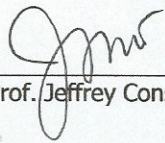


Policy No:	ADM-POL-0003
Policy Title:	Employee Orientation
Implementation Procedure:	ADM-PROC-0004 Newly Hired Employee Orientation
Date of Issuance:	S.Y. 2009 - 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: Policy Expert:	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	The main objective of the Employee Orientation is to familiarize the new employee to the systems and procedures that govern the institution.
Detailed Policy Statement:	<p>Once the newly-hired employee signs his appointment paper and employment contract, he shall be scheduled by the Human Resources Department for the Institutional Orientation. The orientation shall be given before the employee formally starts working.</p> <p>The Human Resources Department (HRD) implements two types of Orientation,</p> <ol style="list-style-type: none"> 1. Institutional Orientation – The HRD conducts this orientation every semester to newly hired employees. 2. Table Orientation – An orientation conducted by the HRD Office to a few number of newly-hired employees, who failed to attend the scheduled institutional orientation. In cases when a batch of newly hired employees is relatively few, the Table Orientation serves as an alternative to the Institutional Orientation.
Applicability:	The policy applies to all newly-hired employees. The Human Resources Department has the authority to compel all newly-hired employees to attend the Institutional Orientation.
Policy Approval Authority:	Director of the Human Resources Department
Related Policies or References	Employee Manual 2009
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Jeffrey Consignado
Date of Approval	2/9/12

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