

XIII. EFFECTIVITY CLAUSE

ALL THE PROVISIONS OF THESE NON-ACADEMIC MANUAL SHALL TAKE EFFECT IMMEDIATELY UPON THE APPROVAL OF THE BOARD OF DIRECTORS OF ILOILO DOCTORS' COLLEGE.

Date of Approval

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XII. AMENDMENTS

- A. This Implementing Rules and Guidelines of the Non-Academic Manual may be amended from time to time, as applicable laws evolve and/or the College may duly change and modify its Policies and Regulations.

- B. Any existing rules/memoranda/issuances contrary to or inconsistent with this Manual shall be deemed repealed or modified accordingly.

- C. Any rules/memoranda/issuance contrary to or inconsistent with this Manual must be approved by the majority vote of the members of the Board of Directors of Iloilo Doctors' College sitting *en banc*, thereby, replacing any sections of this Manual.

- D. Any amendments of the Implementing Rules and Guidelines of the Non-Academic Manual may be approved by a majority vote of the members of the Board of Directors of Iloilo Doctors' College sitting *en banc*.

IX. GRADUATION OF PENALTIES

1. The graduation or escalation of the penalties for Class A (Minor) shall be reckoned within a TWELVE (12) MONTH period and a TWENTY (24) FOUR MONTH period for Class B (Major) offenses (1st, 2nd, 3rd, etc) from the date of the commission of the offense.
2. The commission of the same or similar offense after the TWELVE (12) MONTH or TWENTY (24) FOUR MONTH reckoning period shall be treated as the First Offense and the graduation of penalties shall thereafter start a new.
3. Class C (Serious) offenses are not subject to any reckoning period.

X. GUIDELINES FOR MULTIPLE VIOLATIONS

1. Where a single act may constitute two or more offenses herein, or where an offense is a necessary means to commit another offense, the penalty for the more serious offense shall be imposed in its maximum.
2. If the employee commits one offense in one category for the first time and subsequently commits another offense of the same category also for the first time, the penalty next higher in degree shall be imposed.

XI. PRESCRIPTION OF PENALTY

1. The right/prerogative of the School to impose sanctions and penalties under this Code shall prescribe after ONE YEAR from the discovery of the offense or from the time the same was reported to the COED.
2. In no case shall the prescription period extend beyond THREE (3) YEARS from the commission of the offense. Thereafter, no disciplinary action can be taken for the offense.

FOREWORD

To all the non-academic employees of the Iloilo Doctors' College (IECI CORP)

It is indeed a challenge to produce and having accomplished a non-academic manual. The non-academic employees are those who are working for the college and needed by the institution. Their cooperation, tenacity, commitment to respective works assigned are so highly important and must be appreciated by the administration. Remember; honesty and integrity goes with every employee academic or non-academic. Trustworthiness is essential with concentration for work in order that we can have an institution we can be proud of. However, the administration take into account that these non-academic are part of the institution because we cannot do their work which is far different from management or teaching. What do we do in the administration? Treat them as human beings, give more compassion to them, Bullying, Hurling insults are not necessary as part of our sanction – but always due process has to be taken. Let us respect them too and be grateful they opted to work for us. We are children of God and we must always have a kind heart to our people both non-academic or academic. They have their own skills which we cannot duplicate we must work united, hand in hand enroute to a successful institution.

