

B. HUMAN RESOURCES MANAGEMENT & DEVELOPMENT

There is a **need to revisit the function and the Senate's Human Resources Department**. Like need to re-define its role in the institution and identify organizational structure for it to be effective in coming up with personnel policies and programs.

An urgent concern that needs to be attended to is **the institution's Job Analysis Program** -- its job specifications to determine the duties and responsibilities of jobs to be filled and the skills and other qualifications required of the women who are to fill them. The Senate's manpower management has not been as productive as expected or hoped for because the competencies do not match the jobs assigned to them. There is a need for human resource planning that should cover the following:

- a) A systematic forecasting of manpower needs
- b) A built-in system to analyzing, improving, and monitoring personnel's individual performance and of the organization as a whole
- c) A built-in system for determining, planning, and monitoring the career aspirations of each personnel in the organization and developing them for improved productivity
- d) A built-in system for assessing and monitoring the developmental needs of managerial/supervisory personnel and future succession requirements

There is likewise a **need to institutionalize training, selection, and placement programs**. Alignment of personnel competence and qualifications to work requirements is

There is also a need to put in place a training, and development program of the efficient and continued membership in the org (4) areas of concern should be looked into when designing the Senate Secretariat's training program:

- a) **PRODUCTIVITY** of the personnel to make him more efficiently
- b) **EFFECTIVENESS OF THE PRESENT JOB** to address how the personnel can improve or increase his knowledge
- c) **QUALIFICATION FOR A BETTER JOB** personnel for another job that is either more senior in category in order to overcome obsolescence arising from the policy of promotion from within
- d) **MOTIVATION** to improve the employee's attitude towards his/her work, colleagues, his/her superiors, and the organization as a whole