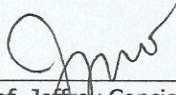


Policy No:	ADM-POL- 0046
Policy Title:	Policies on Termination
Implementation Procedure:	ADM-PROC-0009 Termination Procedure
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to define and explain the Colegio's polices and processes in handling cases of Termination.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Termination arises from two causes, Just Cause and Authorized Cause. <ul style="list-style-type: none"> ○ Just Cause - Commission of offenses penalized by dismissal as stated in the table of offenses. While the investigation is ongoing, an employee shall be placed on a mandatory leave of absence with pay until the decision is reached. ○ Authorized Cause – As defined in the Labor Code, Authorized Cause includes <ul style="list-style-type: none"> ▪ Closure of establishment and reduction of personnel ▪ Redundancy ▪ Retrenchment ▪ Installation of labor saving devices ▪ Disease • Required Notice for Authorized Cause – The Colegio shall serve a notice on the employee at least once a month before the intended date of dismissal. • Clearance – Upon effectivity of the dismissal, an employee shall be required to accomplish an exit clearance form, expect for those terminated by just cause.
Applicability:	All employees
Policy Approval Authority:	Director of the Human Resources Department
Related Policies or References	Employee Manual 2009 Manual of Regulations for Private Higher Education (a.k.a. MRPS) Section 21 page 83
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.