

1.8. Second Interview	Academic Director	Administrative Director	To determine work values/ethics; attitudes toward peers; superiors & work career plans; recommend for Panel interview.
1.9. Panel Interview	Academic Director arrange for panel Interview	Administrative Director for Panel Interview	To determine future plan in relation to employment at HCCCI, attitude toward school vision- mission , organizational objectives, religious practices, work ethics, values, lifestyle in relation to HCCCI salary, commitment for Graduate studies, etc.

Recruitment, Selection and Hiring Process, Steps/Process 1.8-1.9, HCCCI Policy Manual, pg. 90

APPENDIX A

CODE OF ETHICS

II. TEACHER – ADMINISTRATION RELATIONSHIP

A. Supports and respects the policies determined by the school and of the school and of the administration;
B. Discuses with concerned persons, policies/actions of administrators that appear incongruous or undesirable to the teachers
C. Refrains from giving comments that may result into "intrigues" and ill feelings among people involved.
D. Transacts business using the PROPER CHANNEL "by passing " only after exhausting all means at the lower level and still unsatisfied/unconvinced of decision.
E. Respects all contract/s, written or verbal, direct or indirect without becoming extremely subservient.

III. TEACHER-TEACHER RELATIONSHIP

A. Refrains from encouraging directly or indirectly unhealthy relationship between teachers or between teacher administrator.
B. Acknowledges competence and work well done by another teacher/administrator.
C. Keeps confidential information about another teacher/administrator especially those entrusted to her/him out of trust.

Appendix A, Code of Ethics, HCCCI Policy Manual, pg. 111-112

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.

	The Grievance Committee	Members	1. Administrative/Academic Director 2. Quality Assurance Officer 3. Unit Head Concerned	• It is the responsibility of the committee to lay down a formal process for settling complaints and see to it that employees are given opportunity to be heard. • It will only act on the complaint filed by the aggrieved employees after they have exhausted all means and procedures available, through open dialogue with the parties concerned. • It is understood, however, that the grievance machinery, herein established, shall be availed of only on matters that concern the welfare of the employees and affect their working relationship with the school administration.

Grievance Committee, Appendix F, Item 19, HCCCI Policy Manual, pg. 43



20	The Ethics Committee			• [illegible]
21	The Faculty/Staff	Chairman	Administrative Director/Quality Assurance Officer	• [illegible]