

SEDP-SIMBAG SA PAG-ASENSO, INC.
(A Microfinance NGO)
3F The Chancery Building, Cathedral
Compound, Albay District, Legazpi City



STAFF PROFILE

#walangforeverpoor

STATUS & GENDER

Status	Female	Male	Total
Regular	250	117	367
Probationary	42	16	58
Contractual	5	5	10
Total	297	138	435
	68%	32%	100%

TENURE

Tenure	Number	%
Less than 1 year	61	14%
1 – 5 yrs	165	38%
> 5 yrs – 10 yrs	123	28%
> 10 yrs	86	20%
Total	435	100%

AGE GROUP

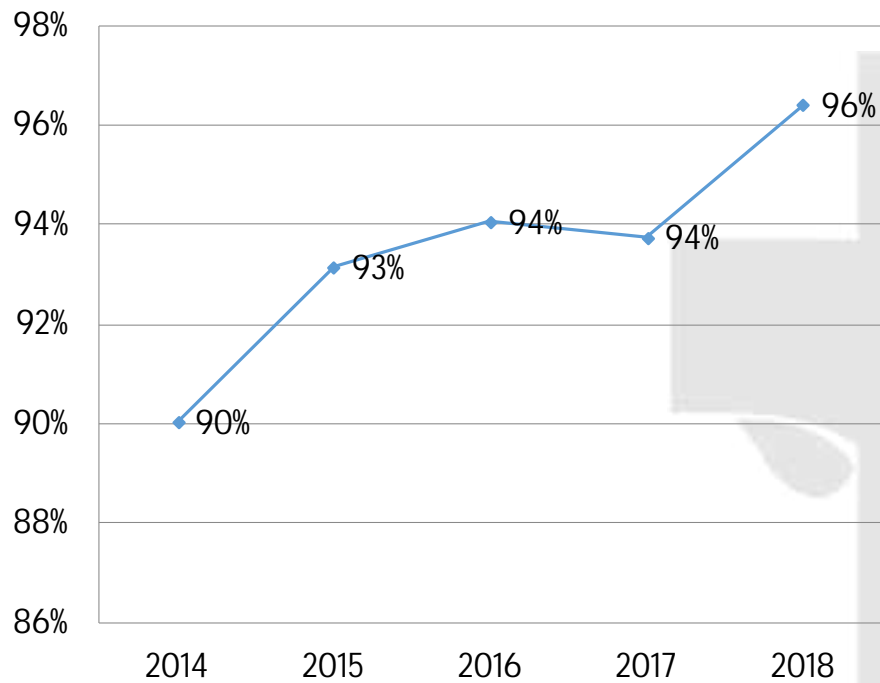
Age Group	Number	%
19 – 24 yrs old	127	29%
25 – 29 yrs old	99	23%
30 – 34 yrs old	64	15%
35 – 40 yrs old	88	20%
40 – 44 yrs old	33	8%
45 & above	24	5%
Total	435	100%
Average Age: 31 years old		

CIVIL STATUS

Civil Status	Number	%
Married	187	43%
Single	244	56%
Widower	4	1%
Total	435	100%



Retention Rate (Regular Staff)



Staff Satisfaction Rating:

OVERALL
SATISFACTION RATING
of 90%
Ø Both 2016 & 2018 SURVEY

DATA OF RESIGNATION:

	2014	2015	2016	2017	2018
# of resigned	31	21	17	22	12
Attrition Rate	10%	7%	6%	6%	4%



RETENTION STRATEGIES



HIRING:

- ü Business related courses –
BSBA Microfinance
- ü SEDP Scholars
- ü Children of Members
- ü w/ passion to serve the
poor

**2 WEEKS IN-COMPANY
TRAINING (ICT)
**1 WEEK CLASSROOM
TRAINING

TRAINING/FORMATION ACTIVITIES:

- STANDARD TRAINING PLAN
– 1 training & 1 formation
activity per staff per year
- MAINSTREAM IN PARISH
ACTIVITIES
- STAFF COLLOQUIM



STAFF COMPENSATION PACKAGE & BENEFITS:

BASIC SALARY – above minimum wage
QUARTERLY incentives (DE MINIMIS)

- ✓ Transportation Augmentation Allowance
- ✓ Enlistment Allowance
- ✓ Communication Allowance
- ✓ Branch/Unit Meal Allowance

- ✓ Retirement
- ✓ In-house HMO
- ✓ Personnel Accident Insurance
- ✓ Staff Loan
- ✓ Staff Revolving Fund
- ✓ Financial Assistance – Burial/Wedding
- ✓ Exposure Trips – local & abroad
- ✓ Staff Savings
- ✓ Staff House

OTHERS:

- Safe Working Environment
- Transparency & Openness among ranks
- Avenues to raise concerns
- Personnel Manual
- Semestral Performance Evaluation
- Clear Disciplinary Procedures
- Exit Interview