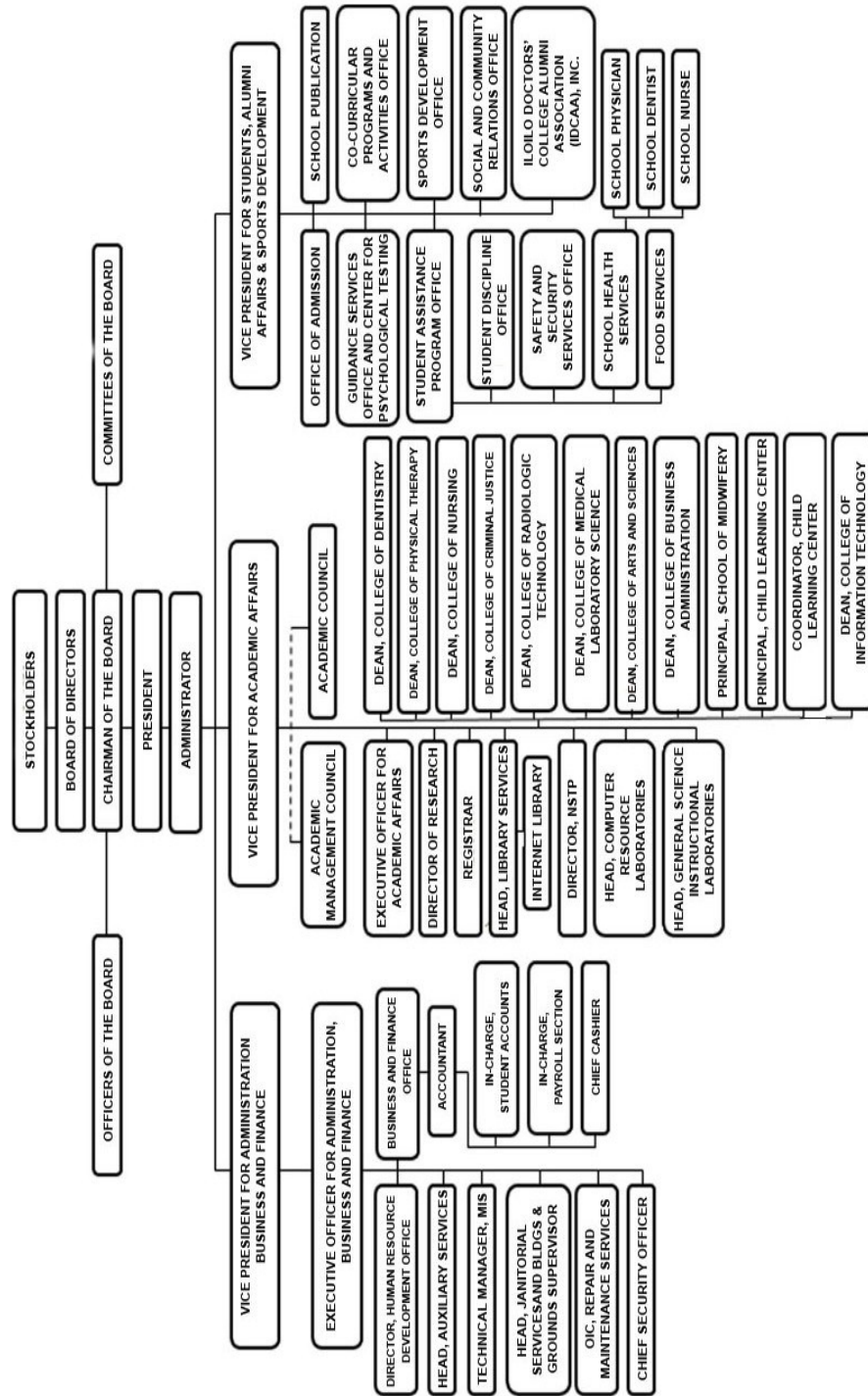
Thank you so much for your part in our quest for educational greatness.



Dr. Rolando R. Padilla Sr.

President

ILOILO DOCTORS' COLLEGE—ORGANIZATIONAL CHART



21. Any other act or omission similar or analogous in nature and/or effect to the offenses specified in this Section
5. OFFENSES UNDER THE LABOR CODE AND OTHER SPECIAL LAWS
- 5.1. The enumeration of the specific offenses herein is not exclusive Other acts or offenses in violation of the Labor Code, Revised Penal Code, which may not be specifically provided herein, but which affects the rights, interest and reputation of the School, its officials and directors, may subject the erring employee to disciplinary sanctions.
 - 5.2. The School reserves the right and prerogative to add, amend or revise the foregoing disciplinary rules and regulations and/or to issue appropriate operating guidelines and policies and providing sanctions for violations thereof as may be warranted by the circumstances. The School shall inform all the employees who may be affected thereby of any such new or additional guidelines before the actual implementation thereof.
6. SEXUAL HARASSMENT
- 6.1. Sexual Harassment shall be dealt with and penalized in accordance with the provisions of RA 7877 or the Anti-Sexual Harassment Law of 1995.
 - 6.2. In compliance with RA 7877, a Committee on Decorum and Investigation (CODI) shall be established to ensure that the provisions of the law shall be properly observed and implemented. The Chairman and Members of the CODI shall be appointed by the Board of Directors of the School.

