



JOB EVALUATION and WAGE/SALARY ADMINISTRATION

March 24-26, 2010
9:00 am – 5:00 pm
Bonifacio hall
U.P. SOLAIR

Seminar Fee:

The registration fee of Six Thousand Pesos (P 6,000.00) covers lunch, snacks, handouts & certificate of completion. Payment should be made to **CLEARED, Inc.**

For reservation and inquiries:

Please call Jerwin or Vhel
At telefax (02 – 9289206)

You can also email at
cleared_inc3@yahoo.com

Resource Speakers:

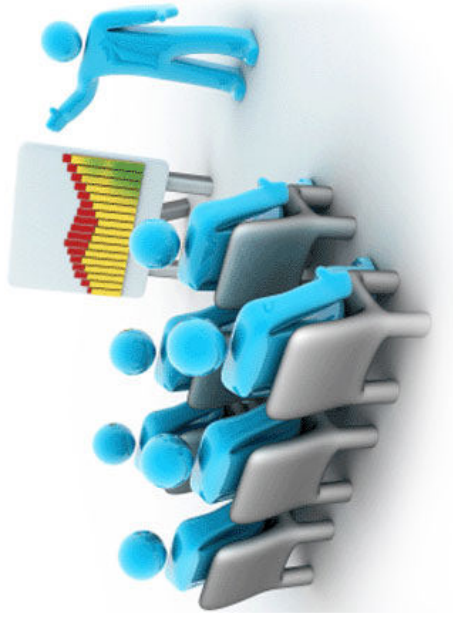
Dr. Virgel C. Bingham
U.P. Associate Professor of Industrial Relations;
Consultant; and Former HR Practitioner

Ms. Ruby Gealon
Compensation & Benefits Manager, Stream Global Services

note:

We also offer this seminar in-house and regional basis. 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, Bonifacio Hall, UP SOLAIR
Diliman, Quezon City, 1101



CLEARED
incorporated

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www.cleared.com.ph

JOB EVALUATION AND WAGE/SALARY ADMINISTRATION

MARCH 24-26, 2010

The Center for Labor Education, Advocacy, Research and Development, Inc. (CLEARED, Inc.) is pleased to announce this two-day seminar offering.

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

CLEARED conducts training, research and community service for labor empowerment and an enlightened industrial relations

HOW CAN WE HELP YOU?

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

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

Fax No.: (+632) 928-9206

TO: CLEARED, Inc.

Seminar-Workshop on: JOB EVALUATION AND WAGE/SALARY ADMINISTRATION
March 24-26, 2010

*RESERVATION / CONFIRMATION SLIP

Name: 1) _____

Nickname: _____

Nickname: _____

Nickname: _____

Nickname: _____

Organization/Company: _____

Tel No/s: _____

Fax No.: _____

Sender: _____

Mobile Phone #: _____

Position _____

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E - mail: _____