

SCI PHILIPPINES	Management Systems		Corporate Policy
Document Title:	Budget for Central Learning and Development initiated Trainings Activities and Programs	Document Number:	SCI-QP-047
Effectivity Date:	August 1, 2018	Revision Number:	01
Prepared By:	Floyd Don Montaña Learning and Development Manager	Revision Date:	N.A
Reviewed By:	Edna A. Esguerra Central HR Division Manager Cando Yeh Finance Manager	Number of Page:	Page 1 of 10
Approved By:	Kelly Chien Regional Factory Manager		

REVISION LOG

Revision Number	Effectivity Date	Description of Change	Change Initiator	Approval
00	August 1, 2018	Initial Release	Floyd Don Montaña	Kelly Chien
01	January 1, 2019	Extension of the Management Review Date and Amendment of the Participants Snacks Allocation	Floyd Don Montaña	Kelly Chien & Cando Yeh
02	June 22, 2019	Change of lead time for Cash advance releasing and summary of Liquidation deadline	Floyd Don Montaña	Kelly Chien & Cando Yeh

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1.0 OBJECTIVES:

1.1 To define the procedures, guidelines and responsibilities needed to have a uniform control and facilitation of expenses in the conduct of company-initiated trainings, activities, programs, meetings & others.

1.2 To provide a standard implementation of this policy throughout all facilities of SCI.

2.0 SCOPE:

2.1 This policy applies to all future trainings, activities and programs related to Learning and Development in all factories namely, Feeder Apparel Corporation – CPRD (FAC-CPRD), Feeder Apparel Corporation – Printing (FAC-FIT), Feeder Apparel Corporation (FAC), Globalwear Manufacturing Incorporated – Central Warehouse (GMI-CWH), Globalwear Manufacturing Incorporated (GMI), Mactan Apparel Incorporated (MAI), Metro Wear Incorporated – Warehouse (MWI-Warehouse), Metro Wear Incorporated (MWI), Vertex One Apparel – Central Warehouse (VT1-CWH) and Vertex One Apparel (VT1).

3.0 RESPONSIBILITY:

3.1 It is the responsibility of the Factory Training Specialist to create and provide the Training Plan after coordinating with the Department Heads from each SCI facilities with the Training Proposal. He/she is also responsible to process the Payment Requisition and create the Liquidation Summary.

3.2 It is the responsibility of the Training Supervisors to make the Training Budget and process the Cash Advance Requisition form, basing from the Training Plan.

3.3 It is the responsibility of the Learning and Development Manager and the Central HR Division Manager to approve all requisition forms and liquidation before submitting to Finance Department for processing.

4.0 DEFINITIONS:

4.1 **Training Plan:** An outline of training topics, training duration, schedule, corresponding participants and potential speakers sent and provided to participants prior to the actual training. The annual training plan is to be approved by Central HR Division Manager every November of each year to pave way for the training needs of the entire organization.

4.2 **Training Budget:** A yearly training budget shall be submitted for approval together with the training plan. This is to ensure that sufficient funds shall be made available during the year to answer the training needs of the entire organization.

4.3 **Cash Advance Requisition Form (CA)** - a form required by the Finance Department, which needs to be completed when requesting money for a particular training, programs or activity one week prior to the said schedule of the event.

4.4 **Payment Requisition Form**- a form required by the Finance Department to be accomplished in order to reimburse any training budget.

4.5 **Liquidation Summary**: a summary of all expenses basing on the receipts accumulated for a certain training.

4.6 **Factory Training Specialist**: The personnel who is responsible to process the Liquidation Summary and Cash Reimbursement.

4.7 **Training Supervisor**: The key person to process any necessary Cash Advance used for the Training Budget.

4.8 **Learning and Development Manager**- responsible to review and approve the training budget, Cash Advance Requisition Form before endorsing to the Central HR Division Manager.

4.9 **Central HR Division Manager**- responsible for the review and final approval of the training budget, Cash Advance Requisition Form created by the Training Supervisors.

4.10 **Notice to Explain**- is a document form which is given to employees, requiring a written explanation brought about by an incident report. It gives the employee the opportunity to explain.

4.11 **Training Budget Logbook**- records of any Cash Advance, Payment Requisition request and Liquidation transaction with Finance Department.