7. Divulging or giving away restricted or confidential information, wilfully or by negligence, without authority or permission which may be prejudicial or disadvantageous to the School.
8. Soliciting gifts or favors from students and/o parents or guardians, whether monetary or otherwise, to perform official duties and responsibilities.
9. Borrowing, directly or indirectly, money, equipment or other property from students, parents or third parties with dealings or transactions with the School.
10. Intimidating, coercing, harassing or otherwise threatening with bodily harm, injury, embarrassment any student, co-employee or school officer within or even outside the school premises, whether on duty or not.
11. Trafficking in, use and/ or possession of, prohibited drugs, within School premises, whether on duty or not.
12. Showing or exhibiting pornographic materials, pictures, or literature within school premises, whether on duty or not.
13. Commission of, or engaging in, immoral, scandalous, obscene or grossly indecent behavior, acts or activities, which violate common decency or morality, while on duty or in uniform, whether within or outside the School premises.
14. Theft of money or property belonging to the School, other employees, students or school clients.
15. Malversation of office or school funds.
16. Misuse or misappropriation of funds, equipment, supplies and other School property.
17. Obtaining supplies and materials on fraudulent orders, or knowingly obtaining supplies or materials of the same quality or standard at a higher cost when the same can be obtained at a lower cost for the purpose of personal profit.
18. Changing or otherwise tampering with the official grades or other pertinent records of a student.
19. Falsifying records, reports, and other documents, such as but not limited to personal data, daily time records, employment records, medical certificates, application for benefits, and similar records or documents.
20. Falsifying travel expense reports, receipts or any other documents for personal gain or profit.

COMMITTEE ON REVISION OF NON-ACADEMIC MANUAL

MA. ELENA ALEJANDRA R. ISADA, MMBM
Administrator

MARIA D. TABHAN, MM-HRM
Director, HRDO

ATTY. JONEE BILL TAÑEZA
Liason Officer

EMMANUEL R. ANDRES
Member, IDC Institutional Development Plan

NOEL M. BASAN, MAEd
Member, IDC Institutional Development Plan

THESSANY C. LEDESMA
President, Non-Academic Personnel

CHRISTINE S. GALARPE
Secretary

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Christine Joy Aguirre - Trespeces, MD	Vice President for Student/Alumni Affairs and Sports Development
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Teresa L. Bilbao	Chairman, Committee on Social and Spiritual Affairs
Alejandro A. Rivera Jr., MD	Member of the Board

11. Accepting or performing outside work or employment during working hours.
12. Using the time, materials or equipment of the school to do unauthorized work within or outside school premises, or using the same materials or equipment for personal profit.
13. Performing certain acts affecting the School or its interest without authority or in such manner as would constitute a grave abuse of authority or discretion, and contrary to School policies.
14. Abetting, influencing, coercing, or otherwise inducing a co-employee or any person to violate or cover-up any violation of the policies, rules and regulations of the School. If the violation is a serious offense the applicable penalty thereto shall be imposed.
15. Any other act or omission, similar or analogous in nature and/or effect to the offenses specified in this Section.

4. SERIOUS OFFENSES (C)

SERIOUS MISCONDUCT / GROSS NEGLIGENCE / FRAUD / DISHONESTY

1. Gross and/or habitual negligence in the discharge of functions, duties and responsibilities, whether or not damage, injury and/or prejudice is caused to the School, its personnel or property and/or to third parties.
2. Failure to carry out or perform duties, functions or assignments resulting in damage and/or injury to School property and personnel and to third parties, or otherwise causing expenses to be incurred by the School.
3. Insubordination or the refusal to comply with lawful orders or superiors/officers or willful disregard of the rules and policies of the School.
4. Gross disrespect and/or defiance by word or deed against School officials, superiors and other persons in authority.
5. Commission of any act which is unlawful, subversive, seriously disruptive of the activities of the School or inimical its interest and that of the government and the duly constituted authorities for peace and order, within the School premises, whether on duty or not.
6. Dissemination of untruthful or derogatory information or statements concerning the School its policies and practices, its administrators, faculty members and other personnel, which prejudices the public image or reputation of the School or its officials and personnel.

ADMINISTRATIVE OFFICERS

13. Non-cooperation in any school or group work or activity, unless the failure is caused by circumstances beyond his control.
 14. Disorderly conduct within school premises, whether on duty or not.
 15. Loitering or engaging in unauthorized activities, such as, but not limited to idle talk, engaging in personal phone conversation, visiting other employee's or offices and the like during working hours.
 16. Performing activities not otherwise connected with official duties and responsibilities, such as watching videos, playing on the computer, surfing/browsing the internet or engaging in, or attending to, personal affairs or business, unauthorized buying or selling goods, tickets or other merchandise and the like within the School premises during office hours, whether on duty or not.
 17. Any other act or omission, similar or analogous in nature and/or effect to the offenses specified in this Section.
3. MAJOR OFFENSES (B)

LESS SERIOUS MISCONDUCT / NEGLIGENCE

1. Reporting for work under the influence of alcohol.
2. Unauthorized drinking or consumption of intoxicating liquors or beverages within the School premises, whether on duty or not.
3. Gambling, watching gambling activities, betting in gambling games, lottery or similar activities within School premises, whether on duty or not.
4. Quarrelling within or in the immediate vicinity of the IDC campuses.
5. Borrowing money directly or indirectly from students, parents or clients
6. Failure to report for overtime work in emergency cases without sufficient reason after being scheduled for work.
7. Failure to report immediately to proper authority any personal injury or damage to property occurring within the School premises.
8. Deliberate failure to report loss of school property under his accountability.
9. Allowing one's time card to be punched in or out by a co-employee or other person. Both employees are guilty of the violation.
10. Vandalism and/or causing damage to and/or loss of School property by misconduct, negligence, carelessness and the like.

