### Procedure No:
ADM-PROC-0007

### Procedure Title:
Resignation Procedure

### Related Policy:
ADM-POL-0007 Separation From Service Policy
ADM-POL-0045 Policies on Resignation

### Date of Issuance:
S.Y. 2010

### Effectivity:
S.Y. 2009 to present

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### Office of Origin:
Human Resources Department:
Recruitment Officer
Director, Human Resources Department

### "Supersedes" Notification:

### Procedure Description:
The Resignation Procedure aims to enumerate and explain the institutional process of handling voluntary termination of employment.

### Areas of Responsibility:
Human Resources Department
Training and Development Officer
Director of the Human Resources Department

### Procedure Details:

**Step 1.** The employee who wishes to voluntarily resign from the Colegio shall submit a letter of resignation to his Department Head at least one month before the effectivity of the resignation.

**Step 2.** The Department Head receives the letter of resignation and endorses it to the Human Resources Department.

**Step 3.** The HRD will subject the resigning employee for clearance and exit interview.

### Procedure Approval Authority:
Director of the Human Resources Department

### References:
Employee Manual 2009

### Definition:

### Help Page:
Human Resources Department

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

### Date of Approval: