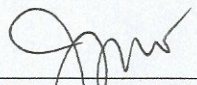


Procedure No:	ADM-PROC-0003
Procedure Title:	New Employee Orientation
Related Policy:	ADM-POL-0003 Orientation
Date of Issuance:	S.Y. 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Human Resources Department
"Supersedes" Notification:	
Procedure Description:	The New Employee Orientation is implemented in order to familiarize employees wit the systems and procedures governing the institution.
Areas of Responsibility:	Human Resources Department Training and Development Officer Director of the Human Resources Department
Procedure Details:	Step 1. The Human Resources Department (HRD) schedules a New Employee Orientation for a batch of newly hired employees. Step 2. The HRD informs the concerned employee of the schedule of his orientation. Step 3. In cases when the employee cannot attend the orientation, the employee shall immediately inform the Human Resources Department of this matter.
Procedure Approval Authority:	Recruitment Officer Director of the Human Resources Department
References:	Employee Manual 2009
Definition:	
Help Page:	Human Resources Department
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Jeffrey Consignado
Date of Approval:	2/19/12

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