Ma. Elena Alejandra R. Isada, MMBM
Joeben Hudson G. De Guzman, PhD
Teila Matilda A. Posecion, MD
Maria D. Tabhan, MM-HRM

Lorna U.S. Donato, CPA
Venlea D. Daplas
Francis D. Laurea, RN
Katherine Grace G. Simora
Ruth Klaire Deasis

Remy Tolentino
Anne Paula D. Bayeta, MLIS
Maria Sophia S. Padilla
Louie Anthony Delgado
Ma. Liza Y. Bedos

Bienvenida A. Hugo

Jose Maria Nelson C. Cortez
Engr. Zenon Calixto B. Delfino
Debbie Layson, MD

Administrator
Executive Officer for Academic Affairs
Director of Research
Director, Human Resource Development /
Head, Janitorial Services
Accountant
Registrar
Director of Admission
Head, Student Assistance Programs
Head, Guidance Services Office and
Center for Psychological Testing
Head, Alumni Affairs Office
Head, Library Services
Head, Auxiliary Services
Head, Management Information System
Head, General Science Instructional
Laboratories
Head, Social and Community Relations
Office
Head, Co-curricular Programs and Activities
Head, Repair and Maintenance
Head, School Health Services

DEANS / PRINCIPAL / ACADEMIC HEADS / OIC

Lester Joseph G. Cardenas, DMD, PhD
Jose Y. Soriano, MD, FPARM
Ma. Josephine B. Provideo, R.N., M.A.N.
Joeben Hudson G. De Guzman, PhD
Mary Dale Hedda R. De Juan, MD, MBA

Andres A. Bayona Jr., MD
Andrew D. Paguntalan, MBA
Marianita B. Acuña, MSCRIM
Edmund O. Gomez, PhD
Ma. Grace P. Ormas, RM, RN, PhD
Emmanuel R. Andres, MMPM
Ma. Elena Alejandra R. Isada, MMBM
Philip Louise A. Tolentino
Jennivette Arco
Affiliate:
Ludovico L. Jurao, Jr., MD

Dean, College of Dentistry
Dean, College of Physical Therapy
Dean, College of Nursing
Dean, College of Arts and Sciences
Dean, College of Medical Laboratory
Science
Dean, College of Radiologic Technology
Dean, College of Business Administration
Dean, College of Criminal Justice
Dean, College of Information Technology
Principal, School of Midwifery
Director, NSTP
Principal, Child Learning Center
Coordinator, Child Learning Center
OIC, Grade School

Dean, College of Medicine

ILOILO DOCTORS' COLLEGE

VISION

ILOILO DOCTORS' COLLEGE is a tertiary educational institution. It is committed to provide the balanced development of individuals through a responsive and integrated formation of professionals who are equipped with the proper knowledge, skills, attitude and values pertinent to the exercise of their respective professions.

MISSION

In the light of the Vision, IDC aims to:

1. To provide quality education by adhering to the highest standards in all aspects of its educational endeavour - physical, intellectual, spiritual and moral;
2. Promote community experience of health care givers permeated with a high degree of tolerance, patience, compassion and love for service;
3. Contribute to the attainment of national development goals of economic development and social progress;
4. Undertake social, technical, and scientific research;
5. To ensure the growth and sustainability of Institution.

INSTITUTIONAL OBJECTIVES

In the pursuit of our Vision and Mission, *Iloilo Doctors' College* (IDC) endeavors to:

1. Offer programs that meet local, regional, national and global manpower demands.
2. Develop a globally competitive professional who has attained the competencies in his/her chosen field of specialization and can apply knowledge by appraisal, determination of relevant factors, selection of alternate solutions, implementation of planned action, evaluation, research and revision of current systems.
3. Achieve the basic General Education training and background to help the professional acquire the essential foundation of his/her development as a mature, well-rounded citizen.

tardiness for TEN (10) DAYS within ONE-(1)-MONTH, irrespective of the number of minutes shall be considered an offense, which shall be penalized in the same manner as an unauthorized leave/absence. "MONTH" as used herein refers to a calendar month, i.e., January, February, etc.

