<table>
<thead>
<tr>
<th>Policy No:</th>
<th>ADM-POL-0009</th>
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<tbody>
<tr>
<td>Policy Title:</td>
<td>Preference to the Work Assignments of the Institution Policy</td>
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</table>
| Implementation Procedure: | ADM-PROC-0022 Procedure on Proper Issuance of Warnings on Offenses  
ADM-PROC-0023 Procedures in Serving Suspension |
| Date of Issuance: | S.Y. 2009 to 2010 |
| Effectivity: | S.Y. 2009 to present |
| Page Number: | Two (2) |
| Office of Origin: | Human Resources Department |

**“Supersedes” Notification:**

**Purpose of Policy:**
The policy aims to emphasize to all employees to give preference and priority to the tasks and responsibilities assigned to them by the Colegio. In effect, this will ensure the continuous flow of services within the institution.

**Detailed Policy Statement:**
- The employee shall give preference to the assignments given by the Colegio over other tasks, duties and responsibilities designated by any other institution he is connected with.

- The inability of an employee to attain the goals of the office/department will result to dismissal to service.

- Performing personal or outside work during the employee's working hours without any authority from immediate superior will result to the following:
  1st Offense – Warning
  2nd Offense – Maximum of 5 days suspension
  3rd Offense – Dismissal

- Evident neglect of teaching responsibilities such as:
  Failure to submit grades and other requirements
  1st Offense – Warning
  2nd Offense – Maximum of 10 days suspension
  3rd Offense – Dismissal

- Non-correction of quizzes, major examinations, research, term papers, projects and other requirements of students
  1st Offense – Maximum of 10 days suspension
  2nd Offense – Dismissal

- Giving of grades to students without valid basis
  1st Offense – Dismissal

**Applicability:**
All employees

**Policy Approval Authority:**
Director of the Human Resources Department

**Related Policies or References:**
Employee Manual 2009

**Define:**

**Prepared by:** Planning, Funding and Development Office

**Approved by:**
Asst. Prof. Jeffrey Consignado

**Date of Approval:** 2/9/12

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