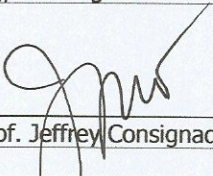


Procedure No:	ADM-PROC-0023
Procedure Title:	Procedures on Serving Suspension
Related Policy:	ADM-POL- 0035 Policies on Discipline ADM-POL- 0043 Policies on Due Process
Date of Issuance:	S.Y. 2009-2010 to present
Effectivity:	S.Y. 2009-2010
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Human Resources Department
"Supersedes" Notification:	
Procedure Description:	This procedure relates the Colegio's standard way of serving order of suspension to employees after the conduct of due investigation.
Areas of Responsibility:	Human Resources Department
Procedure Details:	<p>Step 1. Any employee who is served with suspension shall be informed through a written communication from his superior.</p> <p>Step 2. The superior furnishes the Human Resources Department a copy of the suspension letter.</p> <p>Step 3. The Human Resources Department shall inform the Payroll Section through a written communication of the employee's suspension.</p> <p>Step 4. Consequently, the suspended employee will be automatically denied of the promotion and merit incentive opportunity on the school year when the suspension was lifted.</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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