- 1.3.5. Tardiness of more than TWO (2) HOURS at any instance shall be deemed an unauthorized absence/leave and shall be penalized as such.

2. MINOR OFFENSES (A)

MISDEMEANORS / SLIGHT MISCONDUCT / SLIGHT NEGLIGENCE

1. Failure to wear or improper use of ID.
2. Allowing third person to use one's ID.
3. Failure to inform or update within a reasonable period of time the Human Resource Department of any change in the status or other pertinent data in the employee's 201 file.
4. Failure to comply with school regulations relative to health, sanitation, cleanliness and safety, which does not cause any substantial damage or injury to the property and personnel of the School or to any 3rd person.
5. Failure to wear the prescribed uniform while on duty (except when duly exempted).
6. Failure to obtain permission prior to overtime work.
7. Failure to do or perform assigned work, duty and responsibility, whether ministerial or mandatory, within the prescribed time, or within a reasonable length of time.
8. Unauthorized hitchhiking by an employee, or allowing an employee or third person to hitchhike on company vehicles. Both driver and employee shall be liable.
9. Failure to give due respect and courtesy to co-employees, whether on duty or not.
10. Sleeping while on duty
11. Abandoning work and/or station during working hours or before the end of the specified working period schedule
12. Malingering or feigning illness in order to enjoy sick leaves and other benefits

VIII. SPECIFIC OFFENSES AND PENALTIES

1. ABSENCES AND TARDINESS

1.1. Unexcused / Unauthorized Leave/Absence is committed when:

- 1.1.1. No prior written approval by the immediate superior. Employee must secure the approval at least TWO (2) DAYS prior to the intended date of leave.
- 1.1.2. The reason and/or justification for the application for leave/absence is later found to be false.
- 1.1.3. In case of emergency or for circumstances beyond the employee's control, the employee shall notify, or shall cause his/her immediate superior to be notified of his/her failure to report for work, the reason/s therefore and the estimated length of absence at the start of business hours on the day of absence.
- 1.1.4. Extension of the approved/emergency leave shall be with prior approval of, or notice to, the immediate superior in the same manner or procedure mentioned above.
- 1.1.5. Unjustified failure to report for work on the first working day after the expiration of the approved or emergency leave/absence.

1.2. Unexcused/Unauthorized Leave/absence shall be penalized as follows:

- | | | |
|--------|---|-----|
| 1.2.1. | 1 st – 3 rd Offense | (A) |
| 1.2.2. | 4 th - 5 th Offense | (B) |
| 1.2.3. | 6 th and Subsequent Offense | (C) |

1.3. Unexcused/Unauthorized Tardiness

- 1.3.1. Tardiness is failure to report for work after 15 minutes of the start of morning or afternoon business hours established by the School.
- 1.3.2. Tardiness is punishable both by the appropriate salary deduction and the applicable penalties for the number of offenses of tardiness that is committed by the employee, hereunder provided.
- 1.3.3. The amount of the salary deduction shall be made every payroll period based on the number of minutes that the employee has been tardy per report / record forwarded by the employee's supervisor to the Human Resource Officer of the School.
- 1.3.4. Accumulated tardiness of ONE HUNDRED TWENTY (120) MINUTES within a TWO-(2)-MONTH period or the accumulation of

4. Cultivate in the students the ability to think critically with a Christian Philosophy and moral training to guide them in making and evaluating decisions and actions.
5. Imbibe among God-fearing and Christian students love of God and human values, social and civic consciousness, moral & social responsibility and a strong desire to participate in various outreach projects and services.
6. Promote along its studentry, administrators, faculty and employees a deep appreciation of the Filipino cultural patrimony and heritage with focus on the integrity of creation and a concern for its enrichment and sustainable development.

INSTITUTIONAL CHARACTER: IDC CORE VALUES

Iloilo Doctors' College upholds the following values:

- | | |
|--|--|
| <i>RESPECT FOR HUMAN DIGNITY:</i> | Love for God, person, creation and country |
| <i>COMPASSIONATE SERVICE:</i> | Responsive and sensitive to the needs of other; |
| <i>SOCIAL RESPONSIBILITY:</i> | Building of and service to the community, dedicated to the development of communities, society, and the IDC Family and |
| <i>TOLERANCE AND SOLIDARITY:</i> | A sense of oneness with others, and a firm determination to promote the common good. |

Profile of an IDC Graduate

1. Competent and an integrated Filipino
2. Service-Oriented, compassionate, and other-centered
3. Endowed with pride and committed to his/her immediate local community and to his/her country;
4. Tolerant and patient; and
5. Open and responsive to the needs of others.

