1.8. Employment due to projects with outside funding is co-terminus with the funding.

2. Salaries

2.1. HCCCI is committed to provide its employees with the salaries in keeping with training, experience responsibility and social status, in accordance existing laws regulations and rules of the land;
2.2. HCCCI is committed to give salaries to employees comparable to other private educational institutions in South Cotabato and nearby provinces or cities based on rank;

Section 2.1, Salaries (HCCCI Policy Manual), pg. 70

of July of the following school year. The recommendation submitted by the committee on Personnel Ranking and Promotions shall be acted upon by the president within 30 days, otherwise, it shall be deemed approved.
2.5. As a general rule, no salary deductions are made without the written consent of the employee, except in the following cases;

2.5.1. As required by law [SSS, Phil Health, Withholding tax, Pag-ibig];
2.5.2. As determined by HCCCI and properly made a condition of employment (e.g. salary loans, tuition, uniforms etc.);
2.5.3. Absences whereby an employee does not report for work and other required activities;
2.5.4. An employee incurs a loss of salary in case of absence.
2.5.5. Salary deducted for absences is computed based on the following formula:

2.5.5.1. College Faculty and Support Services Personnel with Faculty Status

$$\frac{\text{Total monthly compensation}}{88 \text{ hours}} \times \text{No. of teaching hours absent}$$

Note: 88 hours is the average number of paid contract hours in a month.

2.5.5.2. Basic Education Faculty

Total monthly compensation
_____ x No. of teaching minutes absent
5,280 min.

Note: 5,280 minutes is the average number of paid contract minutes in a month.

2.5.5.3. Administrators and Support Services Personnel

Total monthly compensation
_____ x No. of days absent
26 days

2.6. Salaries are paid every 15th and 30th day of the month;
2.7. All matters pertaining to the salaries are classified as confidential and not to be divulged, failure to do so is subject to disciplinary actions;

2.8. Salary is adjusted:

2.8.1. As mandated by the law through wage orders, Executive orders, etc.;
2.8.2. When teachers reach their 2nd and 3rd year probation status depending on the performance evaluated;
2.8.3. When the probationary period is over and the employee has received the appointment as a permanent employee;
2.8.4. When the employee applies and passes the Ranking and Promotion System of the School. Salary Increase will be based on the rank; and
2.8.5. When the employee is promoted to the position with the higher salary

Section 2.8, Salaries (HCCCI Policy Manual), pg. 71

2.9.2. Request for overtime work shall come from the unit head and recommended for approval by the president for administration and acted upon by the president;

3. Absences

For purposes of the control and records, absences are categorized as follows:

3.1. Leave incentives as provided by law/HCCCI:

3.1.1. Service Incentives Leave (Akin to Vocation Leave)
3.1.2. Sick Leave
3.1.3. Emergency Leave
3.1.4. Maternity Leave

	[illegible]	Members	1. Academic Director 2. College Dean/Basic Education Principal 3. Program Heads 4. Director of Student Affairs 5. Finance Officer	• It plans and organizes commencement exercises. • It prepares all needed logistics, materials, certificates and programs. • It coordinates with all sectors all pertinent documents, invitations, programs, activities and other regarding the conduct of the annual commencement exercises.
				• It reviews and
18	The Salary Scale Committee	Chairman	Administrative Director	• It reviews and proposes upgrading of the salary rates in relation to the current economic situation. • It prepares for the revision of the salary scale if necessary with due consultation of all concerned sectors. • It submits proposals and recommendations to the School President.
		Members	1. Finance Officer 2. Human Resource Officer 3. Quality Assurance Officer	

The School Council and the Committees, Committee Structure (Item 18) (HCCCI Policy Manual), pg. 42

During this period, he/she learns to whom he/she is responsible to and whom to see for whatever information or help he/she may need.

THE PERSONNEL

BENEFITS

I. INTRODUCTION

Holy Child Central Colleges, in keeping with its commitment to provide

1. Law-Mandated Benefits
   - 1.1. 13th Month Pay
   - 1.2. Maternity leave
   - 1.3. Paternity leave
   - 1.4. Solo Parent-Parental Leave
   - 1.5. Membership in Social Security System (SSS)
   - 1.6. Membership in Philippine Health Insurance Benefit (PhilHealth)
   - 1.7. Membership in Employees Compensation Benefit
   - 1.8. Membership in Home Mutual Development Fund (HMDF-Pag-ibig)

2. Law-Mandated and HCCCI-Initiated Benefits
   - 2.1. Retirement benefit
   - 2.2. Service Incentive Leave (akin to the vacation Leave)

3. HCCCI-Initiated Benefits
   - 3.1. Sick Leave
   - 3.2. Emergency Leave
   - 3.3. Family Tuition/School Fees Discount/HCCCI Employee Tuition/School Fees Discount
   - 3.4. Study Privilege
   - 3.5. Retreat payments
   - 3.6. Uniform (clothing)
   - 3.7. Christmas Gift-President's discretion
   - 3.8. Bonus- President's discretion

Law Mandated Benefits, Benefits Available, Sections 1-3 (HCCCI Policy Manual), pg. 94

3.6. Uniform (clothing)
3.7. Christmas Gift-President's discretion
3.8. Bonus- President's discretion

4. HCCCI Employees Other Benefits

4.1. Death Assistance from fellow employees
4.2. [illegible] from HCCCI
4.3. Mutual [illegible] Benefit Program (MHBP) – (on study)

II. POLICIES GOVERNING THE BENEFITS

1. LAW-MANDATED BENEFITS

1.1. 13TH Month pay: All employees shall be entitled to a 13th month pay equivalent to one-twelfth of the total basic salary during the calendar year. It shall be computed as follows: Total basic salary ÷12= 13th Month pay does not include allowances and other monetary benefits that are not part of the basic salary such as cash equivalents of unused vacation and sick leave credits, overtime pay, premium pay, honoraria, night differential and holiday pay, and the cost of living allowances.

Policies Governing The Benefits, Law Mandated Benefits, Sections 1 (HCCCI Policy Manual), pg. 95

The employee must submit the filed-up maternity notification from of the expected delivery or maternity leave for records purposes Maternity Leave salary advances (before the SSS forwards lit) will depend on the written information submitted by the employee to the school. Maternity benefits are paid by SSS, advanced by HCCCI.

1.3. Paternity Leave: After one (1) year of service, married male employee may avail a seven (7), paternity leave with pay when their legitimate wife delivered a child, but limited up to the 4th delivery. The includes non-working days and holidays. The male employee must submit notification in writing of the expecting delivery of the legitimate spouse. Submission of documents is required before the approval leave. Leave must commence after approval is obtained and appropriate turnover of work is done. Benefit is "Basic Salary" only for seven (7) days. Allowances and other monetary benefits are excluded.

1.4. Membership in Social Security System: All employees are covered by the Social Security System which provides the following benefits, sickness, Disability, Death, Funeral and Retirement. It also provides the following privileges: salary and educational loans, housing loans and Investment Loans.