<table>
<thead>
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<th>Policy No:</th>
<th>ADM-POL- 0046</th>
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<tbody>
<tr>
<td>Policy Title:</td>
<td>Policies on Termination</td>
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<tr>
<td>Implementation Procedure:</td>
<td>ADM-PROC-0009 Termination Procedure</td>
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<tr>
<td>Date of Issuance:</td>
<td>S.Y. 2009 to 2010</td>
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<td>Effectivity:</td>
<td>S.Y. 2009 to present</td>
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<td>Page Number:</td>
<td>One (1)</td>
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<td>Office of Origin:</td>
<td>Human Resources Department</td>
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<td>(Policy Expert)</td>
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<td>&quot;Supersedes&quot; Notification:</td>
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### Purpose of Policy:
The policy aims to define and explain the Colegio's polices and processes in handling cases of Termination.

### Detailed Policy Statement:
- Termination arises from two causes, Just Cause and Authorized Cause.
  - Just Cause - Commission of offenses penalized by dismissal as stated in the table of offenses. While the investigation is ongoing, an employee shall be placed on a mandatory leave of absence with pay until the decision is reached.
  - Authorized Cause – As defined in the Labor Code, Authorized Cause includes
    - Closure of establishment and reduction of personnel
    - Redundancy
    - Retrenchment
    - Installation of labor saving devices
    - Disease
  - Required Notice for Authorized Cause – The Colegio shall serve a notice on the employee at least once a month before the intended date of dismissal.
  - Clearance – Upon effectivity of the dismissal, an employee shall be required to accomplish an exit clearance form, expect for those terminated by just cause.

### 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) Section 21 page 83

### Definition:
Planning, Funding and Development Office

### Prepared by:
Asst. Prof. Jeffrey Consignado

### Date of Approval:
2/9/10