


Procedure No:	ACA-PROC-ATH-0002
Procedure Title:	Procedure in the Renewal of Contracts of all Coaches and Trainers
Related Policy:	ACA-POL-ATH-0001 Recruitment of Coaches and Trainers
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2010-2011 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Athletics Department
"Supersedes" Notification:	
Procedure Description:	This aims to delineate the steps in the renewal of contracts of all coaches and trainers.
Areas of Responsibility:	Athletics Office
Procedure Details:	<p>Step 1. All coaches and trainers shall be subjected to performance appraisal by the Athletics Moderator.</p> <p>Step 2. All performance appraisal results shall be processed by the HRD and forwarded to the Division Head and Athletics Moderator for deliberation.</p> <p>Step 3. All coaches and trainers that have passed the deliberation shall be given another employment contract.</p>
Procedure Approval Authority:	Athletics Moderator
References:	
Definition:	
Help Page:	Athletics Office
Prepared by:	Planning, Funding and Development Office
Approved by:	 Fr. Victor Calvo. O.P.
Date of Approval:	

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.