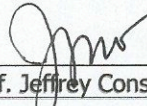


Procedure No:	ADM-PROC-0022
Procedure Title:	Procedure on Proper Issuance of Warnings on Offenses
Related Policies:	ADM-POL-0009 Preference to the Work Assignments of the Institution Policy ADM-POL-0012 Reports and Records Policy ADM-POL-0013 Confidentiality Matters Policy ADM-POL-0014 Resource Management Policy ADM-POL-0015 Grooming Attire Policy ADM-POL-0017 Policy on Working Days and Working Hours ADM-POL-0018 Timekeeping Policies ADM-POL-0035 Policies on Discipline ADM-POL-0036 Policies on Offenses Against Persons ADM-POL-0037 Policies on Offenses Against Security, Safety and Health ADM-POL-0038 Policies on Offenses Against Property ADM-POL-0039 Policies on Offenses Against Honesty and Integrity ADM-POL-0040 Policies on Job Inefficiency and Incompetence ADM-POL-0041 Policies on Offenses Against Teaching ADM-POL-0042 Policies on Offenses Against Public Morals ADM-POL-0043 Policies on Due Process
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
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Office of Origin: (Procedure Expert)	Human Resources Department
"Supersedes" Notification:	
Procedure Description:	This procedure relates the proper approach in handling offenses that are punishable by first and second warning.
Areas of Responsibility:	Human Resources Department
Procedure Details:	Step 1. Any employee who commits an offense that is punishable by first and second warning should be given a written warning by their respective superior.  Step 2. The superior keeps a copy of the written warning he issued to his subordinate. This will serve as reference in case the employee commits the offense in the third time.
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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