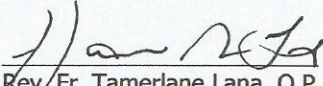


Policy No:	ADM-POL-0055
Policy Title:	Timekeeping Policies to Administrators
Implementation Procedure:	
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	This policy enumerates the timekeeping provisions for administrators.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Administrators, as part of their privilege as management committee members, may no longer log in and out using the biometrics system. • The security guards on duty at the front and back gates shall record the time of arrival and departure of the administrators. Record book containing the attendance of the administrators must be surrendered to the Rector's Office at the end of every month for reference purposes. • In case the administrators might be late or cannot report for work, they should inform their staff. • Other timekeeping policies (off-campus, leave of absence) must follow the guidelines enumerated in the Employee Manual.
Applicability:	All administrators
Policy Approval Authority:	Office of the Rector and President
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Rev./Fr. Tamerlane Lana, O.P.
Date of Approval	2.16.12

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