

HEAD – HUMAN RESOURCE UNIT

Job Summary

Leads end-to-end HR: workforce planning and recruitment, onboarding, compensation/benefits, timekeeping/payroll inputs, L&D, SPMS, ER, HR compliance.

Specific Duties and Responsibilities

Recruitment

1. Approve workforce plans;
2. Oversee sourcing, screening, selection and onboarding;
3. Ensure 201 file completeness and statutory IDs.

Timekeeping, Compensation & Benefits

1. Validate payroll inputs;
2. Manage benefits administration and statutory remittances (GSIS/PhilHealth/Pag-IBIG);
3. Ensure timely and accurate processing.

Learning & Development

1. Run TNA and secure approve annual training plan;
2. Evaluate effectiveness and learning ROI;
3. Maintain training records.

Performance Management

1. Implement SPMS calendar;
2. Oversee planning, mid-year review, calibration and final ratings;
3. Enforce improvement plans.

Qualification Standards

- a. Bachelor's (HR/Business/Psychology); MBA preferred
- b. ≥4 years relevant (≥1 year supervisory)
- c. ≥24 hours HR training

Competencies

- a. HR strategy and policy
- b. Talent acquisition and development
- c. Compensation & benefits
- d. SPMS/performance management
- e. Employee relations/labor standards



LBP LEASING AND FINANCE CORPORATION
(A LANDBANK SUBSIDIARY)

Working Relations

Internal:

- President/CEO and Executive Management – HR strategy and reporting.
- All Units – recruitment, performance management, learning & development, payroll inputs.
- QMS Representative – QMS competence and awareness requirements.

External:

- CSC, DOLE, SSS, PhilHealth, Pag-IBIG – HR/regulatory submissions.
- Training providers and recruiters – capability building and sourcing.