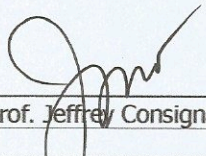


Procedure No:	ADM-PROC-0008
Procedure Title:	Normal Retirement Procedure
Related Policy:	ADM-POL-0007 Separation From Service
Date of Issuance:	S.Y. 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Human Resources Department
"Supersedes" Notification:	
Procedure Description:	The 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:	

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