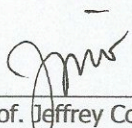


Policy No:	ADM-POL- 0030
Policy Title:	Uniform Benefit Policy
Implementation Procedure:	
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to define the Colegio's policy on the provision of uniform to its employees.
Detailed Policy Statement:	<ul style="list-style-type: none"> • A permanent employee shall be provided with four sets of uniform or its equivalent, every year: <ul style="list-style-type: none"> ○ 50% subsidy for probationary faculty member who has served at least one year but less than two years/probationary non-academic employee ○ 75% subsidy for probationary faculty member who has served at least two years but less than three years
Applicability:	All employees
Policy Approval Authority:	Director for 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	January 21, 2012

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