


Policy No:	ADM-POL-AUX-0003
Policy Title:	Janitorial Services Policy
Implementation Procedure:	
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Auxiliary Services Office
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to organize the assignment and deployment of the janitorial services of the Colegio.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The Auxiliary Services hires an external company that provides janitorial services for the Colegio. • The janitorial services provider will be selected by the Financial Affairs Division in coordination with the Auxiliary Services Office. • Each office in the Colegio has an assigned janitor to clean their offices at least once a day. • Offices who intend to request for additional janitors should seek permission from the Auxiliary Services Office. • The Auxiliary Services Office is the only office in the Colegio authorized to deploy the janitors. • The Auxiliary Services Office is required to conduct its own periodic evaluation of the performance of the janitorial services. • Employees who have complaints on the services rendered by the janitors could report to the Director of the Auxiliary Services Office. • The Director of the Auxiliary Services Office should resolve any complaint within a specific period of time.
Applicability:	All employees
Policy Approval Authority:	Director of the Auxiliary Services Office
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 <hr/> Mr. Roberto Aguba
Date of Approval	

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