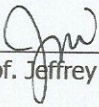
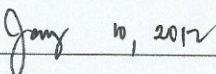


Policy No:	ADM-POL- 0008
Policy Title:	Employee Disclosure Requirement Policy
Implementation Procedure:	ADM-PROC-0010 Submission of Disclosure Requirement Documents
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	The Disclosure Requirement Policy aims to establish the working hours, employment status, hours of work outside the Colegio and other information such as but not limited to health and affiliations of all employees.
Detailed Policy Statement:	The employee should update every school year, or if immediate changes applies, the following information as part of the Disclosure Requirement <ol style="list-style-type: none"> 1. Working Hours in the Colegio 2. Employment Status, duration and hours of work outside the Colegio and 3. Other information such as but not limited to health and affiliations.
Applicability:	All employees
Policy Approval Authority:	Director of the Human Resources Department
Related Policies or References	Employee Manual 2009
Definition:	Disclosure Requirement – It is defined as the release of relevant information that concerns the working hours, employment status, duration of work hours in other institutions and other work related information from the employee.
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Jeffrey Consignado
Date of Approval	

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