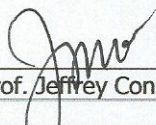


Procedure No:	ADM-PROC – 0010
Procedure Title:	Submission of Disclosure Requirement Documents
Related Policy:	ADM-POL- 0008 Employee Disclosure Requirement Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Human Resources Department
"Supersedes" Notification:	
Procedure Description:	This procedure aims to give the Colegio information on all the other sources of employment of its employees.
Areas of Responsibility:	Human Resources Department (HRD)
Procedure Details:	<p>Step 1. All employees should submit in writing to the HRD a statement of his</p> <ol style="list-style-type: none"> 1.1 Working hours in the Colegio 1.2 Employment Status, duration and hours of work outside the Colegio 1.3 Other information such as but not limited to health and affiliations <p>Step 2. The letter should be signed by the respective superior of each employee before submission to the HRD.</p> <p>Step 3. Employees should periodically submit an updated employee disclosure letter. Periodically means every semester or once changes in the information occur.</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:	