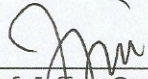
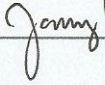


Policy No:	ADM-POL- 0033
Policy Title:	Bereavement Assistance Policy
Implementation Procedure:	ADM-PROC-0012 Application for Life Insurance Program
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to inform employees, that the being a Catholic institution, it also extends spiritual and financial assistance to employees in times of death of an immediate family member.
Detailed Policy Statement:	Bereavement assistance is the financial assistance that the Colegio extends to the employee on the account of death of:  For a single employee – mother, father, siblings For a married employee – wife or husband, children
Applicability:	All full time employees
Policy Approval Authority:	Rector and President Vice President for Financial Affairs
Related Policies or References	Employee Manual 2009
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Jeffrey Consignado
Date of Approval	 31, 2012

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