



# PHILIPPINE SOCIETY OF FELLOWS IN PEOPLE MANAGEMENT (PSOF)



## ANNOUNCEMENT

We would like to invite you, PMAP Members, to join the PSOF by applying for accreditation.

### SOF ACCREDITATION PROCESS

1. Applicants for accreditation should submit filled up application form and critical experience incidents form. SOF secretariat will do initial screening for basic requirements of membership to SOF. (e.g., active membership in PMAP, etc.)
2. Applicant can be asked to fill up and submit supporting documents on HR competency assessment.
3. Secretariat to provide copies of applicant documents to Accreditation Council members.
4. Accreditation Council members to do preliminary assessment INDIVIDUALLY.
5. Accreditation Council to conduct panel interview of candidates to:
  - a. Clarify entries in the forms required for submission.
  - b. Validate preliminary assessment
6. Accreditation council members to submit individual candidate assessment forms to Accreditation Council Chairman
7. Accreditation council convene for final assessment :
  - a. In cases where all individual council members agree on level assessment, a short deliberation to confirm the collective decision of the council is conducted.
  - b. If any of the members of the council differ in the assessment, a deliberation will be conducted.
  - c. Deliberation continues until a unanimous assessment is reached
  - d. The decision of the council is final and not open for appeal
8. Accreditation council members confirm and sign the evaluation
9. All applicants are given feedback on his/her evaluation

### Accreditation Major Features

1. The accreditation template is now competency based and measures of demonstrated competency will serve as the national standard for defining the HR profession at several professional levels.

2. The Fellow in People Management (FPM) and The Associate Fellow in People Management (AFPM) ranks/levels are now open for accreditation for PMAP and SOF members in good standing. Current AFPMs can upgrade for the FPM level. The National Standard is now further refined relative to graduated levels of proficiency, as follows :

- ❖ **Entry** - Learner with basic knowledge
- ❖ **Specialist/Contributor (AFPM)** – Working knowledge. Does technical work well in one sub-functional area.
- ❖ **Expert (FPM)** – involves Thorough Knowledge of various facets of the Profession.
  - Implementer
  - Trouble-shooter/Designer/Innovator. Generally provides sound advice to Managers and Supervisors
- ❖ **Authority (DPM)** – possesses in depth knowledge and experience with strategic DIRECTION. Serves and act as a Coach and/or Mentor of Executives and Top Management members.

3. The competency areas on which evaluation and subsequent accreditation will be based are divided into CORE COMPETENCIES AND FUNCTIONAL COMPETENCIES

- ❖ The Core Competencies are concrete manifestations of personal and professional traits related to :
  1. Communication Process Management
  2. External Relations/ Networking
  3. Customer/ Client Focus
  4. Leadership / Management Functions
  5. Information Management  
( includes HRIS and Records Management )
  6. Business Knowledge
  7. Results Orientation
  8. Creativity and Innovation
  9. Code of Professional Practice
- ❖ The Functional Competencies relate to possession of Technical and specialized knowledge and skills along the following areas :

**1. HR Planning and Acquisition**

- Recruitment Selection and Placement Manpower Planning
- Manpower Planning

**2. Learning & Development**

- Training Program implementation
- Performance management
- Career Management

**3. Rewards Management**

- Compensation Planning and Management
- Job Evaluation and Pricing
- Benefits Administration

#### **4. Organizational Development**

- Organization and Job Structuring
- Organization Development

#### **5. Employee/ Labor Relations**

- Labor & Industrial Relations
- Employee Services Program Management

4. Each of the Core and Functional Competencies are further refined and defined into stages or levels of manifested proficiency classified according to what the Accreditation Council feels is the level of acquired competence:

- Learner
- AFPM
- FPM

#### **Forms to Accomplish**

- Application Form (Attachment 1)
- Critical Experience Incident's Form (Attachment 2)
- Note: All documents should be accomplished in full with attached additional evidence requirements, if necessary.

#### **Benefits of Accreditation**

- Become a member of PSOF after payment of membership dues both to PMAP and PSOF.
- Enjoy the benefits of being afforded learning and development activities that will continuously develop your professional, leadership and managerial competencies as HR experts;
- Network and socialize with colleagues in the government, academe, professional organizations with a common aspiration for developing and sustaining professionalism in the practice of human resources and organization change solutions in the country;
- Become part of the pool of HR experts tapped to be coach, mentor or subject matter expert in HR by entities in need of our services.