5.0 PROCEDURE:

5.1 Cash Advance

5.1.1 The Training Supervisor will process the Cash Advance Requisition form with the necessary attachments.

5.1.2 The Training Supervisor will then submit to the Central HR Division Manager for the approval and signature of the CA.

5.1.3 If there are any correction, the Training Supervisor will do the revision based on the comments received. Once done the Training Supervisor will then submit the CA and the attachments to the Finance Department.

5.1.4 The Finance Department will then process the Training Budget Request and sign the Training Budget Logbook.

5.1.5 After three days, the Training Supervisor will claim the Training Budget from the Finance Department.

5.1.6 The Training Specialist will implement the Training Plan in coordination of the Training Supervisors and will prepare the training materials and snacks as indicated in the Training Plan.

5.1.7 Food/Snacks for Participants and In-house Speakers

Trainings/meetings/activities that are more than **4 hours** or half day would provide each attendee a free snack worth P20 from the menu listed below. When the activity is **8 hours** or full day, attendees can avail an additional P20 worth of free snacks. In cases when activities are less than 4 hours, **NO** snacks budget will be allocated.

MENU	PRICES
A	Php/pax
Minute Maid	8.50
Fudgee Bar	6.50
Magic Creams Junior	5.00
Total:	20.00
B	Php/pax
Coffee	8.00
Lava Cake	7.00
Magic Flakes Junior	5.00
Total:	20.00
C	Php/pax
Minute Maid	8.50
Knick Knacks	5.00
Coffee Break	6.50
Total:	20.00
D	Php/pax
Zesto	8.00
Presto	5.00
Overload	6.50
Total:	20.00

5.1.8 Food/Snacks for Outsource Speaker(s)

Invited outsource speakers whose training duration will be **4 hours** or half day will be provided with P350 worth of food and snacks (P50 Snacks+P300 Lunch). In cases of **8 hours** or full day training, speakers will be provided with P400 worth of food and snacks (P50X2

Snacks +P300 Lunch). Trainings of **less than 4 hours**, speakers are only given the budget worth **P50** for snacks.

5.1.9 Professional Fee for Outsource Speaker(s) will be agreed upon based on the Speaker's quotation and qualification. The content of the quotation are: the Training Duration, Number of Attendees, Training Plan and Training Packages.

5.1.10 Tokens for Outsource Speaker(s)

Invited Outsource speakers who will **not charge a professional fee** will be entitled to a token (Garment). Internal Speakers are not qualified for a token; instead he/she is subjected to receive an Honorarium.

5.2 Cash Expense Liquidation

5.2.1 The Factory Training Specialist will collect the attendance sheets and receipt of expense of the training conducted and create summary of liquidation.

5.2.2 The Factory Training Specialist will then submit the Liquidation documents to Central Training for review and approval. If there are any changes, the Factory Training Specialist will do the revision.

5.2.3 The Training Supervisor will then endorse the Liquidation documents for the perusal and signature of the Learning and Development Manager.

5.2.4 Once signed, the Factory Training Specialist will submit the Liquidation documents to the Finance Department and let the personnel who will review and process the liquidation, sign the Training Budget Logbook.

5.2.5 The summary of liquidation shall be submitted three days after the cheque is released from Finance Department (excluding Sundays and Holidays).

5.3 Cash Reimbursement Request

5.3.1 The Factory Training Specialist will collect the attendance sheet and receipts of expense of the training conducted, accomplish the Payment Requisition form and attach the Summary of Liquidation

5.3.2 The Training Specialist must then file an NTE to explain why there is an excess of the Training Budget. Afterwards, submit the NTE and all the requisition form with the correct attachments to the Central HR for approval and review.

5.3.3 The documents will then be endorsed to the Central HR Division Manager for signature.

5.3.4 The Training Specialist will then submit the documents to the Finance Department for processing and let the personnel who will review and process the reimbursement, sign the Training Budget Logbook.

5.3.5 After three days, the Factory Training Specialist will claim the reimbursement from the Finance Department.

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6.0 DOCUMENTATION

6.1 Cash Advance must be one (1) copy for Accounting but the Control Number must be recorded in Training Budget Logbook.

6.2 Cash Reimbursement Request must be one (1) copy for Accounting but Accounting Personnel must sign the Training Budget Logbook as acknowledgment.

