

Day 4 (optional)

AM

Tour Healthcare Providers

9:00 Los Baños Doctors Hospital

10:30 HealthServe

12:00 Lunch (Back to IRRI)

PM

1:00 Asian Hospital and Medical Center

Festival Mall

Back to IRRI

End of the Program

Contact Information

For all inquiries on the HRS
Employee Orientation Program, please contact:

Annabelle Aquino
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Organization & People Development Services

HUMAN RESOURCE SERVICES

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IRRI
INTERNATIONAL RICE RESEARCH INSTITUTE



Phase 3

Program of Activities

Day 1

AM

- 8:30 **Welcome Remarks**
Dr. Robert Zeigler
Director General
- 8:40 **Overview of Orientation Program & Employee Orientation Website**
Fiona Farrell
Director for Human Resource Services
- 9:00 **New Employee & Focal Point Introduction**
- 9:20 **Introduction to BOT and Management Committee**
Atty. Eugenio Perez III
Senior Counsel, Legal Services
- 9:45 **Video Showing**
Introduction to Rice Science at IRRI
- 10:15 **Break**
- 10:30 **Introduction to CGIAR & IRRI's Mission, Goals, Strategy, and Values**
Sophie Clayton
Manager, Public Relations
- 11:00 **IRRI Organizational Structure**
- 11:15 **IRRI Research Programs**
Dr. Achim Dobermann
Deputy Director General for Research
- 12:00 **Lunch hosted by HRS**
IRRI Dinning Room, Harrar Hall

PM

- 1:15 **Introduction to Training Center**
Eugene Castro
Sr. Research Manager, Training Center
- 1:45 **Introduction to Safety & Security Services**
Glenn Enriquez
Sr. Manager, Safety and Security Services
- 2:15 **Introduction to the National Program Relations and the IRRI Country Offices**
Julian Lapitan
Sr. Manager, National Program Relations
- 2:45 **Plant Quarantine Protocols**
Pat Gonzales
Head, Seed Health Unit
- 3:15 **Introduction to Transport Services**
Mr. Carlito Cabral
Officer– Admin. Coordination, Transport Services
- 3:45 **Tour of IRRI Facilities**
- 5:00 **End of Day 1**

Day 2

AM

- 8:00 **IRRI's HRS Policies & Organizational Culture**
Fiona Farrell
Director for Human Resource Services
- 8:45 **Q&A forum with current IRRI staff & new employees (NOTE: also Working Break/Snacks)**
- 9:15 **IRRI Filipino Employees Association (IFEA)**
Paul Hilario
IFEA, Chair
- 9:45 **Overview of Key Employee Benefits & Services**

For Nationally Recruited Staff:

- Eunice Andarin (*National Contracts Benefits*)
HRS Business Partner, Compensation & Benefits
- Ryan Peduca (*Medical Coverage*)
Liaison Officer, Intellicare
- Ms. Cherry Ann Malabuyoc (Clinic Facilities)
IRRI Clinic Staff
- Betty Sarah Carreon (*Medical Insurance*)
Assistant Manager 1, Financial Operations Unit
- Maria Liza Milante (*Employee Leave Online*)
HRS Advisor, Special Projects

For Globally Recruited Staff:

- Maria Liza Milante (*Employee Leave Online*)
HRS Advisor, Special Projects
- April Muere (*International Contracts Benefits*)
HRS Administrator, International Compensation & Benefits
- Judy Buresh (*Non-work-matters*)
Family Liaison Officer

12:15 Lunch

PM

- 1:15 **Overview of Management Function & Purpose**
Norman Macdonald
Deputy Director General for Management Services
- Overview of employee responsibilities on:**
- 1:30 **Information Technology Services**
Marco van den Berg
Chief Information Officer
- 2:00 **Innovations Management Unit (IMU)**
Elsie-Quaite Randall
Head, IMU

Day 2 (PM cont'd)

- 2:30 **Human Resource Services**
Fiona Farrell
Director for Human Resource Services
- 3:00 **Comptroller**
Elisa Panes
Sr. Manager, Financial Operations Unit
- Melba Aquino
Sr. Manager, Financial Planning & Reporting
- (NOTE: Also Working Break/ Snacks)
- 3:30 **Supply Chain Services**
Hiram Gomez
Sr. Manager, Supply Chain Services
- 4:00 **Donor Relations and Project Coordination**
Corinta Guerta
Director, External Relations
- 4:30 **Risk Management & Quality Assurance**
Menchu Bernardo
Sr. Manager, Risk Management & Quality Assurance
- 5:00 **End of Day 2**

Day 3

AM

- 8:00 **Workshop:
Working in a Multi-Cultural Organization**
- 12:00 **Lunch**
- PM**
- 1:00 **Workshop: (OPTIONAL for NRS)
Working and Living in the Philippines**
- 5:00 **End of Day 3**