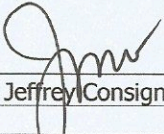


Procedure No:	ADM-PROC-0005
Procedure Title:	Renewal of Employment Contract Procedure
Related Policy:	ADM-POL-0004 Renewal of Employment Contract Policy
Date of Issuance:	S.Y. 2010
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Human Resources Department
"Supersedes" Notification:	
Procedure Description:	This procedure is designed to explain and enumerate the process in the renewal of the employee's contract.
Areas of Responsibility:	Director of the Human Resources Department HR Assistant
Procedure Details:	<p>Step 1. The Recruitment Officer identifies all the probationary employees who have passed the Performance Appraisal Procedures.</p> <p>Step 2. Probationary Faculty Members, who have passed the Performance Appraisal Procedures, will be given another employment contract that extends to the succeeding semester (College Faculty) or school year (Basic Education Faculty). Faculty Members who have surpassed the three years probationary period, shall be granted their permanency appointment paper.</p> <p>Non-teaching probationary employees will be issued their permanency appointment paper if they have passed their six months probationary period.</p> <p>The renewal of the contract of probationary employees will be dependent on the results of the deliberation conducted by a committee.</p> <p>Step 3. Employees whose contracts are renewed and those who receive their permanent status will be scheduled and informed by the Recruitment Officer for the signing of contract and or appointment paper.</p>
Procedure Approval Authority:	Director of the Human Resources Department
References:	Employee Manual 2009
Definition:	
Help Page:	Human Resources Department
Prepared by:	Planning, Funding and Development Office
Approved by:	 _____ Asst. Prof. Jeffrey Consignado
Date of Approval:	

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