

NEW HIRE ONBOARDING SYLLABUS

I. Company Overview

Objective:

To introduce new employees to the company’s mission, vision, core values, history, organizational structure, culture, and strategic goals—establishing a strong sense of belonging and purpose.

Duration:

45 minutes to 1 hour

Syllabus Outline

Module No.	Topic	Learning Objectives	Delivery Format	Materials/Forms
1	Welcome Message from Leadership	Hear directly from company executives to establish a personal connection to leadership.	Video/Recorded or Live Session	Welcome Video or CEO Letter
2	Company History and Milestones	Understand how the company started and grew, including key achievements.	Presentation	Company Timeline Infographic, Milestone Handout
3	Vision, Mission, and Core Values	Learn what the company stands for and how values influence day-to-day decisions.	HR-led or Values Workshop	Mission/Vision Cards, Core Values Posters
4	Organizational Structure & Key People	Know the leadership hierarchy and	Org Chart Presentation	Updated Org Chart, Department Directory

		interdepartmental relationships.		
5	Company Culture and Work Environment	Understand behavioral expectations, internal communication styles, and team dynamics.	Open Discussion or Icebreaker	Culture Guide, Employee Testimonials
6	Products/Services Overview	Know what the company offers, who its clients are, and its position in the industry.	Marketing or Sales Team Briefing	Company Profile, Product Brochure
7	Strategic Goals and Future Outlook	Learn the company's short and long-term plans and how employees contribute to success.	Leadership/HR Presentation	Strategic Overview Deck, Q&A Slide
8	Your Role in the Big Picture	Help new hires see how their job aligns with the company's mission and growth.	Interactive Discussion	Goal Alignment Worksheet

Expected Outputs:

- Employee familiarization with company history, values, and leadership
- Signed acknowledgment of company mission, vision, and core values
- Active participation in team introductions or discussion
- Completion of a "Know Your Company" quiz or reflection sheet

II. Compensation & Benefits

Objective:

To educate employees on the company's compensation structure, government-mandated benefits, and additional perks, ensuring transparency, awareness, and proper utilization.

Duration:

1.5 to 2 hours (can be integrated into onboarding or delivered as a stand-alone training)

Syllabus Outline

Module No.	Topic	Learning Objectives	Delivery Format	Materials/Forms
1	Overview of compensation Structure	Understand salary structure, pay frequency, and deductions.	HR-led presentation	Salary Matrix, Payslip Sample
2	Statutory Government Contributions	Learn about SSS, PhilHealth, Pag-IBIG contributions and coverage.	Contribution Tables	Government Forms
3	Overtime and Holiday Pay Policy	Understand when OT applies, how it's calculated, and how holidays affect pay.	Policy Briefing with Scenarios	OT Policy, Holiday Pay Memo
4	Leave Benefits	Learn about types of paid and unpaid leaves and eligibility requirements.	HR Discussion	Leave Matrix, Leave Request Form
5	Health and Wellness Benefits	Understand medical, HMO, dental, and mental health support offered.	HR or HMO Provider	HMO Guidebook, Wellness Program Overview
6	Bonuses and Incentive Programs	Learn about performance bonuses, 13th-month pay, and special incentives.	HR/Finance Collaboration	Bonus Matrix, Policy Document
7	Allowances and Reimbursements	Clarify transportation, meal, communication, and other allowance guidelines.	HR/Admin Session	Allowance Policy, Reimbursement Form

8	Retirement and Separation Benefits	Understand retirement packages, final pay, and separation procedures.	HR Presentation	Retirement Matrix, Clearance Checklist
9	Salary Increase and Promotion Policy	Learn how promotions and raises are evaluated and processed.	HR or Supervisor	Performance Review Guide, Salary Adjustment Memo
10	FAQs and Employee Responsibility	Allow time for Q&A and highlight employee duties in updating records and claims.	Open Forum + Handout	FAQ Sheet, Contact Directory

Expected Outputs:

- Attendance in compensation orientation
- Signed acknowledgment of Compensation and Benefits Overview
- Submission of required government forms (SSS, PhilHealth, Pag-IBIG)
- Enrollment in HMO
- Enrollment in payroll account

III. Performance Management Orientation Syllabus

Objective:

To guide employees in understanding performance expectations, goal-setting processes, feedback mechanisms, and evaluation cycles to align with company standards and encourage continuous improvement.

