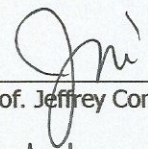


Policy No:	ADM-POL- 0009
Policy Title:	Preference to the Work Assignments of the Institution Policy
Implementation Procedure:	ADM-PROC-0022 Procedure on Proper Issuance of Warnings on Offenses ADM-PROC-0023 Procedures in Serving Suspension
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	Two (2)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to emphasize to all employees to give preference and priority to the tasks and responsibilities assigned to them by the Colegio. In effect, this will ensure the continuous flow of services within the institution.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• The employee shall give preference to the assignments given by the Colegio over other tasks, duties and responsibilities designated by any other institution he is connected with.</li> <li>• The inability of an employee to attain the goals of the office / department will result to dismissal to service.</li> <li>• Performing personal or outside work during the employee's working hours without any authority from immediate superior will result to the following             <ul style="list-style-type: none"> <li>1<sup>st</sup> Offense – Warning</li> <li>2<sup>nd</sup> Offense – Maximum of 5 days suspension</li> <li>3<sup>rd</sup> Offense – Dismissal</li> </ul> </li> <li>• Evident neglect of teaching responsibilities such as Failure to submit grades and other requirements             <ul style="list-style-type: none"> <li>1<sup>st</sup> Offense – Warning</li> <li>2<sup>nd</sup> Offense – Maximum of 10 days suspension</li> <li>3<sup>rd</sup> Offense – Dismissal</li> </ul> </li> </ul> <p>Non-correction of quizzes, major examinations, research, term papers, projects and other requirements of students</p> <ul style="list-style-type: none"> <li>1<sup>st</sup> Offense – Maximum of 10 days suspension</li> <li>2<sup>nd</sup> Offense – Dismissal</li> </ul> <p>Giving of grades to students without valid basis</p> <ul style="list-style-type: none"> <li>1<sup>st</sup> Offense – Dismissal</li> </ul>
Applicability:	All employees
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

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