



Policy No:	ADM-POL-0010
Policy Title:	Policy on Quality Service
Implementation 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:	The purpose of the policy is to emphasize that all activities and services conducted by employees and their respective departments should always be consistent with the thrust and ideals of the institution.
Detailed Policy Statement:	The policy specifically states that all teaching and learning process should be relevant to the Colegio's objectives and ideals, the students' needs and interests and professional ethics.
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	 10, 2012

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