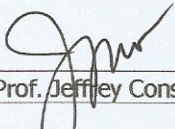


Procedure No:	ADM-PROC-0007
Procedure Title:	Resignation Procedure
Related Policy:	ADM-POL-0007 Separation From Service Policy ADM-POL- 0045 Policies on Resignation
Date of Issuance:	S.Y. 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Human Resources Department: Recruitment Officer Director, Human Resources Department
"Supersedes" Notification:	
Procedure Description:	The Resignation Procedure aims to enumerate and explain the institutional process of handling voluntary termination of employment.
Areas of Responsibility:	Human Resources Department Training and Development Officer Director of the Human Resources Department
Procedure Details:	<p>Step 1. The employee who wishes to voluntarily resign from the Colegio shall submit a letter of resignation to his Department Head at least one month before the effectivity of the resignation.</p> <p>Step 2. The Department Head receives the letter of resignation and endorses it to the <i>Human Resources Department</i>.</p> <p>Step 3. The HRD will subject the resigning employee for clearance and exit interview.</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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