Policy No: ADM-POL-0014
Policy Title: Resource Management Policy
Implementation Procedure:
- ADM-PROC-0022 Procedure on Proper Issuance of Warnings on Offenses
- ADM-PROC-0009 Termination Procedure
- 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
(Policy Expert)

"Supersedes" Notification:

Purpose of Policy: The policy is directed to involve all the employees in conservation and preservation of all the properties of the Colegio.

Detailed Policy Statement: An employee shall cooperate fully in the implementation of safety and security measures adopted by the school to protect the students, employees and property of the school and the community at large.

The employee shall also actively assist in the conservation, preservation, maintenance and safeguarding of all properties and facilities of the school.

Deliberate destruction of school property is considered as an offense against property.
1st Offense – Maximum of 10 days suspension
2nd Offense – Dismissal

Careless, improper or incorrect use of school equipment will result to the following penalties,
1st Offense – Warning
2nd Offense – Maximum of 5 days suspension
3rd Offense – Dismissal

Taking out Colegio's property from the Colegio's premises without prior written authorization will result to
1st Offense – Warning
2nd Offense – Maximum of 5 days suspension
3rd Offense – Dismissal

Use of Colegio's property for unofficial purposes shall result to
1st Offense – Warning
2nd Offense – Maximum of 10 days suspension
3rd Offense – Dismissal

Unauthorized use of the Colegio's property for personal purposes shall result to
1st Offense – Warning
2nd Offense – Maximum of 10 days suspension
3rd Offense – Dismissal

Littering and / or any act that would cause unsanitary condition in the Colegio premises
1st Offense – Warning
2nd Offense – Warning
3rd Offense – Maximum of 5 days suspension
4th Offense – Maximum of 10 days suspension

Violation of ICT resources use policies
1st Offense – Warning
2nd Offense – Maximum of 5 days suspension
3rd Offense – Dismissal

Applicability: All employees
Policy Approval Authority: Director for Human Resources Department
Related Policies or: Employee Manual 2009
<table>
<thead>
<tr>
<th>References</th>
<th>Employee Manual 2009</th>
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<tbody>
<tr>
<td>Definition</td>
<td>Planning, Funding and Development Office</td>
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<tr>
<td>Prepared by</td>
<td>Asst. Prof. Jeffrey Consignado</td>
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<td>Approved by</td>
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<td>Date of Approval</td>
<td>January 31, 2012</td>
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