

**CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
NEW EMPLOYEE ORIENTATION (NEO) REPORT 2025**

MEETING	<i>New Employee Orientation</i>	<i>TIME</i>	<i>10:00 am to 2:00 pm</i>
DATE	<i>19 December 2025</i>	<i>LOCATION</i>	<i>CITEM Meeting Room 1</i>
ATTENDEES			
<ol style="list-style-type: none"> 1. Ma. Lourdes D. Mediran - Deputy Executive Director 2. Florence Pearl M. Buensalido - Division Chief, HRMD 3. Fel Andrué Pardo - HRMO IV, HRMD 4. Sarah Diaz - HRMO III, HRMD Secretariat <p>New employees:</p> <ol style="list-style-type: none"> 5. Girlie Mei Cuntapay - Attorney V 6. Manuel C. Leaño - Chief Trade-Industry Development Specialist 7. Jamaica Zharina O. Laguio - Trade Industry Development Specialist 8. Ma. Angelie L. Perea - Trade Industry Development Specialist 9. Hannah Angela A. Go - Creative Arts Specialist II 10. Helen Marie F. Javier - Records Officer I 11. Lovelyn Rose S. Maglantay - Trade Industry Development Analyst 			

TOPICS OF DISCUSSION

I. About CITEM: Vision, Mission, Core Values, Mandate and Function

Speaker: Deputy Executive Director Ma. Lourdes D. Mediran

The New Employee Orientation began with an in-depth overview of the Center for International Trade Expositions and Missions (CITEM), emphasizing its vision, mission, core values, mandates, and functions aligned with Executive Order No. 75. CITEM envisions itself as the country's premier export promotion agency, committed to positioning Philippine products and services in the global marketplace, while its mission focuses on developing strategic programs that enhance industry competitiveness and create sustainable opportunities for exporters.

The session highlighted CITEM's core values of integrity, professionalism, excellence, innovation, and service to the nation, which guide its operations and decision-making. Discussions covered its key functions, including organizing international trade fairs and exhibitions, promoting exports and market access, providing industry development support through research and capacity-building, and serving as a catalyst for trade and investment to drive national economic growth.

There were interactive exchanges among new employees to clarify how these mandates relate to their roles, and Deputy Executive Director Mediran shared her experiences in collaborating and communicating with other divisions and units, underscoring the importance of teamwork and interdepartmental coordination in fulfilling CITEM's objectives.

II. Republic Act 6713: Code of Conduct and Ethical Standards for Public Officials and Employees

Speaker: Atty. Girlie Mei D. Cuntapay

The session continued with a discussion on Republic Act No. 6713: Code of Conduct and Ethical Standards for Public Officials and Employees, facilitated by Atty. Girlie Mei Cuntapay, who has extensive experience in this topic. The Code seeks to uphold integrity, transparency, accountability, and professionalism among public officials and employees, while promoting public trust, ensuring efficient and responsive service, preventing conflicts of interest, and fostering a culture of honesty and fairness in government.

To make these principles more relatable, Atty. Cuntapay provided situational examples for each key provision, such as disclosing conflicts of interest, maintaining courtesy and responsiveness in public service, ensuring proper documentation for accountability, and declining gifts to avoid undue influence.

III. Performance Evaluation & Other Recruitment Procedures

The next topic covered in the orientation was the Performance Evaluation and Recruitment Procedures, which outline key processes for employee development and advancement. Under Rule V of the 2017 CSC ORAOHRA, newly appointed employees undergo a six-month probationary period with two three-month performance assessments to evaluate capability and character; achieving a “Very Satisfactory” rating in both results in automatic permanency. Performance evaluations, through IPCR/DiPCR/DePCR, measure outputs based on Quality, Efficiency, and Timeliness, aligned with the Annual Operating Plan, using a rating scale from “Outstanding” to “Poor.” For promotion eligibility, employees must hold a permanent appointment, have served at least one year in their current position, and earned a “Very Satisfactory” rating in the preceding year. These procedures ensure fair evaluation and merit-based career progression.

On the other hand, the discussion on recruitment activities include personnel actions such as Transfer, Reassignment, Detail, Secondment, Job Rotation, Designation, and Promotion, all governed by CSC rules to ensure fairness and merit-based decisions. For appointment by promotion, employees must hold a permanent appointment, have served at least one year in their current position, and earned a “Very Satisfactory” rating in the year prior to assessment (equivalent to two performance ratings). These procedures aim to maintain transparency, efficiency, and equal opportunity in career progression.

IV. Timekeeping and Payroll

The timekeeping and payroll section of the orientation began with an introduction to CITEM’s electronic Daily Time Record (eDTR) system for logging attendance, followed by an overview of leave policies under Rules XVI of the Omnibus Rules Implementing Book V of EO 292, which include vacation and sick leave (15 days each annually), maternity leave, paternity leave, special leave privileges, forced leave, and provisions for monetization of leave credits.

New employees were also briefed on payroll processing procedures, deadlines for submitting requirements, and government-mandated benefits such as GSIS, Pag-IBIG, and PhilHealth. The session concluded with guidelines on completing the Statement of Assets, Liabilities, and Net Worth (SALN) and reminders for proper compliance.

V. Learning & Development

The discussion centered on the objectives, interventions, and procedures of CITEM’s Learning & Development (L&D) program, which aims to strengthen human resource management through progressive systems and targeted competency training. The program focuses on addressing competency gaps, enhancing capacities within job families, and promoting optimal performance while prioritizing employee well-being and commitment to public service values. L&D initiatives include scholarships, international participation, competency-based training, wellness programs, industry exposure, and various forms of on-the-job training. Access to these opportunities is facilitated through HR initiatives, employee requests via the HR Training Request Form on the Intranet, or supervisor recommendations, ensuring a comprehensive approach to professional growth.

Prepared By:


SARAH MHAË M. DIAZ
HRMO III

Noted By:


FLORENCE PEARL M. BUENSALIDO
Chief, HRMD

ANNEX A: PHOTO DOCUMENTATION





ANNEX B: ATTENDANCE SHEET



ATTENDANCE SHEET
NEW EMPLOYEES' ORIENTATION
19 December 2025

NAME	POSITION	SIGNATURE
1. Girlie Mei Cuntapay	Attorney V	<i>G.M. C.</i>
2. Beatty Lyn C. Santos	Creative Arts Specialist III	<i>B.L.S.</i>
3. Manuel C. Leaño	Chief Trade-Industry Development Specialist	<i>M.C.L.</i>
4. Ma. Angelie L. Perea	Trade-Industry Development Specialist	<i>A.L.P.</i>
5. Jamaica Zharina O. Laguio	Trade-Industry Development Specialist	<i>J.Z.O.</i>
6. Hannah Angela A. Go	Creative Arts Specialist II	<i>H.A.A.</i>
7. Lovelyn Rose S. Maglantay	Trade-Industry Development Analyst	<i>L.R.S.</i>
8. Helen Marie F. Javier	Records Officer I	<i>H.M.F.</i>

CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS

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