Procedure No: ADM-PROC-0023
Procedure Title: Procedures on Serving Suspension
Related Policy: ADM-POL-0035 Policies on Discipline
ADM-POL-0043 Policies on Due Process
Date of Issuance: S.Y. 2009-2010 to present
Effectivity: S.Y. 2009-2010
Page Number: One (1)
Office of Origin: Human Resources Department

Procedure Description: This procedure relates the Colegio’s standard way of serving order of suspension to employees after the conduct of due investigation.

Areas of Responsibility: Human Resources Department

Procedure Details:

Step 1. Any employee who is served with suspension shall be informed through a written communication from his superior.

Step 2. The superior furnishes the Human Resources Department a copy of the suspension letter.

Step 3. The Human Resources Department shall inform the Payroll Section through a written communication of the employee’s suspension.

Step 4. Consequently, the suspended employee will be automatically denied of the promotion and merit incentive opportunity on the school year when the suspension was lifted.

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: