	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.

Section: Grievances and Complaints, and The School Council and the Committees, Committee Structure – Item 19 (The Grievance Committee), HCCCI Policy Manual, pg. 43



		Members	1. Administrative / Academic Director 2. Quality Assurance Officer 3. Human Resource Officer	• 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, hereto established, shall be availed of only on matters that concern the welfare of the employees and
		Chairman	Administrative Director	• It is to study, review and make recommendations to the School President on matters of employees' discipline and enhancement of employees' professionalism. • It hears formal complaints on matters of employee's discipline. • It studies, reviews, deliberates and determines the merits of the complaints • It recommends disciplinary actions/sanctions to the School President.
20	The Ethics Committee	Members	1. Academic Director 2. Quality Assurance Officer 3. Human Resource Officer	

The School Council and the Committees, Item 20 (Ethics Committee), HCCCI Policy Manual, pg. 43

Book VI
POST EMPLOYMENT

Rule I
TERMINATION OF EMPLOYMENTS AND RETIREMENT

Book VI: Post Employment, Rule 1: Termination of Employment and Retirement, Section 2, HCCCI Policy Manual, pg. 133 - 137

the employee to qualify in accordance with the standards of the employer made known to the former at the time of engagement may also be a ground for termination of employment.

(c) In cases of employment covered by contracting or subcontracting arrangement, no employee shall be dismissed prior to the expiration of the contract between the principal and contactor as defined in Rule VIII-A, Book III of these Rules, unless the dismissal is for which the employee was engaged, but in any cases, subject to the requirements of due process or prior notice.

(d) In all cases of termination of employment, the following standards of due process shall be substantially observed;

For termination of employment based on just causes as defined in Article 282 of the Labor Code:

(i) A written notice served on the employee specifying the ground or grounds for termination, and giving said employee reasonable opportunity within which to explain his side.

(ii) A hearing or conference during which the employee concerned, with the assistance of counsel if he so desires given opportunity to respond to the charged, present his evidence, or rebut the evidence against him.

For termination of employment bas defined in Article 283 of the Labor Code, the requirements of due process shall be deemed complied with upon service of a written notice to the employee and the appropriate regional office of the Department of Labor Employment at least thirty days before the affectivity of the termination, specifying the end or grounds for termination.

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;

Administrative Director Responsibilities, HCCCI Policy Manual, pg. 10-11

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