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<th>Procedure No:</th>
<th>ADM-PROC-0008</th>
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<tr>
<td>Procedure Title:</td>
<td>Normal Retirement Procedure</td>
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<tr>
<td>Related Policy:</td>
<td>ADM-POL-0007 Separation From Service</td>
</tr>
<tr>
<td>Date of Issuance:</td>
<td>S.Y. 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>&quot;Supersedes&quot; Notification:</td>
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**Procedure Description:**
The procedure is designed to identify the process of handling retiring employees in the Colegio.

**Areas of Responsibility:**
- HR Assistant
- Director of the Human Resources Department

**Procedure Details:**
- **Step 1.** The Human Resources Department (HRD) identifies all the employees who are about to retire every year.
- **Step 2.** The HRD informs the concerned employee, through a letter, that he is nearing his retirement in the Colegio.
- **Step 3.** The employee is then asked to process all the requirements needed for his retirement.

**Procedure Approval Authority:**
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:**
[Signature]

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