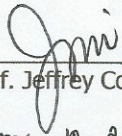


Policy No:	ADM-POL-0002
Policy Title:	Issuance of Appointment Paper and Employment Contract Policy
Implementation Procedure:	ADM-PROC-0002 Submission of Employment Documents
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009 to present
Page Number:	Two (2)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	This policy is directed to officially process the employment of a newly-hired employee of the Colegio and establish the initial employment terms and agreements. For the permanent employees, this policy is intended to bind them to finish their expected tasks and responsibilities for the entire term.
Detailed Policy Statement:	<ul style="list-style-type: none"> For the newly-hired employees, whether they are probationary or contractual, the Human Resources Department is expected to issue their Employment Contract immediately after he/she has submitted all the employment requirements. Permanent employees shall also be subject to an Employment Contract before or at the start of every school year. However, the Employment Contract does not affect his/her tenure or status, but binds him to work for the entire school term and to complete the requirements thereof, including the submission of final grades. Appointment Paper is applicable and only given to newly hired employees. Permanent employees shall only receive a new appointment paper if they have been promoted or transferred to another position and or office.
Applicability:	The policy applies to all teaching and non-teaching employees, whether they are permanent, probationary or contractual.
Policy Approval Authority:	Director of the Human Resources Department
Related Policies or References	Employee Manual 2009 Manual of Regulations for Private Higher Education (a.k.a MRPS)
Definition:	<p>Appointment Paper – It is a written document that contains the approved position, rank, department, date of effectivity and duration of the initial employment term of a newly-hired employee. The document only becomes official and legally binding once the two parties, Rector and President and the newly-hired employee, sign the document.</p> <p>Employment Contract – It is a written agreement entered into by the employer (represented by the Rector and President) and the newly-hired employee. The agreement stipulates the designation, rank, qualification, salary rate, period and nature of service, date of effectivity, and other employment terms and condition that are in accordance with the Labor Code of the Philippines.</p>
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Jeffrey Consignado
Date of Approval	January 10, 2012

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