6.3 Cash Reimbursement Request must be one (1) copy for Accounting but the Control Number must be recorded in Training Budget Logbook.

7.0 COUNDUCT OF AUDIT

An audit shall be conducted by the Compliance Section to Learning and Development Section once year and to all factories or facilities to check and verify compliance of the procedure.

8.0 COMMUNICATION

Create a venue to communicate and disseminate this policy and procedure to ensure proper and consistent implementation to all factories.

9.0 REPORTING FOR NON-COMPLIANCE

9.1 Violation of afforested policy and procedure shall be reported to existing communication channels; Open Door Policy, Pulong-pulong, SCI Hotline (text/email) or through Factory Helpdesk and appropriate action shall be given.

9.2 The Department Head has the authority to give a Disciplinary Action to any member of the Learning and Development Section when there is a Non-Compliance of this policy. Please refer to company handbook, policy on efficiency: 1.C-0012.

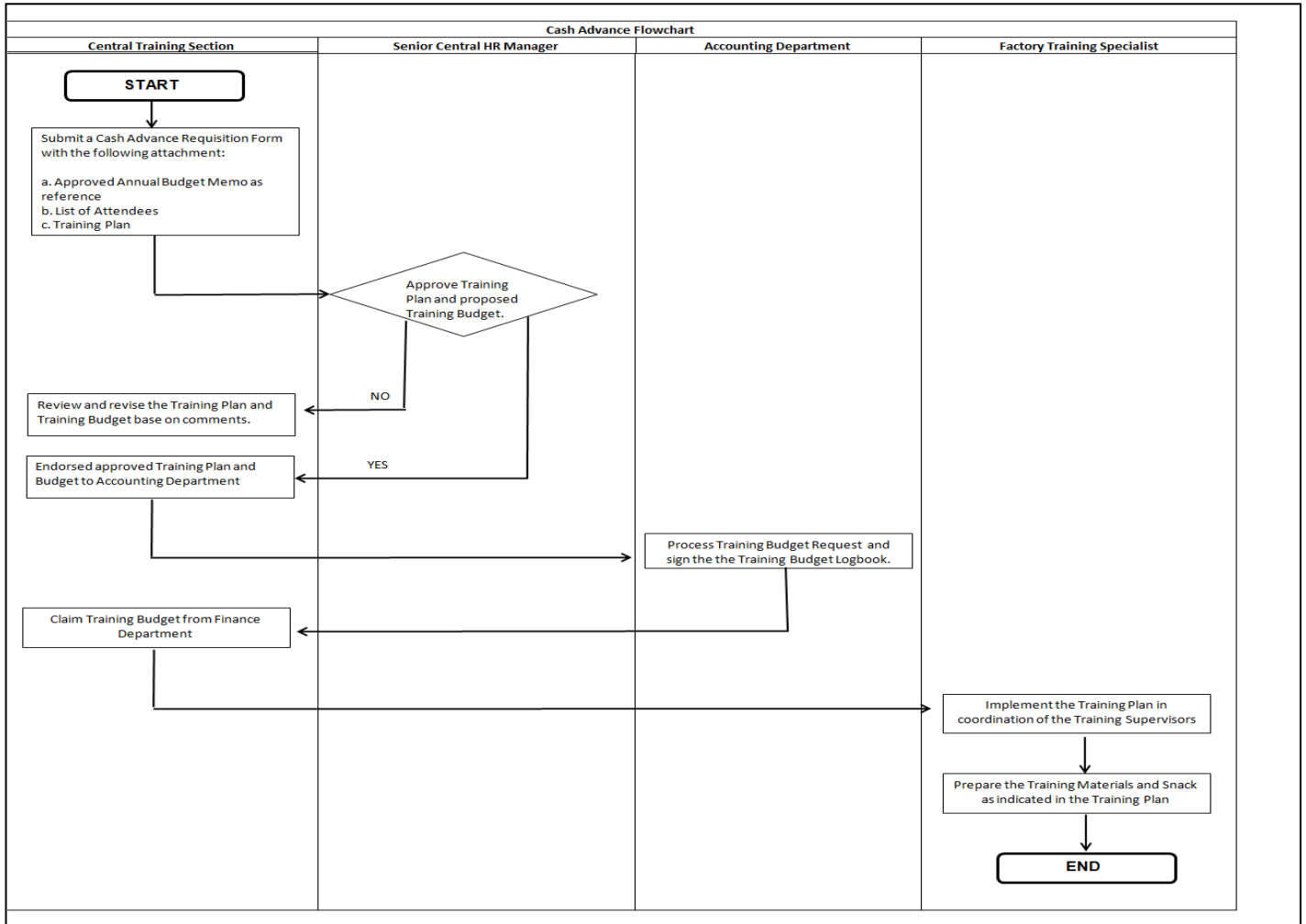
10.0 ADMINISTRATION AND REVIEW

This Policy is subject for a regular management review every two (2) years, and/or as the need arises, should be additional provisions and/ or update from the local and national laws. But, if the company finds this policy still in effect after the review, the company may not need to review this policy and put this policy in effect and enforceable.

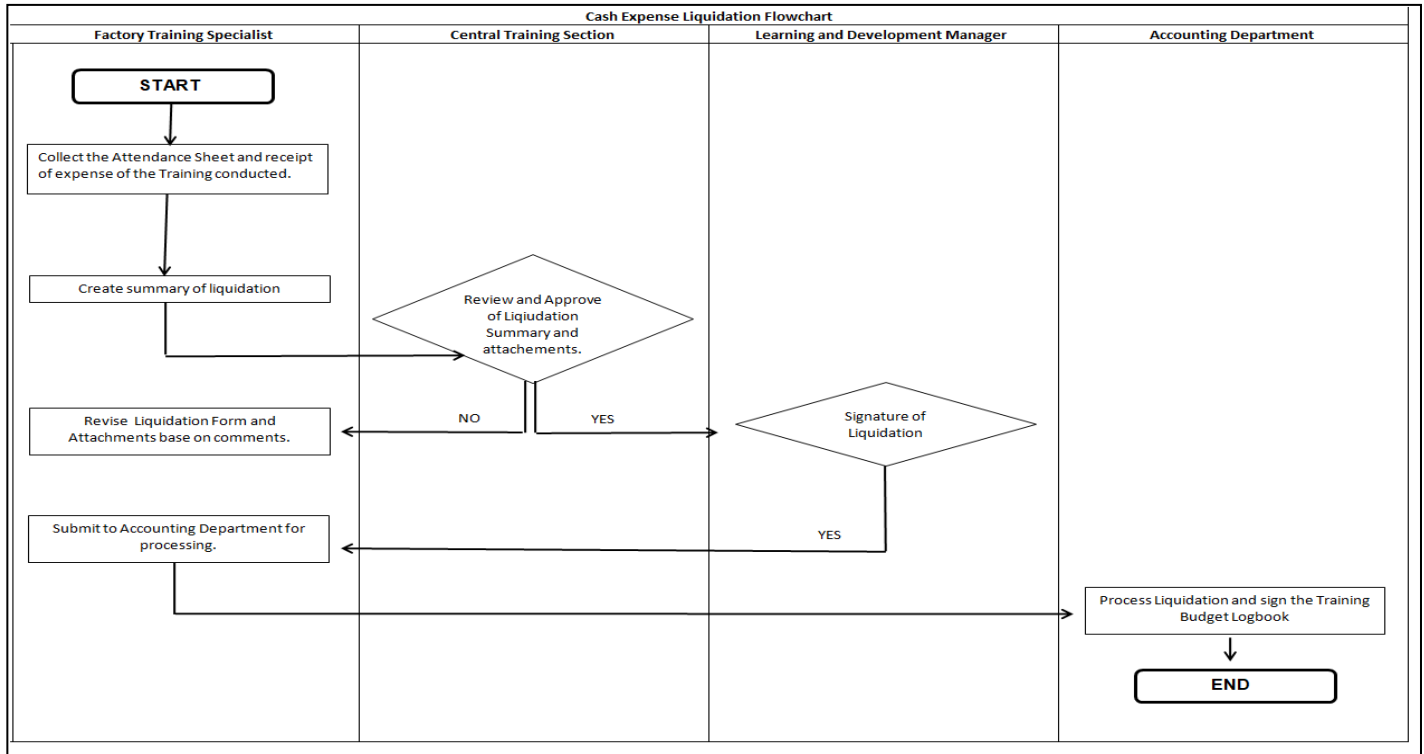
Furthermore, all discussion during the Management Review shall be put in the record in the Minutes of the Meeting.

