

ARTICLE I **About MTC**

Section 1. *Purpose and Objectives*

The Manila Tytana Colleges Personnel Manual contains established human resource guidelines of the College. It is intended to aid in defining, understanding and communicating the College's human resource policies and procedures, in the identification of the responsibilities, and providing guidelines in the performance of specific tasks. These policies are used as guidelines and do not represent any employment contract and should not be construed as such.

The policies and specific lines of authority contained in this Manual reflect the current state and need of the College. MTC remains free, in its sole discretion to change or amend these policies at any time, with or without notice. Any amendment to be undertaken as part of the enhancement of this Manual will be communicated through standard channels where issuance of notices may not always be possible.

Section 2. *History of Manila Tytana Colleges*

Manila Tytana Colleges or Tytana /'tee-ta-na/, the educational arm of the Metrobank Group, has carried on a tradition of academic excellence since 1975. Transforming generations into professionals with a strong sense of work ethics, it continues to break new grounds to stay ahead in an ever-changing world.

Humble Beginnings

Founded and formally inaugurated during the 19th anniversary celebration of Manila Doctors Hospital (MDH) in 1975 and first known as the Manila Doctors Hospital School of Nursing, the College was originally located at the fourth floor of the Manila Doctors Hospital along United Nations Avenue in Manila. Its founding members include Dr. Ambrosio Tangco, Dr. Gonzalo F. Austria, Dr. Fidel Estrada, Dr. Jose Villanueva and then members of the Board of Directors of MDH. Mrs. Cristeta T. Patajo was the first principal.

The College initially offered a three-year graduate Nursing course. In 1978, a permit to offer the four-year Bachelor of Science in Nursing and Bachelor of Science in Liberal Arts courses was granted by the then Department of Education, Culture and Sports (DECS). A major milestone was marked in the College's history when the Metrobank Foundation Inc. acquired control of the Manila Medical Services, Inc. in February 1979. With the takeover, a new set of hospital directors was elected, headed by Dr. George S.K. Ty as Chairman and Mr. Edgardo Espiritu as President.

On February 14, 1980, the College was renamed Manila Doctors College as the status was granted as a reflection of its varied course offerings, which included Bachelor of Science in Nursing, Bachelor of Science in Psychology, Bachelor of Science in Zoology, and a two-year

certificate course in Pulmonary Therapy. In October of 1993, the College was registered as a non-stock corporation with the Securities and Exchange Commission (SEC). The Articles of Incorporation was amended in August 2013, and was approved by the SEC in March 2014, to register the College as a non-stock, non-profit corporation. In 1995, the Nursing program was accorded Level I Accreditation by the Federation of Accrediting Agencies of the Philippines (FAAP) by virtue of the authority granted by the then DECS, having satisfactorily met the standards and fulfilled the requirements of the Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU). In April 2002, the College formally earned the Level II Accreditation from PAASCU. The boom in nursing education paved the way for the expansion of the College. As a newly-organized management prepared for the influx of students, efforts were conscientiously taken to maintain the quality of education. As enrollment steadily grew, the College adhered to academic standards imposed by both private accrediting bodies and concerned government agencies. As a result, the Commission on Higher Education (CHED) granted full Deregulated Status to the College in October 2003.

On November 12, 2004, the College inaugurated its new campus along President Diosdado Macapagal Boulevard in Pasay City. A year later, the Doña Tytana Tower was built. The new seven-storey facility was inaugurated during the College's 30th anniversary celebration (November 18, 2005).

Having carved its niche in the nursing education producing topnotchers and consistently posting an above average performance in the Nurse Licensure Examination (NLE), the College now positions itself as a provider of high quality education in the Philippines. In addition to Nursing, the College also offers Psychology and certificate courses in caregiving, and short courses in foreign language and culinary arts.

In 2008, the College opened the Bachelor of Science in Holistic Nutrition with Culinary Arts, the first of its kind in the Philippines to combine nutrition and culinary arts in one academic program. The Nursing program, on the other hand, was granted Level II Re-accreditation by the PAASCU. A year after, recognizing the demand of the industry and high school students, the College welcomed its first batch of Bachelor of Science in Hotel and Restaurant Management students, and in 2010, the first batch of Bachelor of Science in Information Technology. The same year, the Psychology program was accorded Level I Accreditation by the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA).

