



**COOPERATIVE ALLIANCE FOR RESPONSIVE ENDEAVOR
MUTUAL BENEFIT ASSOCIATION, INC.**

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Succession Planning Policy

- Succession Planning is an ongoing process that identifies necessary competencies, and then works to assess, develop, and retain a talent pool of employees, in order to ensure a continuity of leadership for all critical positions.
- It is a specific strategy, which spells out the particular steps to be followed to achieve the Company's mission, goals, and initiatives identified through *Planning*.
- It is a plan formulated to implement, and customize and meet the needs of CARE MBA, Inc. for the organizational requirements.

9 Steps to execute Succession Planning

- Identify Key/ critical positions in each unit.
- Determine the required job Competencies for selected key positions.
- Determine the likelihood of these positions getting vacant in future.
- List down competency profile of the selected employees through performance evaluation.
- Analyze and match the competencies between the selected position & Employees who closely match the required competencies.
- Decide on two successors for the selected position.
- Employee with closest match to competency requirements of position will be the first successor to the position.
- The second successor will be the one with the second closest competency match to the position requirements and so on.
- Track overall progress.

Rollout Process

- Succession planning is carried out across different unit of the company/association.

- Confidentiality to be maintained (Only chosen candidate to know the status)
- In case of critical position not getting vacant, associate must have alternative career plan.
- In case of critical position getting vacant and no internal successor is identified, recourse should be taken to hire other employee that qualifies to vacant position.
- Will also set stage for Employee Career planning simultaneously.

A good succession-planning program aims to identify high growth individuals, train them and feed the pipelines with new talent. Here's an outline of one program.

Purpose

To ensure replacements for key job incumbents in executive, management, technical, and professional positions in the association.

Desired Results

The desired results of the succession planning program are to:

- Identify high-potential employees capable of rapid advancement to positions of higher responsibility than those they presently occupy.
- Ensure the systematic and long-term development of individuals to replace key job incumbents as the need arises due to deaths, disabilities, retirements, and other unexpected losses.
- Provide a continuous flow of talented people to meet the organization's management needs.
- Meet the association's need to exercise social responsibility by providing for the advancement of the employees inside of the association.

Procedures (Example Given)

The succession planning program will be carried out as follows:

1. In January of each year, the Remuneration Committee will arrange a meeting to review results from the previous year's succession planning efforts and to plan for the present year's process.

2. In February the Gen. Manager will attend a meeting coordinated by the Remuneration/Personnel Welfare Committee in which:

- The Gen. Manager will emphasize the importance of succession planning and review the previous year's results.

- The Remuneration Committee/Personnel Welfare Committee will distribute forms and establish due dates for their completion and return.
- Will review the results and analyze to pinpoint areas of the association in which predictable turnover, from the changes, leading to special needs.
- The results will be reviewed to demonstrate how successful the association has been to plot strategies for improving affirmative action practices.

3. Throughout the year, the Remuneration/Personnel Welfare Committee will periodically visit top officers to review progress in developing identified successors throughout their areas of responsibility.

4. The person in charge and lead this program will be the Remuneration/Personnel Welfare Committee and the General Manager.

Remuneration/Personnel Welfare Committee

- Melody Bringel
- Luzviminda Calzado
- Erlene Barandino (Independent Trustee)

General Manager

- Pelagia C. Mendones

