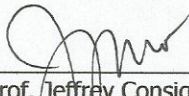


Policy No:	ADM-POL- 0047
Policy Title:	Retirement Policy
Implementation Procedure:	ADM-PROC-0008 Normal Retirement Procedure
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	This policy aims to define the Colegio's system of handling retiring employees.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Normal Retirement in the Colegio occurs when the employee reaches the age of sixty (60) or has completed thirty (30) years of continuous service whichever comes first. • An employee who retires shall be given all the benefits due to him. See ADM-POL-0028 for the list of benefits. • Upon the effectivity of the retirement, an employee shall be required to accomplish an exit clearance form and exit interview.
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	2/9/12

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