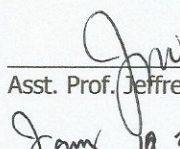



Policy No:	ADM-POL-0007
Policy Title:	Separation From Service
Implementation Procedure:	ADM-PROC-0007 Resignation Procedure ADM-PROC-0008 Retirement Procedure ADM-PROC-0009 Termination Procedure
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	Separation From Service has different forms, Termination, Resignation, Expiration of Contract and Retirement. The policy specifically differentiates and identifies the process, terms and conditions of separation that governs each form.
Detailed Policy Statement:	<p>Separation from Service is defined as the moment when the employee's relationship with the school has ended. It could be initiated by the employee, in the case of Resignation or imposed by the management in the case of Termination, Expiration of Contract and Retirement.</p> <p>Resignation occurs when an employee voluntarily ends his services from the school.</p> <p>Expiration of Contract occurs when the termination date as specified in the employment contract has lapsed.</p> <p>Retirement occurs when the employee reaches the 60 years of age or 30 years of continuous service, whichever comes first.</p> <p>Termination occurs when an employee is terminated for a just and authorized cause/s after due process or legal requirements have been observed.</p>
Applicability:	The policy applies to all the employees of the Colegio. Administrators, Faculty Members and Non-Teaching personnel.
Policy Approval Authority:	Director of the Human Resources Department
Related Policies or References	Employee Manual 2009
Definition:	Separation from service refers to the moment when the employee's relationship with the school has ended, as defined in the Employee Manual 2009.
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Jeffrey Consignado
Date of Approval	

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