I. TERMS AND CONDITIONS OF EMPLOYMENT

1. Kinds of Employment

1.1. Regular Employment

1.1.1. A regular employee is one who is employed or hired as such by the School. A regular employee enjoys full security of tenure and is entitled to the wages, benefits and other privileges as stated herein.

1.2. Non-Regular Employment

1.2.1. Probationary Employee: A probationary employee is one who is hired under probation for a period not exceeding SIX (6) MONTHS from the date the employee started working. The services of a probationary employee may be terminated for just or authorized cause, or when he/she fails to qualify as a regular employee in accordance with reasonable standards made known to the employee at the time of engagement.

1.2.2. Fixed-Term Employee: One who is hired for specific term, or for a specific or seasonal project, the completion and termination of which has been determined and agreed upon at the time of the engagement of the employee.

1.2.3. Casual Employee: One who is employed to perform work that is merely incidental to the regular business and operation of the school, as the need arises.

2. Method of Compensation

2.1. Monthly Paid - A regular employee who is considered paid for all days of the year, whether worked or unworked. The employee's Daily Wage Rate is determined by the formula:

$$\frac{\text{Monthly Rate} \times 12 \text{ months}}{365}$$

2.2. Daily Paid - A regular employee who is paid for actual number of days worked under the principle of "No Work, No Pay".

2.3. A Daily Paid regular employee shall enjoy the status of a regular monthly paid employee after THREE (3) YEARS OF SERVICE, counted from the time the employee became a regular employee .

VI. NATURE OF OFFENSES

1. ABSENCES AND TARDINESS
2. MISDEMEANORS / SLIGHT MISCONDUCT / SLIGHT NEGLIGENCE
3. LESS SERIOUS MISCONDUCT / NEGLIGENCE
4. SERIOUS MISCONDUCT / GROSS NEGLIGENCE / FRAUD / DISHONESTY
5. OFFENSES UNDER THE LABOR CODE / SPECIAL LAWS

VII. SCHEDULE OF PENALTIES

1. CLASS A – MINOR OFFENSES

(MISDEMEANORS / SLIGHT MISCONDUCT /SLIGHT NEGLIGENCE)

1 ST Offense	Counselling Written Warning
2 nd Offense	Suspension 1 – 3 Days
3 rd Offense	Suspension 5 – 10 Days
4 th Offense	Suspension 15 – 30 Days Final Warning
5 th Offense	TERMINATION

2. CLASS B – MAJOR OFFENSES

(LESS SERIOUS MISCONDUCT / NEGLIGENCE)

1 st Offense	Counselling Suspension 10 – 15 Days
2 nd Offense	Suspension 15 – 30 Days Final Warning
3 rd Offense	TERMINATION

3. CLASS C – SERIOUS

(SERIOUS MISCONDUCT / GROSS NEGLIGENCE / FRAUD / DISHONESTY)

1 st Offense	DEMOTION / TRANSFER TERMINATION
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3.3. Pending the administrative investigation, the employee concerned may be placed under PREVENTIVE SUSPENSION for a period NOT TO EXCEED THIRTY (30) DAYS, unless sooner lifted, if his/her presence poses a serious or imminent threat to the life and/or property of the School and its employees/personnel.

4. DECISION OF THE COED

4.1. In both the above situations should the COED, after due investigation and evaluation of the evidence at hand, find that the employee concerned has committed a violation of the Code of Discipline, the COED shall, in the exercise of its discretion, imposed the appropriate sanction/penalty.

4.2. In case the penalty of TERMINATION OF EMPLOYMENT is imposed, the employee concerned shall be furnished with the appropriate Notice of Termination stating the grounds relied upon for the imposition of the penalty.

4.3. The decision of the COED can only be altered, modified or reversed by the majority vote of the members of the Board of Directors of Iloilo Doctors' College sitting *en banc*.

3. Working Hours

3.1. Monthly Paid

Monday to Saturday	8:00 AM to 12:00 Noon
Monday to Friday	1:00 PM to 5:00 PM

3.2. Daily Paid

Monday to Saturday	8:00 AM to 12:00 Noon
	1:00 PM to 5:00 PM

3.3. Special Cases - Any employees may work in flexible time as may be determined by the employer or as the demand of the College requires.

