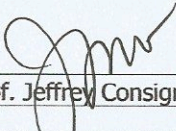


Procedure No:	ADM-PROC-0009
Procedure Title:	Termination Procedure
Related Policy:	ADM-POL-0007 Separation From Service
Date of Issuance:	S.Y. 2009 - 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Human Resources Department
"Supersedes" Notification:	
Procedure Description:	The procedure aims to provide a fair treatment to employees, who are investigated, after allegedly committing an offense that is punishable by termination.
Areas of Responsibility:	Director of the Human Resources Department
Procedure Details:	<p>Step 1. Show Cause Letter - Any superior who seeks to impose disciplinary sanction to a subordinate shall issue the latter with a written notice stating the particular acts or omissions constituting the grounds for his offense. The written notice shall contain a reasonable period within which the subordinate shall answer or reply according to the offense committed; 48 hours for offense that merit suspension and 72 hours for one that merits dismissal.</p> <p>Step 2. Answer – The subordinate shall answer the allegations stated against him within the period of time specified in the show cause letter. Failure to reply without written notice shall mean admission of the offense.</p> <p>Step 3. Recommendation – The superior upon receipt of the reply shall immediately recommend the appropriate action on the case. For non-admission of offenses that merit dismissal, the superior recommends the formation of a fact-finding committee, to further investigate the case, within a maximum period of eight weeks (2 months).</p> <p>Step 4. Preventive Suspension – This is a precautionary measure effected by temporarily withdrawing the employee from the workplace in case his continued presence poses a serious and imminent threat to the school and its property, to his life, or the lives of the students or other employees. It is not considered a form of punishment. Preventive suspension shall be imposed not to exceed thirty (30) days.</p> <p>Step 5. Hearing – The fact-finding committee shall afford the subordinate ample opportunity to be heard and to defend himself with the assistance of his representative if he so desires.</p> <p>Step 6. Decision to Dismiss - A written notice of termination shall be served on the subordinate indicating that upon due consideration of all the circumstances, grounds have been established to justify his termination. In case of termination, the foregoing notice shall be served on the employee's last known address.</p>
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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