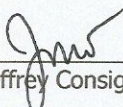
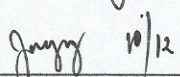


Policy No:	ADM-POL- 0016
Policy Title:	Wearing of Identification Cards (ID) Policy
Implementation Procedure:	ADM-PROC-0013 Issuance of Identification Cards (ID)
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	The Identification Card is part of the employees' complete uniform. Hence, it is expected that employees should wear their IDs while inside the premises of the school.
Detailed Policy Statement:	Every employee must secure an Identification Card from the Human Resources Department. Complete uniform includes the wearing of the ID at all times while inside the school premises. Upon severance of employment from the Colegio, this ID shall be surrendered to the HRD as a requirement for clearance.
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	

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