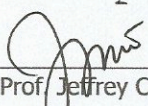


Policy No:	ADM-POL- 0032
Policy Title:	Employee Development Policy
Implementation Procedure:	ADM-PROC-0021 Application for Seminar, Workshop, and Conference (SWC)
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to inform employees that the Colegio also provides programs that aim to improve the Personal and Professional Development of the employees.
Detailed Policy Statement:	An employee shall be provided with activities that will foster integral human formation / development. These activities include: <ul style="list-style-type: none"> • Personal Development in the areas of <ul style="list-style-type: none"> ○ Spiritual ○ Emotional / Psychological ○ Social ○ Physical • Professional Development in the areas of <ul style="list-style-type: none"> ○ In-house training programs ○ Off-campus seminars, workshops, conferences, etc. ○ Membership / Officership in professional organizations
Applicability:	All employees
Policy Approval Authority:	Director of the Human Resources Department
Related Policies or References	Employee Manual 2009
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Jeffrey Consignado
Date of Approval	January 21, 2012

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