## Procedure on Proper Issuance of Warnings on Offenses

**Procedure No:** ADM-PROC-0022  
**Procedure Title:** Procedure on Proper Issuance of Warnings on Offenses  
**Related Policies:**  
- ADM-POL-0009 Preference to the Work Assignments of the Institution Policy  
- ADM-POL-0012 Reports and Records Policy  
- ADM-POL-0013 Confidentiality Matters Policy  
- ADM-POL-0014 Resource Management Policy  
- ADM-POL-0015 Grooming Attire Policy  
- ADM-POL-0017 Policy on Working Days and Working Hours  
- ADM-POL-0018 Timekeeping Policies  
- ADM-POL-0035 Policies on Discipline  
- ADM-POL-0036 Policies on Offenses Against Persons  
- ADM-POL-0037 Policies on Offenses Against Security, Safety and Health  
- ADM-POL-0038 Policies on Offenses Against Property  
- ADM-POL-0039 Policies on Offenses Against Honesty and Integrity  
- ADM-POL-0040 Policies on Job Inefficiency and Incompetence  
- ADM-POL-0041 Policies on Offenses Against Teaching  
- ADM-POL-0042 Policies on Offenses Against Public Morals  
- ADM-POL-0043 Policies on Due Process  
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**Office of Origin:** Human Resources Department  

### Procedure Description:
This procedure relates the proper approach in handling offenses that are punishable by first and second warning.

### Areas of Responsibility:
Human Resources Department

### Procedure Details:
Step 1. Any employee who commits an offense that is punishable by first and second warning should be given a written warning by their respective superior.

Step 2. The superior keeps a copy of the written warning he issued to his subordinate. This will serve as reference in case the employee commits the offense in the third time.

### 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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### Date of Approval: