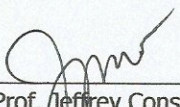


Policy No:	ADM-POL- 0045
Policy Title:	Policies on Resignation
Implementation Procedure:	ADM-PROC-0007 Resignation Procedure
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Human Resources Department
"Supersedes" Notification:	
Purpose of Policy:	The main purpose of this policy is to define and explain the Colegio's practice of processing Resignation.
Detailed Policy Statement:	<ul style="list-style-type: none"> An employee who wishes to voluntarily terminate his employment in the Colegio should submit a Resignation Letter at least one month before the effectivity of his resignation. The employee will also be required to accomplish an Exit Clearance and undergo Exit Interview after the Division Head accepts the resignation.
Applicability:	All employees
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:	
Prepared by	Planning, Funding and Development Office
Approved by	 _____ Asst. Prof. Jeffrey Consignado
Date of Approval	2/9/12

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