4. Meal Breaks

As a general rule Meal Breaks shall be followed:

4.1. FIFTEEN-(15)-MINUTE Morning and Afternoon breaks between 9:00 AM to 10:00 AM and 3:00 PM to 4:00 PM respectively

4.2. ONE-HOUR Lunch Break from 12:00 Noon to 1:00 PM.

Except when the continues operation of the department is needed, the break periods may be scheduled by the Department Heads

5. Salary Deductions

5.1. Subject to Article 113 of the Labor Code, lawful deductions may be deducted from the wages of an employee for SSS, PHILHEALTH, HMDF contributions, withholding tax and such other deductions that may be authorized by the employee or the law.

6. Teaching Load

6.1. A non-academic employee of the School may be allowed to teach subjects related to his/her field or area of expertise fields after regular working hours, provided, that the employee possesses the required qualifications and shall not exceed 12 units per semester.

II. CLASSIFICATION AND RANKING

General Provisions

All non-academic/academic non-teaching employees shall be evaluated every year by the Department Head in coordination with the HRD Director, for promotion, training and development.

Non-Academic/are subjected for review in classification and ranking every two (2) years by the HRD Director upon the recommendation of the Department Head, who in turn, submits the findings to the Administration for appropriate action and approval of the President.

In the interim period, any employee wishing to be re-ranked, shall apply at the Human Resource Development Office, upon the recommendation of the Department Head, presenting all pertinent documents for review. The HRD Director then make assessment on the documents presented for appropriate recommendation to the Administrator and for approval of the President.

A monthly paid employee who is rated poor in performance retains his/her rank until his/her performance rating becomes very satisfactory. Failure of an employee to improve his/her performance after three (3) consecutive evaluations shall be a ground for termination.

Promotion and Transfer

Promotion

Promotion generally means raise in rank or position. It implies additional duties, responsibilities, and compensation.

The initial recommendation for classification, promotion, and salary adjustment shall emanate from the employee's immediate supervisor.

All personnel who are paid on a daily basis shall be eligible for promotion to a monthly salary basis after completing THIRTY SIX (36) MONTHS of very satisfactory service and pass the probationary period in order to be promoted.

Transfer

The Administration may transfer an employee to any vacant position, when such transfer can best serve the desired purpose, provided that, an employee meets the required qualification.

V. PROCEDURE FOR DISCIPLINARY ACTIONS

1. THE COMMITTEE ON ORDER, ETHICS AND DISCIPLINE (COED)

1.1. The administration and enforcement of the Code of Discipline shall be exercised by the COED whose decisions shall be final. The COED has full discretion to clear any employee charged and/or to determine the appropriate penalty or sanction that may be imposed on the erring employee, taking into consideration the attendant circumstances.

1.2. The Chairman and Members of the COED shall be appointed by the Board of Director.

2. PROCEDURE FOR MINOR AND/OR MAJOR OFFENSES

2.1. Immediately upon any complaint, report or discovery of the commission of an offense/s, the immediate superior of the employee concerned or the COED shall conduct an initial investigation of the attendant facts and circumstances of the case. All persons, including the employee concerned, who may have any participation, knowledge or information on the matter may be directed to submit incident report/s.

2.2. The COED shall then conduct an investigation of the case where the employee concerned shall be given the opportunity to justify, explain or defend his/her/their action/s.

3. PROCEDURE FOR SERIOUS OFFENSES

3.1. Should the COED determine after initial investigation or evaluation find that the offense/s committed may constitute just or valid cause for TERMINATION OF EMPLOYMENT, the employee concerned shall be notified in writing of the particular acts or omissions constituting the offense/s and shall be directed to explain in writing within a reasonable period, which shall not be less than 48 hours from receipt of the notice, why no disciplinary action, including possible TERMINATION shall not be taken against the concerned employee.

3.2. Upon receipt of the written explanation of the employee, the COED shall schedule an administrative investigation where the employee concerned shall be given the opportunity to confront the witnesses against him/her and to present evidence in his/her defense. The employee concerned may, if he/she so desires, be assisted by counsel or any other person.

IV. CODE OF DISCIPLINE

1. DISCIPLINARY SANCTIONS

1.1. COUNSELLING

This involves a dialogue with the erring employee basically to discuss the areas of performance or behavior that needs to be changed or improved.

1.2. WRITTEN WARNING

This is to admonish the erring employee and to inform him/her that a repetition of the same or similar transgression will merit a higher penalty or sanction.

1.3. SUSPENSION

The employee is ordered not to report for work for certain number of days. While under suspension the employee shall not be entitled to his wages and such other benefits under the principle of "No work, No pay".

1.4. TERMINATION

The erring employee is DISMISSED for cause from his/her employment with the School.

1.5. DEMOTION / TRANSFER

Demotion is the relegation of the erring employee to a lower rank/position and the corresponding loss or reduction of wages, benefits and other privileges. Transfer is the re-assignment of the erring employee to another position, location or office, which may or may not involve loss or diminution of wages, benefits and other privileges.

