



## Standard Operating Procedure (SOP) for revising the HR Manual 2023

### 1. Purpose:

- 1.1. This SOP outlines the systematic process for proposing, reviewing, approving and communicating the revisions of the HR Manual 2023.

### 2. Responsibilities:

#### 2.1. HRCS

Oversee the entire process of proposing, reviewing, approving and communicating the revisions of the HR Manual 2023. HRCS shall consolidate the proposed revision and submit to THRC for approval or onward submission to the Commission, if the revision results in changes in the BCSR 2023.

#### 2.2. Respective Division/Services within RCSC

Respective Division/Services shall be responsible for proposing and reviewing their relevant portions in the HR Manual 2023. The revised document shall then be submitted to the **HRCS** for consolidation, seeking approval and communication.

### 3. Process:

#### 3.1. Identification and consolidation of need

- The identification and consolidation of need shall be carried out by the Solution Hub based on the feedback and comments received from all agency HR Officers in providing the services of the Solution Hub.
- HR Officer or Admin. Assistants working under the HR Division/Services may also submit the need directly to the HRCS.
- Respective Division and Services in the course of providing services to agencies may also record the critical change requirements.
- The need for review shall be communicated to HRCS through email or as submission of agenda to the HRCS for the Technical HR Committee.

#### 3.2. Need assessment for review

The Technical HR Committee shall review and assess if the recommended changes merit revision of the HR Manual 2023. Provided the proposed changes are deemed necessary and appropriate for revising the HR Manual



2023, the relevant Division/Services shall be informed along with the deadline for the completion of the task by HRCS.

### 3.3. **Revise HR Manual**

Responsible Division/Services shall amend the HR Manual 2023, circulate for feedback or comments, incorporate appropriate feedback and seek THRC's endorsement for onward submission to the Commission for approval.

## 4. **Approving Authority**

- Amendments to the HR Manual 2023 shall be approved by the THRC where the provision pertains to procedural aspects without implication on the provision of the BCSR 2023.
- For changes that have implications on the BCSR 2023, the Commission will assess the proposed revision and accordingly make a decision to approve, reject or direct further action.

## 5. **Frequency of revision of HR Manual 2023**

The HR Manual shall be revised and a new version will be released on an annual basis, if required.

## 6. **Communication on revision of the HR Manual 2023**

The information on the revision of the HR Manual 2023 along with the soft copy shall be emailed to all HR Officers in the Civil Service by the HRCS.

The following platforms will also be used for further dissemination:

- Annual HR Conference
- Webinars

## 7. **Naming format**

The naming of the HR Manual 2023 version shall be in the following format:

*HR Manual 2023 I date of approval of the Commission.*

For instance, the HR Manual 2023 I was approved by the Commission held on April 2, 2024. Hence the file name **HR Manual 2023 I 2.4.24**. If the manual is revised, the second version shall be named as HR Manual 2023 II **x.x.xx**.

