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
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Office of Origin: 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:

- Personal Development in the areas of
  - Spiritual
  - Emotional / Psychological
  - Social
  - Physical

- Professional Development in the areas of
  - In-house training programs
  - Off-campus seminars, workshops, conferences, etc.
  - Membership / Officemanship in professional organizations

Applicability: All employees
Policy Approval Authority: Director of the Human Resources Department
Related Policies or References: Employee Manual 2009

Prepared by: Planning, Funding and Development Office
Approved by: Asst. Prof. Jeffrey Consignado
Date of Approval: January 21, 2012