PRESIDENT

EXECUTIVE VICE PRESIDENT/ADMINISTRATIVE DIRECTOR

The Administrative Director shall;

1. Assist the president on administrative matters;
2. Develop and recommend administrative policies or programs;
3. Oversee the overall management and supervision of the student services
4. Recommend appointments, terminations, transfer and promotions of the support service personnel in consultation with unit head;
5. Initiate and oversee the physical development programs;
6. Plan, organize and direct the activities relative to employment practices and matters relating to labor laws and social legislation.
7. Oversee the preparation of the faculty and administrator contracts and appointments;
8. Prepare and conduct induction program of all personnel;
9. Supervise the use of physical facilities and properties of the institution;
10. Ensure the observation of the hiring process for staff and maintenance personnel and among others;
11. Formulate administrator and support services personnel development program in coordination with the Academic Director;
12. Ensure the observance of the policies regarding personnel and students' welfare;
13. Supervise procurement of facilities and inventories of the school;
14. Prepare the institutional schedule in coordination with the Academic Director incorporator and Principal of HCCCI.
15. Oversee and coordinate with concerned units on marketing activities of the institution;
16. Review the budget proposals of all support service units;
17. Prepare the budget for office; and
18. Perform other duties as delegated by the president;

Duties of the Administrative Director (Section on Organizational Structure), <u>HCCCI Policy Manual</u>, pg 10-11

support service personnel in consultation with unit head;
5. Initiate and oversee the physical development programs;
6. Plan, organize and direct the activities relative to employment practices and matters relating to labor laws and social legislation.

7.2. External funds: Outside private and government agencies tapped for assistance;
7.3. Donations for scholarship from individuals and /or groups who believe in the objectives and educational programs of HCCCI.

THE RECRUITMENT, SELECTION AND HIRING PROCESS

The Recruitment, Selection and Hiring Process

Recruitment, Selection, and Hiring Process, HCCCI Policy Manual, pg. 89-93

1. For Full-time /Regular Vacancy

Steps/ Process	Person Involved		Objectives/ Remarks
	Faculty	Office staff or faculty status	
1.1. Determination of vacancy		Unit Head	
1.2. Consolidation of request from Departments		Unit Head	
1.3. Advertisement of the vacancies	Human Resources Personnel		Advertisement should have a wide dissemination
1.4. Receipt of all applications; classification according to field of specialization and give the applications to the Vice President for Academics	Human Resource Personnel		
1.5. Paper Screening and initial interview	Human Resource Personnel	Human Resource Personnel	To determine personality for the job, communication skills, scholastic records, special trainings and o gather background information.

APPENDIX E

Book V1
POST EMPLOYEE

Title I

Termination of Employment
(Excerpt from Philippine Labor Code)

Book VI: Post Employment, Rule 1: Termination of Employment and Retirement, Section 2, HCCCI Policy Manual, pg. 129 - 131

and to his full back wages, inclusive of allowances, and to his other benefits or their monetary equivalent was withheld from him up to the time of his actual reinstatement.

ART. 280. Regular and casual Employment. The provisions of written agreement to the contrary notwithstanding and regardless of the oral agreement of the parties, an employment shall be deemed to be regular where the employee has been engaged to perform activities which are usually necessary or desirable in the usual business or trade of the employer, except where the employment has been fixed for a specific project or undertaking the completion or termination of which has been determined at the time of the engagement of the employee or of where the work or services to be performed is seasonal in nature and the employment is for the duration of the season.

An employment shall be deemed to be casual if it is not covered by the preceding paragraph: provided, that, an employee who has rendered at least one year of service, whether such service is continuous or broken, shall be considered a regular employee with respect to the activity in which he is employed and his employment shall continue while such activity exists.

ART. 281. Probationary Employment – probationary employment shal not exceed six (6) months from the date of the employee started working, unless it is covered by an apprenticeship agreement stipulating a longer period. The service of an employee who has been engaged on a probationary basis may be terminated for a just cause or when he fails to qualify as a regular employee in accordance with reasonable standards made known by the employer to the employee at the time of his engagement. An employee who is allowed to work after a probationary period shall be considered a regular employee.