Duration:

1.5 to 2 hours (can be integrated into onboarding or delivered as a stand-alone training)

Syllabus Outline

Module No.	Topic	Learning Objectives	Delivery Format	Materials/Forms
1	Performance Management Overview	Understand the purpose and goals of performance management.	HR-led presentation	PM Framework Slide Deck
2	Key Performance Indicators (KPIs)	Learn how KPIs are defined, assigned, and measured by role.	Department/HR Workshop	KPI Matrix per Department
3	Goal Setting (SMART Goals)	Understand how to set Specific, Measurable, Achievable, Relevant, and Time-bound goals.	Interactive session	SMART Goal Template
4	Probationary Performance Review Process	Understand probation evaluation timelines and success criteria.	HR Presentation	Probationary Evaluation Form
5	Regular Performance Appraisals	Learn annual/semi-annual appraisal process and rating system.	HR or Department Head Briefing	Appraisal Forms, Rating Scale Guide
6	Coaching, Feedback & One-on-Ones	Learn the importance of feedback and how coaching sessions are conducted.	Supervisor-Led Workshop	Coaching Log Template, Feedback Guidelines
7	Performance Improvement Plans (PIP)	Understand steps taken when performance falls below expectations.	HR or Line Manager Briefing	PIP Template, HR Policy on Underperformance
8	Reward and Recognition	Learn how high performance is	HR/Leadership Team	Reward Matrix, Spot Awards Policy

		recognized and rewarded.		
9	Grievance and Appeals Process	Understand rights and process for disputing performance results.	HR Policy Review,	Grievance Form, Appeals Flowchart
10	Employee Responsibilities & Ownership	Reinforce employee role in self-tracking, feedback participation, and improvement.	HR Wrap-Up Discussion	Self-Review Checklist, Reflection Worksheet

Expected Outputs:

- Signed acknowledgment of performance process
- Completed probationary goal-setting sheet (if new hire)
- Attendance or completion of performance orientation modules
- Agreement on KPIs and evaluation schedule

IV. POLICIES AND GUIDELINES

OBJECTIVE:

To immerse new hires to documents like KPIs, Job Descriptions, and Code of Conduct which makes it clear to them what’s expected and how they’ll be evaluated. By giving employees access to essential info (like company policies, tools, and benefits), they understand how things work and feel more confident in their role early on. When employees receive professional, clear onboarding materials, it shows the company is serious about supporting them—which builds trust and loyalty from the start. To provide new employees with a thorough understanding of all key company policies to ensure compliance, promote professionalism, and align behavior with company values and standards.

Suggested Duration:

4–6 hours total, split across 1–2 days, or grouped by themes.

1. Company Code of Conduct & Ethics

Learning Objectives:

- Understand expected behavior, professionalism, and the company's ethical principles.
- Recognize prohibited conduct such as harassment, dishonesty, and conflict of interest.

Topics Covered:

- Workplace behavior and professionalism
- Anti-harassment and discrimination
- Conflict of interest and confidentiality
- Respect in communication and collaboration
- Disciplinary consequences for violations

Materials:

- Code of Conduct Handbook, Case Scenarios, Signed Acknowledgment Form

2. Attendance, Timekeeping & Leave Policies

Learning Objectives:

- Learn rules on punctuality, attendance tracking, and filing for time off.
- Understand how absences and tardiness are calculated and sanctioned.

Topics Covered:

- Office hours and break schedules
- Time-in/time-out systems (e.g., biometrics, online tracking)
- Types of leave (SL, VL, emergency, special leave)
- Leave filing process and documentation
- Tardiness, absenteeism, and AWOL policies

Materials:

- Leave Matrix, HR Portal Manual, Timekeeping Guide
- Workplace Dress Code Policy
- Learning Objectives:
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- Understand the updated standards for professional workplace attire.

- Identify proper and improper dress for regular days and special events.
- Topics Covered:
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 - Standard daily attire expectations
 - Grooming and hygiene
 - Uniform rules (if applicable)
 - Dress-down Fridays or theme days
 - Consequences for non-compliance

Materials:

- Visual Dress Code Guide, Policy Memo

3. Workplace Dress Code Policy

Learning Objectives:

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- Understand the updated standards for professional workplace attire.
- Identify proper and improper dress for regular days and special events.