#### **For further inquiries or clarifications**

- Contact Ms. Merly Manaloto at 726-15-32 and she will be glad to be of assistance to you.

Warm regards,

  
**OSCAR L. CONTRERAS, JR.**  
Chairman, SOF Accreditation Council



**B. Non-Degree Study Programs: CERTIFICATE WORKSHOPS, SEMINARS & OTHER FORMAL STUDY PROGRAMS**

<b>Program Title</b>	<b>Program Sponsor/ Organizer</b>	<b>No. of Hours</b>	<b>Inclusive Date</b>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

**C. Other Learning/Study Programs: Conferences, Fora, Symposia, Colloquia, Organized Study/  
Observation Tours Attended**

<b>Program Title</b>	<b>Program Sponsor/ Organizer</b>	<b>Inclusive Dates</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

**N. B. Please submit copies of proof of attendance of B and C above.**

**III. PROFESSIONAL PRACTICE / EMPLOYMENT: PLEASE LIST CHRONOLOGICALLY, STARTING WITH LATEST OR PRESENT**

EMPLOYER	POSITION TITLE	PERIOD COVERED	ORGANIZATION LEVEL/ REPORTING RELATIONSHIP	KEY AREAS/ FUNCTION COVERED
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

**N.B. For each position listed above, please attach official job description.**

**IV. PROFESSIONAL EXPERIENCE IN TRAINING, TEACHING, SPEAKING ENGAGEMENT, ETC.**

Indicate (D) for Degree Program Teaching.

SUBJECT	INSTITUTION / ORGANIZATION	STATUS (FULL TIME / PART TIME) *	INCLUSIVE YEARS
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

**\* If for Degree Program Teaching**

**V. PUBLICATIONS / RESEARCHES: (Authored or Co-authored)**

Title: Books/Articles/Researches	Publisher/Publications	Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**VI. ORGANIZATIONAL AFFILIATIONS:**

**A. IN PMAP**

POSITION HELD	INCLUSIVE YEARS	KEY CONTRIBUTIONS
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**B. IN OTHER ORGANIZATIONS**

POSITION HELD	INCLUSIVE YEARS	KEY CONTRIBUTIONS
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

I hereby certify that the information given above are true and complete to the best of my knowledge and I hereby authorize the Accreditation Council or its representative to verify the veracity thereof.

I hereby waive any cause of action or complaint that I may have against the People Management Association of the Philippines, the Accreditation Council and/or any of its members in connection with any action or decision arising out of this application for accreditation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*For Office Use*

Date Application Received _____ SOF Dues Paid O.R. No.:	<b>COUNCIL ACTION</b>	
	Date Approved: _____	Disapproved: _____
	Rank: _____	

**(ATTACHMENT 2)**

**Human Resource Management  
Competence Evaluation  
Critical Experience Incidents' Form**

In each of the functional areas below, describe your experience, provide critical incidents and supporting documents where available. Indicate NA if you have no experience. Provide attachments or additional sheets where and when necessary.

**A. FUNCTIONAL COMPETENCIES**

**I. HR PLANNING AND ACQUISITION**

<b>RECRUITMENT, SELECTION &amp; PLACEMENT</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
A. Preliminary screening, recruitment coordination, test administration.		
B. Interviewing /assessment Various selection methods e.g, in-basket, simulations, etc		
C. Design of placement/ selection system		
D. Strategic advice on recruitment systems and movements of key executives		
<b>MANPOWER PLANNING</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
A. Manpower head count/Inventory		
B. Defining manning level & job specs		
C. Manpower planning & Forecasting		
D. Manpower and Career devt. plans and decisions		
E. Planning movement of senior personnel		



