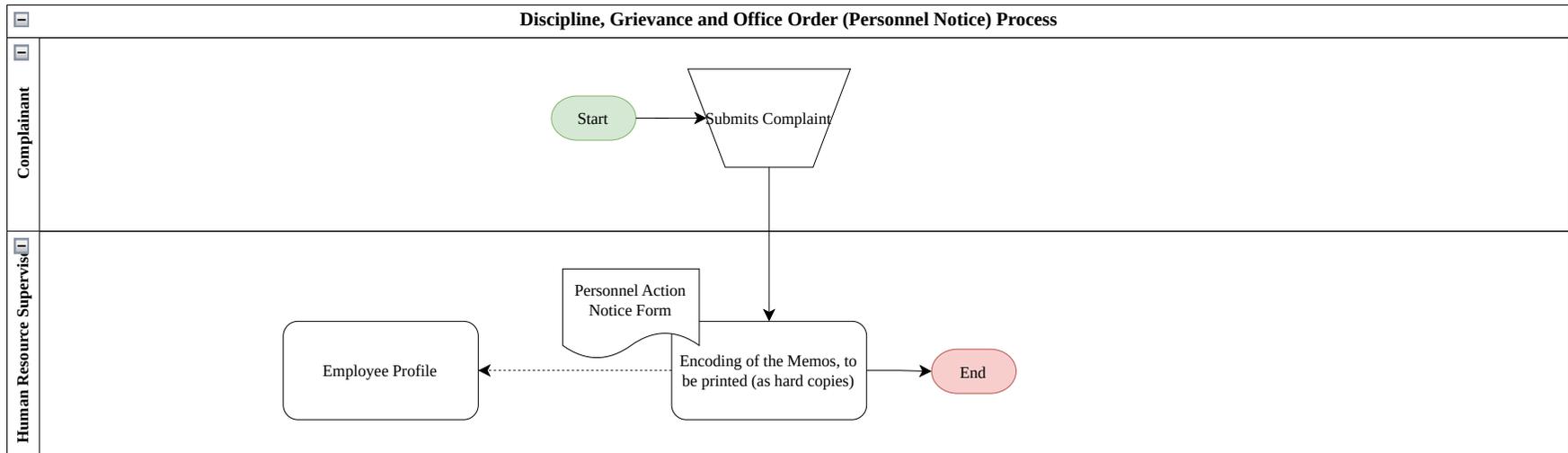
Application of Employee Power Bill Deduction Process