1.6. RESTITUTION / REPARATION OF DAMAGE

In the event that material damage is sustained by the School because of the offense, the employee, in addition to the appropriate penalty prescribed herein, shall also be liable to pay for the amount of the value or amount of the damage caused, subject to Article 115 of the Labor Code.

1.7. PREVENTIVE SUSPENSION

Pending the resolution of the administrative charges against an employee, he/she may be placed under Preventive Suspension for a period not to exceed THIRTY (30) DAYS only, if the presence of the employee poses a serious and imminent threat to the life or property of the School or of the other employees Preventive Suspension is not a penalty but a protective measure.

Transfer will be made temporarily to fill up the temporary absence of an employee who is on official leave. Transfer will be permanent when it is to fill up the vacancy, where such vacant position requires special skills or abilities of the employee being transferred, or when a particular department/office needs an additional employee.

Any employee who seeks request for transfer to another office, will be properly endorsed by his/her immediate head/supervisor. This endorsement will be dependent upon the prudent judgment of his/her immediate head/supervisor, considering the employee's fitness to the vacant position and his/her performance evaluation.

The transfer or reshuffle, as the case may be, of employees from one office to another will be for the interest of the school and the employees as well, and not as a disciplinary measure. Therefore, no employee can refuse any order from the administration, relative to transferring or reshuffling of positions, otherwise, violators will be subjected to disciplinary action.

In cases when service exigencies may require, any employee may be transferred from one office to another, however, this transfer may not result in reduction of salary.

**III. WAGES and WAGE-RELATED BENEFITS
AND
OTHER PRIVILEGES OF REGULAR EMPLOYEES**

1. Regular Employees are entitled to the following Benefits and Privileges:

1.1. Labor Standards Benefits

- 1.1.1. Applicable Minimum Wage
- 1.1.2. Legal Holiday Pay
- 1.1.3. Premium Pay for Holiday Work
- 1.1.4. Rest Day Pay
- 1.1.5. Overtime Pay
- 1.1.6. Night Shift Differential

1.2. Benefits and Privileges under Special Laws

- 1.2.1. 13th Month Pay
- 1.2.2. Maternity Leave as provided by Law
- 1.2.3. Lactating Mother allowable break
- 1.2.4. Paternity Leave as provided by Law
- 1.2.5. Solo Parent's Leave
- 1.2.6. Battered Woman's Leave
- 1.2.7. Emergency Leave
- 1.2.8. SSS, HMDP, PHILHEALTH, ECC coverage

1.3. Special Leave Benefits

- 1.3.1. Sick Leave with pay for 15 working days
- 1.3.2. Vacation Leave with pay for 15 days
- 1.3.3. Study / Research Leave with pay for 30 days
- 1.3.4. Seminar / Conference Leave with pay for approved period
- 1.3.5. Birthday/wedding Anniversary Leave with pay of 1 day
- 1.3.6. Emergency Leave of 3 days with pay
- 1.3.7. Funeral Leave of 3 days with pay
- 1.3.8. Personal Leave of ONE YEAR without pay

1.4. Special Fringe Benefits/Privileges

- 1.4.1. Health Services
- 1.4.2. Injury Assistance
- 1.4.3. Uniform Allowance
- 1.4.4. Educational Assistance
- 1.4.1. Cash Gift

2. Non-Regular and other kinds of employees shall be entitled to such benefits as may be mandated by law, contract or employer policy/practice.

3. Entitlement to Special Leave Benefits, Fringe Benefits/Privileges shall be subject to such guidelines, terms and conditions that the School may impose from time to time, taking into account the attendant exigencies

4. Retirement under the Private Education Annuity Association (PERAA) and the Private Retirement Law (RA 7641).

4.1. PERAA is a contributory retirement plan. The employee pays a contribution of 3% of his basic pay and the School contributes the same amount. All regular employees of the School are required to be members of PERAA. Upon retirement, the employee shall receive a retirement benefit consisting of the total contributions of the employee and the School plus the income earned therefrom.

4.2. In case the total contributions of the School and the income earned therefrom is less than 22.5 days' pay as provided by RA 7641, the School shall pay the deficiency.

5. Optional Retirement

5.1. A regular employee may avail himself of optional retirement under RA 7641 or under the policy, terms and conditions that may be hereafter provided by the School and shall be subject to Board approval.

6. Compulsory Retirement

6.1. An employee upon reaching the age of sixty five (65) and has served at least five years (5) in the College will be entitled for retirement pay.