Topics Covered:

- Standard daily attire expectations
- Grooming and hygiene
- Uniform rules (if applicable)
- Dress-down Fridays or theme days
- Consequences for non-compliance

Materials:

- *Company Uniform and Dress Code Policy*

4. Workplace Health and Safety Policy

Learning Objectives:

- Learn how to maintain personal and team safety in the workplace.
- Understand emergency procedures and the role of Safety Officers.

Topics Covered:

- Hazard reporting procedures
- Fire evacuation routes and earthquake safety
- First aid and emergency contacts
- Covid-19 or health protocols (if still relevant)

- Assigned Safety Officer responsibilities

Materials:

- Floor Plan, Emergency Numbers Sheet, Workplace Safety Guidelines

5. Data Privacy and Confidentiality Policy

Learning Objectives:

- Recognize responsibilities in handling sensitive data.
- Understand legal and internal standards under the Data Privacy Act (DPA).

Topics Covered:

- Definition of confidential and personal data
- Data protection responsibilities
- Use of company systems and tools (email, drives, CRM)
- Penalties for breach or mishandling of information

Materials:

- Data Privacy Policy, DOLE Compliance Brief,

6. IT, Internet & Device Usage Policy

Learning Objectives:

- Understand acceptable use of company devices, internet, and platforms.
- Learn about cybersecurity practices and prohibited activities.

Topics Covered:

- Email, internet, and social media guidelines
- Personal use of office equipment
- Software installation restrictions
- Basic cybersecurity reminders (passwords, phishing, etc.)
- Monitoring of system usage

Materials:

- IT Manual, Acceptable Use Policy, System Access Forms, Accountability Form, IT Usage and Consent Form, Information and Security Attendance, IT Request Form

7. Anti-Harassment and Equal Opportunity Policy

Learning Objectives:

- Understand the company's zero-tolerance stance on harassment.
- Learn how to report inappropriate conduct.

Topics Covered:

- Types of harassment (verbal, physical, online)
- Safe spaces and respect in the workplace
- Gender sensitivity and equal opportunity employment
- Reporting mechanisms (anonymous or formal)
- Role of HR and investigation process

Materials:

- Anti-Harassment Guidelines, Reporting Form Template

8. Performance, Evaluation & Disciplinary Policy

Learning Objectives:

- Learn how performance is assessed and improved.
- Understand steps in the disciplinary process.

Topics Covered:

- Probationary vs. regular evaluation timelines
- KPI alignment and performance reviews
- Types of violations (minor, major, grave)
- Corrective action process (verbal warning to termination)
- Employee grievance procedures

Materials:

- Performance Appraisal, Disciplinary Matrix, Grievance Form, KPI Metrics,

9. Asset and Equipment Responsibility Policy

Learning Objectives:

- Understand accountability for company-issued tools and materials.
- Learn the return procedures and liabilities for damages or losses.

Topics Covered:

- Issuance of laptops, ID badges, uniforms, etc.
- Employee responsibilities and proper use

- Lost/damaged item procedure
- Return protocol during resignation

Materials:

- Asset Acknowledgment Form, IT Release Checklist

10. Other Supporting Policies

1. System Information Security

- This policy gives specific and detailed guidelines and measures to (a) avoid the consequences; (b) effectively and comprehensively address security issues; and (c) assure an adequate level of protection for information systems whether maintained in-house or commercially acquired. This policy also indicated the Risks; Policy management; Specific policy statements; Physical security policies; Backup and contingency plan; Disaster recovery and business continuity plan policy; Software controls; and Organizational and personnel controls.

2. Company Email and Internet Usage and Access Policy

- The policy provides employees with rules and guidelines about the appropriate use of company mobile phones, computer, laptops, network Internet and Wi-Fi. Having such a policy in place helps to protect both the business and the employee; the employee will be aware that browsing certain sites, downloading files, sending an email with offensive content, or uploading and sharing offensive videos/posts regarding an existing employee of the company or against the company itself is prohibited. It outlines guidelines such as but not limited to Improper usage and access of the internet; Communications, Harassment and Abuse; and Copyright and Security Issues. This policy emphasized the corresponding Disciplinary Action for any committed violation to this policy.