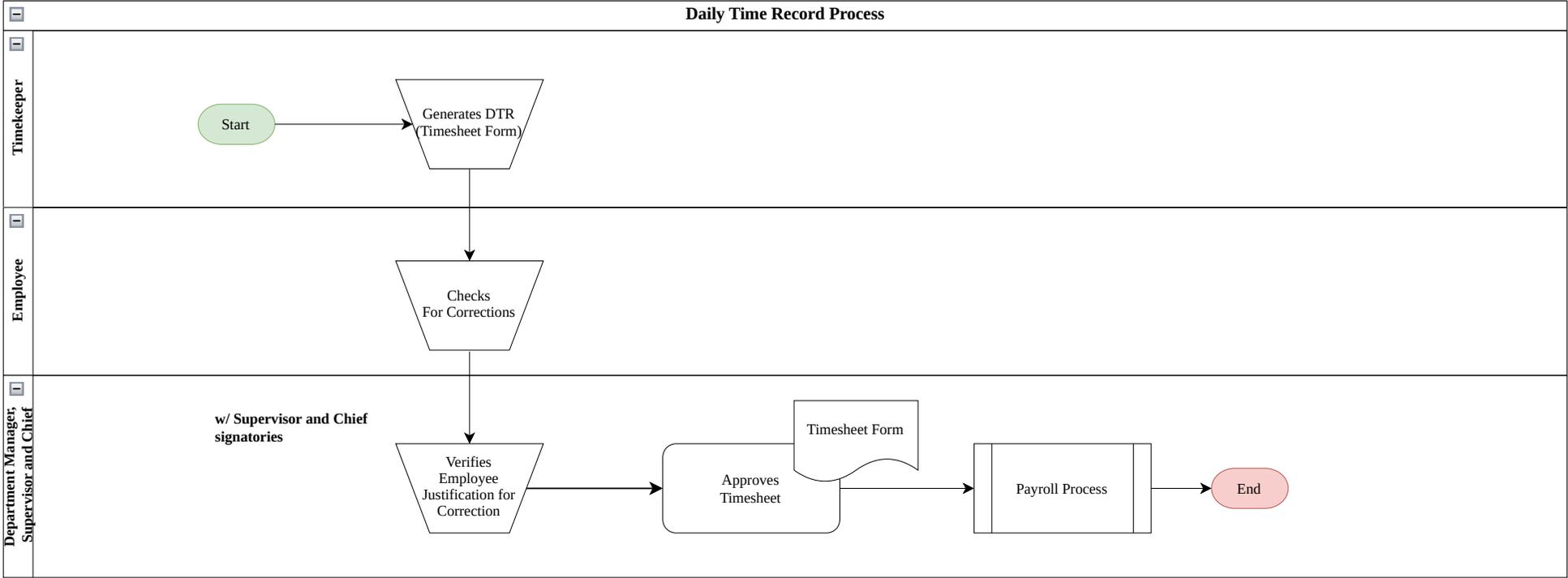


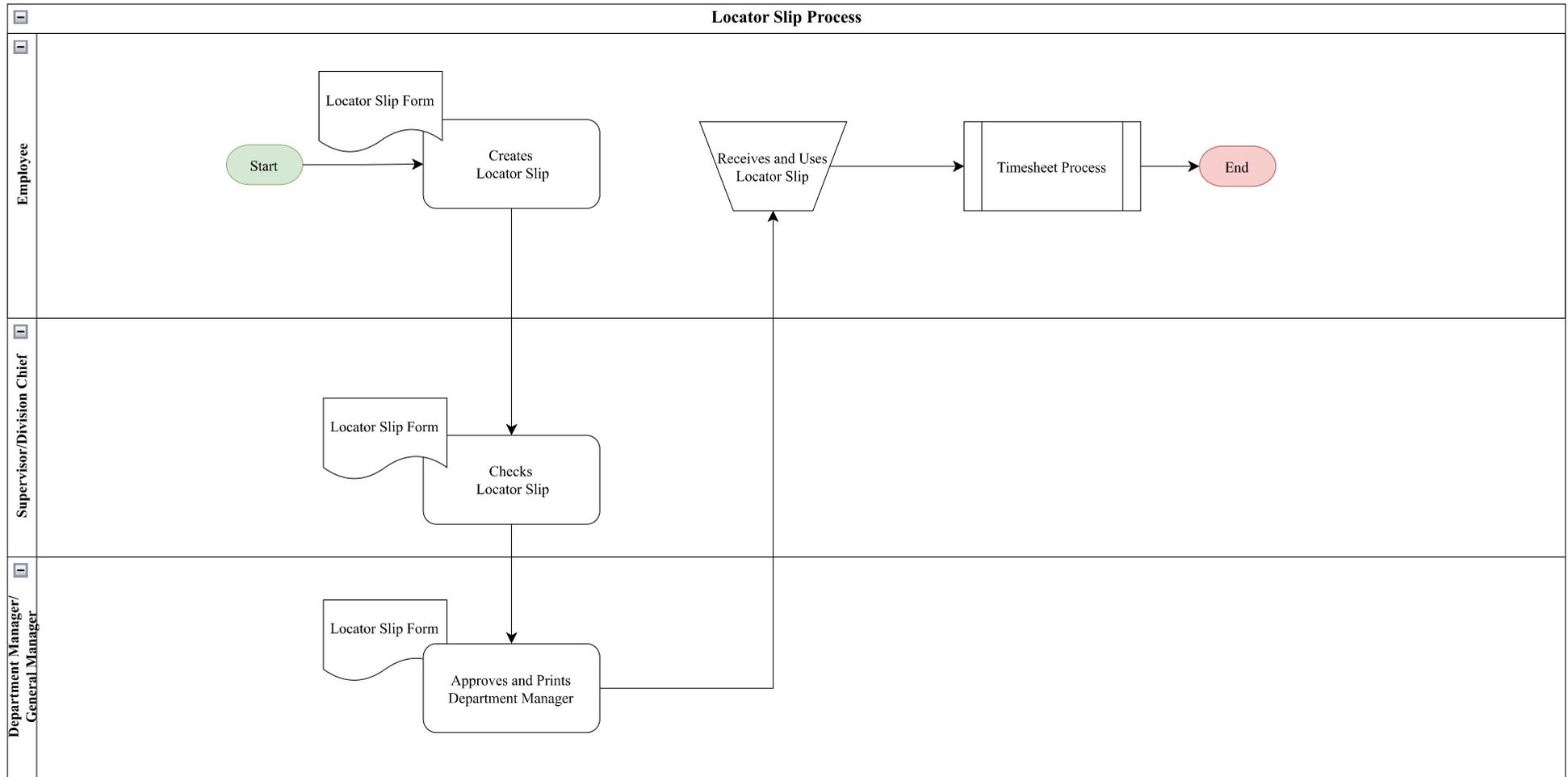


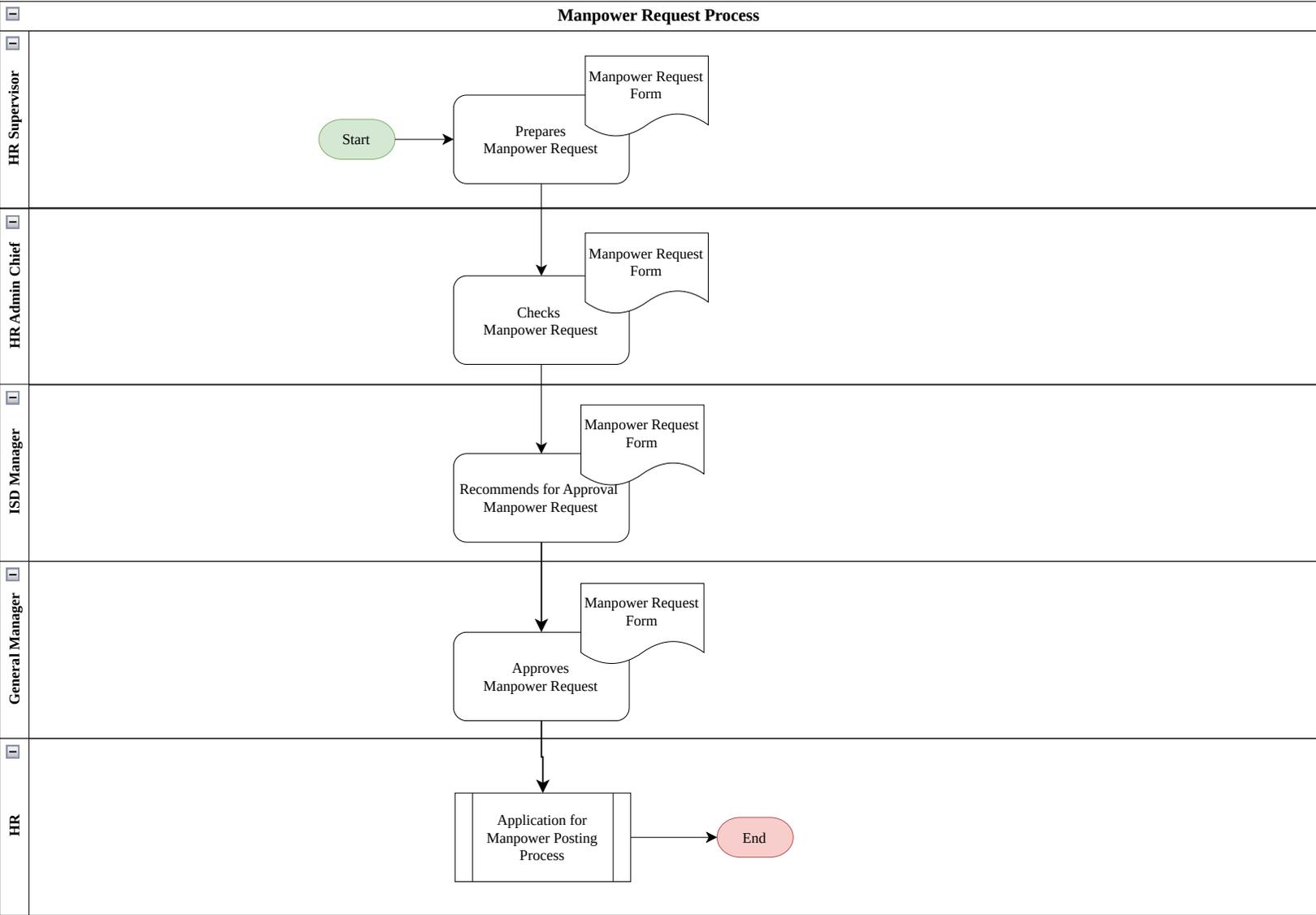
Compensatory Time Off (Accumulated Unpaid Overtime) Process











Merit/Demerit-based Salary Process

Notification must be one month before based on years of service.

