Policy No: ADM-POL-0058  
Policy Title: Appointment of Administrators  
Implementation Procedure:  
Date of Issuance: S.Y. 2009 to 2010  
Effectivity: S.Y. 2009 to present  
Page Number: One (1)  
Office of Origin: Office of the Rector and President  
(Policy Expert) Human Resources Department  
"Supersedes" Notification:  
Purpose of Policy: This policy establishes the Colegio’s policies in the appointment of Administrators.  
Detailed Policy Statement:  
- All appointment for positions classified as Administrators are approved only by the Rector and President.  
- Newly hired and appointed Administrators shall follow the institutional recruitment process. Appointment shall be decided by the Rector and President.  
- Reappointment of current Administrators will be subject for review and evaluation of the Rector and President.  
- The Rector and President also holds the discretion as to the number of years an Administrator will be appointed.  
Applicability: All administrators  
Policy Approval Authority: Office of the Rector and President  
Related Policies or References  
Definition:  
Prepared by Planning, Funding and Development Office  
Approved by  
Rev. Fr. Tamerlane Lana, O.P.  
Date of Approval 7-16-12