11.0 PROCESS FLOW

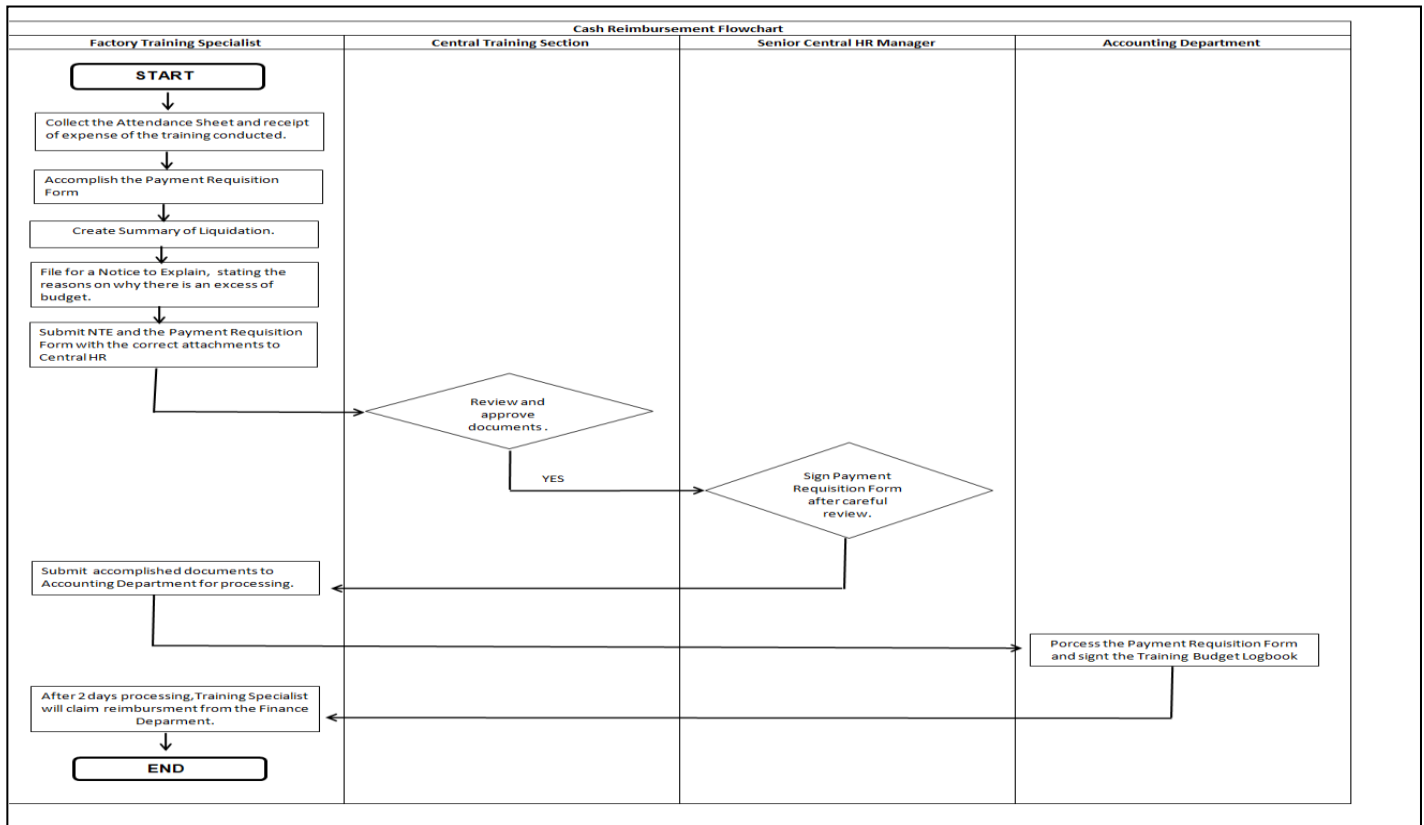
11.1



11.2



11.3



12.0 FORMS:

Refer to existing Accounting Forms

13.0 REFERENCES:

N/A