## II. LEARNING AND DEVELOPMENT

<b>CAREER MANAGEMENT</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
A. Job dimensions/ competency definition		
B. Performance and competency assessment / career devt. planning		
C. MDP and succession planning		
D. Strategic and cross country devt of executives/ key personnel		
<b>TRAINING PROGRAM IMPLEMENTATION</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
A. Program logistics/ coordination, training materials preparation  Basic floor presentation; TNA, basic group exercises		
B. Use of various training methods; Training design		
C. Design, management of integrated devt. systems & training curricular		
D. Training policy, assessment of strategic business level competencies		
<b>PERFORMANCE MANAGEMENT</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
A. Assistance in performance monitoring evaluation		
B. Design of performance monitoring systems		
C. Performance monitoring of managers and supervisors		
D. Performance Monitoring of senior executives		

## III. REWARDS MANAGEMENT

<b>COMPENSATION PLANNING &amp; MANAGEMENT</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
A. Payroll/Benefits Administration		
B. Salary review and payrate determination; conduct of various compensation		

studies		
C. Research, planning and design of various compensation systems eg, CBA packages; broad banding salary ranges, design of variable pay, etc.		
D. Design of compensation policies & systems and various compensation schemes		
E. Executive compensation		

<b>JOB EVALUATION &amp; PRICING</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
A. Position/ job description writing; basic job validation		
B. Job Analysis, task & competence evaluation		
C. Cross functional job analysis; different job evaluation classification and pricing design and methods		
D. Cross country job evaluation and pricing methods		
<b>BENEFITS ADMINISTRATION</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
A. Facilitating benefits claims; Communicates philosophy, rationale & requirements for benefits availment.		
B. Defining guidelines for exceptions; benefits' improvements/ enhancements		
C. Benefits' studies; introduction of major benefits upgrade		
D. Adoption of benefits' program correlated with business direction		

## VI. ORGANIZATION DEVELOPMENT

<b>ORGANIZATION AND JOB STRUCTURING</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
A. Data gathering for critical elements of organization; Analysis of organization & job elements: defining key functions, processes and activities		
B. Organization structuring and job design process		
C. Structuring/job design decisions and solutions to implement business strategies and plans; including rightsizing and major changes in the organizational set-up and roles		
D. Organization trouble shooting and identification of alternative structures to optimize organizational effectiveness and efficiency		
<b>ORGANIZATION DEVELOPMENT</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
<p>A. Data gathering and interpretation of basic organization assessment</p> <p>Interventions to handle/resolve common change issues; use of std/ established methods to address teamwork, role clarification, communication &amp; relationship issues at team and department level</p>		
<p>B. Use of different OD interventions, alternatives to handle/manage org'l effectiveness issues of highly sensitive and ambiguous nature which impacts on bigger business organization Use of both formal &amp; informal research and diagnostic tools &amp; methods</p>		
C. Diagnosis/Consulting and		

<p>change management process where various diverging situations are involved.</p> <p>Assessment of organization climate, issues and needs</p>		
<p>D. Top-level management advise in adopting strategies and agenda for managing changes in the whole organization's culture, values, relationship dynamics and attitudes to respond and align with business plans and challenges</p> <p>Change management methods and processes appropriate to the strategic challenges and situations</p> <p>Cross-cultural and cross-country experience in managing change</p>		

**V. EMPLOYEE/LABOR RELATIONS**

<b>LABOR &amp; INDUSTRIAL RELATIONS</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
<p>A. Communication and liaison between labor concerns and management decisions; Implementation of labor legislation, CBA provisions and company industrial relations policies</p>		
<p>B. Assessment of impact of external developments to labor mgt relations and development of appropriate action plans</p> <p>Conflict Resolution (i.e. grievances, dialogues)</p> <p>Lead in CBA Negotiation</p>		
<p>C. Development of labor relations programs, policies / strategies, decisions to promote harmonious long-term industrial peace in the organization</p>		

D. Networking to initiate, maintain and draw critical support from external bodies (govt. labor agencies, organized labor groups, labor management councils); Influence on decisions, strategies and positions to be taken at a national / top-level scope		

<b>EMPLOYEE SERVICES PROGRAM MANAGEMENT</b>		
A. Coordination of employee services programs (i.e. logistics / equipment, people, venue, etc.)		
B. Organizing year round program of activities to be participated by all concerned employees		
C. Identification of programs to enhance relations with and among employees in addition to existing programs in the organization		
D. Developing strategies aimed at enhancing employee morale, company image, identity and support for all the organization's program and activities		