3. Individual Revolving Fund Policy

- This policy outlines the procedures for requesting, utilizing, and replenishing the revolving fund. The policy covers the Fund allocation and use; Fund request and disbursement; Bank account set-up for revolving fund; Fund Management and Accountability; Replenishment of Funds; Misuse of funds; Audit and Review; and Termination of Fund. The policy is effective March 15, 2025.

4. Fuel Policy

- The policy covers the fuel request on using a personal vehicle which outlines the regulations and guidelines of allocation when the employee process a transportation cash advance for an official business trip. This policy is effective on January 4, 2023.

5. Remote Work Policy

- The Remote Work Policy is established in order to outline the guidelines and the eligibility of employees on this arrangement which defines the employee’s responsibility and accountability when doing remote work. The policy includes Eligibility; Work from home scheduling and endorsement; Availability of communications; Attendance and Timekeeping; Workspace; Productivity and Monitoring; Equipment and Technology; Information Security and Coverage. The is effective January 23, 2025.

6. Petty Cash Fund Policy

- This policy is created to provide the parameters under which Petty cash funds can be used for miscellaneous and business-related expenditure. It includes the procedure and guidelines, custodian responsibilities, liquidation, prohibition and coverage. This is effective immediately on October 20, 2028.

Delivery Methods:

- Live HR-led sessions
- Departmental briefings
- Handbooks with acknowledgment sheets
- Interactive case scenarios or quizzes

V. Conclusion and Next Step

Syllabus Final Module

Module No.	Topic	Learning Objectives	Delivery Format	Materials/Forms
Final	Program Conclusion & Next Steps	Reinforce key takeaways, share next actions (e.g., document submission, probationary timelines), and encourage questions.	HR Wrap-Up and Open Forum	Onboarding Checklist, Feedback Form, Contact Sheet, Orientation Attendance Sheet

- Collect feedback on the onboarding experience
- Endorsement to specific departments
- Introducing the staffs to all the team personally, through chats and emails.
- Giving of welcome perks and supplies to staffs.

The Company, in the exercise of its sole and exclusive prerogative, may revise this Syllabus as deemed necessary.


MAE G. JUSAY
HR Supervisor

Noted and Approved by:

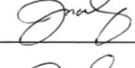
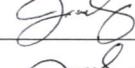
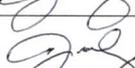

ROGIE ANN B. URSAL
HEAD OF OPERATIONS

CC:AVPHRADMIN/SVP/ACTG

New Hire Onboarding Attendance Form

Company Name: RURAL NET
 Employee Name: MAR GOMEZ JUSGA
 Position: HR SUPERVISOR
 Department: HUMAN RESOURCE
 Date Joining: MAY 19, 2025

Orientation Attendance Record

Date	Module/Topic	Facilitator	Start Time	End Time	Employee Signature	Remarks
MAY 12, 2025	Company Overview	MARIELLE BARETE	10:12 AM	10:30 AM		COMPLETE
5/12/2025	HR Policies and Guidelines	MARIELLE BARETE	10:30 AM	10:50 AM		COMPLETE
5/12/2025	Compensation and Benefits	MARIELLE BARETE	11:00 AM	11:15 AM		COMPLETE
5/12/2025	Workplace Health and Safety	MARIELLE BARETE	11:15 AM	11:30 AM		COMPLETE
5/12/2025	Performance Management	ROGIE URSAL	11:30 AM	11:45 AM		COMPLETE
5/12/2025	Performance & KPI Orientation	ROGIE URSAL	11:45 AM	12:30 PM		COMPLETE
5/19/2025	IT and System Access Orientation	DIXELLE ALBERTA	10:29 AM	11:45 AM		COMPLETE
5/12/2025	Departmental Briefing	MARIELLE BARETE	1:30 PM	1:45 PM		COMPLETE
5/19/2025	Final Q & A Wrap Up Session	MARIELLE BARETE	10:30 AM	10:40 PM		COMPLETE

Final Acknowledgement

I certify that I have attended the onboarding sessions listed above and received orientation on the relevant policies, procedures, and expectations related to my employment.

Employee Signature: 
 Date: MAY 19, 2025

HR Representative Signature: 
 Date: 05/19/25