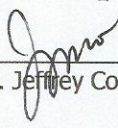


Policy No:	ADM-POL-0004
Policy Title:	Renewal of Employment Contract Policy
Implementation Procedure:	ADM-PROC-0005 Renewal of Employment Contract Procedure
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Director of the Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	This renewal of Employment Contract is expected to facilitate the continuous employment of the probationary or contractual faculty and non-teaching personnel.
Detailed Policy Statement:	Renewal of Employee Contract is dependent on the results of the <ul style="list-style-type: none"> • Performance Evaluation of an employee and the • fulfillment of other Job Requirements expected from the employee.
Applicability:	The policy applies only to probationary and contractual employees. The Human Resources Department is expected to facilitate the renewal of the contract of the concerned employees, once the results of the performance appraisal and assessment of job requirements are released.
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	January 11, 2012

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.