**B. CORE COMPETENCIES**

<b>I. Communication Process Management</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
A. Conduct of communication programs based on set directions and canned information kits		
B. Facilitating group processes and coaching managers and supervisors		
C. Development and design of various communication processes, both written and oral		

D. Use of communication processes to manage major organizational changes, issues and concerns particularly those that are strategic in nature and involving cross cultural issues		

<b>II. External Relations/ Network Building</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
A. Networking with key contacts at the local levels		
B. Networking with key contacts in the national level.		
C. Influencing critical stakeholders (eg, legislators, labor groups, business partners)		
D. Drawing support from critical stakeholders and policy making bodies at national and international levels		

<b>III. Client Orientation and Service</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
A. Accessibility to client		
B. Use of approaches to provide services to delight the customer		
C. Innovative approaches to client needs resulting to long term client benefit		
D. Participation in client's activities and decisions that impact on long term needs, problems and opportunities		

<b>IV. Leadership</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
A. Assigning, coordinating and ensuring completion of work within a team		
B. Training, coaching, planning, maintaining relationships within a team		

C. Orchestrating activities of various teams to reach a common goal		
D. Building and managing network of internal and external key resources; Troubleshooting and maintaining relationships among individuals and groups at all levels; Influencing top management decisions		

<b>V. Information Management</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
A. Working knowledge on information requirements of operational processes		
B. Development, implementation and management of data classification and retrieval system		
C. Use of HRIS (including relevant HR indices, metrics and statistics) as effective top management tool for assessing and monitoring overall "health" of the organization and developing action plans to address the same		
D. Advice to top management on methods to generate needed human resource info, interpretation and use of data gathered		

<b>VI . Business Knowledge</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
A. Understands how his or her role contributes to the overall success of the organization.  Understands the key drivers of the business, including how the business makes money.		
B. Analyzes data to identify trends and issues that are important to the business		

<p>and interprets the results of the analyses to make recommendations for how the organization should address the issues. Understands how internal and external business measurements are defined and influenced. Continuously learns and demonstrates an in- depth understanding and knowledge of the company's core business and how the organization operates</p> <p>Understands the financial impact of decisions and actions.</p>		
<p>C. Assesses existing talent base to determine whether the right mix of skills/competencies are in place to ensure the current and future success of the work unit.</p>		
<p>D. Has a working knowledge of profit and loss and other key financial measurements used in the business, in terms of current performance, forecasting, and longer term business planning.</p> <p>Communicates the key performance/ profit levers for the business and manages to these measures.</p>		

<b>VII. Results Orientation</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
<p>A. Takes appropriate risks to accomplish goals</p>		
<p>B. Ability to plan and focus on high priority activities; Effort to continuously raise the bar of performance</p>		



<p>C. Holds self and others accountable for delivering high quality results on time and within budget</p> <p>Gives priority to achieving quality results even if it conflicts with one 's personal goals or agenda</p> <p>Develops plan for execution with the team to garner commitment and buy in</p>		
<p><b>VIII_Creativity &amp; Innovation</b></p>	<p><b>Experience/Critical Incidents</b></p>	<p><b>Accreditation Council Notes</b></p>
<p>A. Suggests ways to improve processes and create efficiencies</p>		
<p>B. Demonstrates creative approaches to solving problems and generates innovative approaches. Demonstrates creative approaches to locating and applying information to meet internal and external customer needs. Proactively identifies ways to improve current workflow and procedures to better meet internal and external customer needs</p>		
<p>C. Recognizes patterns or themes in data/information that may not have been readily surfaced. Solicits inputs from others who have unique or vastly different perspectives when shaping an idea or plan.</p>		
<p>D. Coaches others to think creatively and encourages and encourages brainstorming when solving problems or making decisions.</p>		

<b>IX. Code of Professional Practice</b>	<b>Experience/Critical Incidents</b>	<b>Accreditation Council Notes</b>
A. Conscious of the obligations and expectations on professional human resource management practitioners as defined in PMAP's Code of Ethics		
B. Demonstrates high level of integrity in the practice of the profession Conscious of the obligation to employees, the employers, the community and the country		
C. Keeps abreast of international practices and standards in human resource management; ensures that all policies on human resource management within his organization conforms and influences industry practices and legislation in the practice of human resource management		