

SEMINAR FEE:

The registration fee for the seminar is Six Thousand Pesos (P 6,000.00)

Which will cover:

- Lunch
- Snacks
- Handouts
- Certificate of Completion

Payment should be made to
CLEARED, Inc.

RESERVATIONS AND INQUIRIES:

Please call
Jerowin or Vhel at telefax
(02) 928-9206;

You can also email at
cleared_inc3@yahoo.com

Note:

Seminar reservation is expected. We, however, reserve the right to postpone or cancel the training program as we see fit.

**Center for Labor Education, Advocacy,
Research and Development, Inc.**
Room 104, U.P. - SOLAIR
Diliman, Quezon City, 1101



**Center for Labor Education, Advocacy,
Research and Development, Inc.
(CLEARED, Inc.)**

Invites you to the Seminar – Workshop on:

JOB EVALUATION & WAGE/ SALARY ADMINISTRATION

**August 26-28, 2009
Bonifacio Hall
U.P. SOLAIR, Diliman,
Quezon City**

CLEARED, Inc.
Room 104, U.P. - SOLAIR
Diliman, Quezon City
Tel. Nos. 928-9206 (CLEARED, Inc.)
Website: www.cleared.com.ph

**JOB EVALUATION
AND
WAGE/ SALARY
ADMINISTRATION**

August 26-28, 2009
9:00 am – 5:00 pm

Seminar Objectives:

At the end of the three-day highly interactive seminar-workshop, the participants would be able to conduct a job evaluation study.

Specifically, they would be able to:

- discuss the importance of job evaluation in the workplace;
- formulate job descriptions;
- rank jobs;
- conduct salary survey;
- formulate salary scale or salary structure; and
- formulate policies and procedures on job evaluation and wage/ salary administration.

Course Content:

Module 1: INTRODUCTION

- Job Evaluation Concepts and Principles
- Objectives and Benefits of Job Evaluation
- Designing Organization Structure

Module 2: JOB DESCRIPTION

- Job Analysis
- Data Gathering Techniques
- The Job Analyst
- Formulation of Job Description

**Module 3: JOB RANKING &
CLASSIFICATION**

- Ranking Method
- Grading Method
- Factor-Comparison Method
- Point-Rating Method
- Competency Method
- Hay Method

Module 4: JOB PRICING

- Salary Survey
- Market vs. Internal Data
- Factors to Consider in Job Pricing
- Formulation of Salary Scale
- Parts of the Salary Scale

**Module 5: WAGE/ SALARY
ADMINISTRATION**

- Variations in Individual Base Pay
- Red Circle Rates
- Green Circle Rates
- Salary Distortion
- Transfer, Promotion, Demotion-and Pay
- Merit Increases
- JE Adjustments
- Longevity Pay

Module 6: INTEGRATION

RESERVATION/CONFIRMATION SLIP

**SEMINAR – WORKSHOP ON:
JOB EVALUATION AND WAGE/ SALARY ADMINISTRATION**
August 26-28, 2009

TO: CLEARED, INC.

Fax Nos.: (+632) 928-9206

We are interested in attending this seminar/program. Please consider this as our reservation/confirmation.

Name: 1) _____ Nickname: _____
2) _____ Nickname: _____
3) _____ Nickname: _____
4) _____ Nickname: _____
Organization/Company: _____
Tel No/s: _____ Fax No.: _____ Sender: _____
E – mail: _____