In 2011, the College opened new business courses – Accountancy, Entrepreneurship and Business Administration with majors in Business Economics, Financial Management, Operations Management, Marketing Management, and Human Resource Development Management, housed under the newly-established College of Accountancy and Management (CAM). The Psychology program was accorded Level II Accreditation by PACUCOA in 2013, and Level III in 2015. In 2014, Tytana welcomed its first batch of Bachelor of Science in Tourism Management students. Tytana created the Center for Hospitality Management to offer the

Tourism Management, and Hotel and Restaurant Management programs. In 2015, the College opened the Bachelor of Arts in Communication program, and Senior High School.

A New Brand of Academic Excellence

In 2010, as a critical part of the thrust of breaking new grounds, Manila Doctors College transformed into Manila Tytana Colleges in pursuit of the vision of the school. The College's then Honorary Chairman and Metrobank Group of Companies Chairman, Dr. George S.K. Ty, dedicates the institution to his late mother, Doña Victoria Ty-Tan (Doña Tytana) as part of his legacy to the Filipino people and in the best tradition of the Filipino's highest regard and respect for motherhood. The same year, the new name was registered with the Securities and Exchange Commission (SEC), while the operative date of use was set to June 1, 2011.

The College of Nursing, retaining the name of the College, is now called Manila Doctors College of Nursing.

Manila Tytana Colleges honors its commitment to provide a broad and liberal education, to develop the potential of each student, to guide them towards the attainment of their goals, and to prepare them to become responsive to the needs of society. Transforming generations of students into professionals with a strong sense of work ethics, it continues to break new grounds while deeply-rooted to its values and traditions.

Presidents

Mr. Edgardo B. Espiritu	1979 – 1989
Mr. Jose G. Araullo	1990 – 1992
Dr. Placido L. Mapa, Jr.	1993 – 2003
Mr. Aniceto M. Sobrepeña	2004 – 2008
Mrs. Theresita O. Turla	2008 – 2011
Dr. Sergio S. Cao	2011 – present

Doña Victoria Ty-Tan

Doña Tytana or "Amah", as she was known to family and friends, was born in Nan An Fujian, China on June 12, 1908. She came to the Philippines with her children in December 1946, to join her husband Don Norberto Ty, who has already built several successful enterprises in the country.

Doña Tytana dedicated her life to supporting her husband and taking care of her children, among them George S.K. Ty, who founded Metrobank with the family's support.

A woman of vision and strength, her intelligence was complemented by a natural business sense. She supported the family's various socio-civic projects, particularly through the

Ty Family Association and the Yong Zhun Hometown Association.

Having been bred in the traditional values of thrift, honesty, industry and hard work, she made sure these values were passed on to her children. She instilled in them the importance of promptness, and of being a role model to those they work with. She took pride in her children's achievements and inspired them to achieve greater heights.

Doña Tytana passed away on September 14, 2006 at the age of 98.

From the Doña Tytana Bust

Born in Fujian, Doña Victoria Ty-Tan (Doña Tytana) had lived in China before she moved with her spouse Don Norberto Ty, and with her children to Manila, Philippines in 1946. She lived with perseverance, dedication to her family, and generosity to others. Her prudence, persistence and discipline have become sources of inspiration and strength so that the Ty family's businesses and socio-civic work continue to flourish to this day.

It is after Doña Tytana that her son, Dr. George S. K. Ty, founder of Metrobank, named Manila Tytana Colleges. Dr. Ty dedicates the institution to his late mother in the spirit of the Filipinos' high regard for motherhood. The memory of Doña Tytana is enshrined in this work and in the remembrance of Manila Tytana Colleges' students, alumni, faculty, staff and communities.

ARTICLE II

Section 1. *Vision and Mission Statements*

Vision

A model institution of higher learning, producing scholars and professionals for national and global endeavors through values-driven progressive education founded on the culture of excellence and nurturance.

Mission

1. Provide holistic formation of the individual by harnessing one's optimum potential, utilizing a broad range of knowledge from various behavioral, social, natural and physical sciences, and the arts.
2. Direct student programs, services and activities that meet national and global standards for health care, arts and sciences, business, technology and other disciplines.
3. Pursue excellence in research & development, and inter-institutional linkages.
4. Promote social responsibility as a way of life.
5. Cultivate a culture of governance that promotes the values of integrity, teamwork and good citizenship.

6. Maintain a viable educational institution to ensure the delivery of quality education and student services.

Section 2. *Philosophy and Objectives*

We believe that ...

MAN is a unique rational, biopsychosocio-spiritual being who relates with his family, group and community constantly. In the process, he exchanges energies with his environment as he purposefully adapts both internally and externally to various socio-cultural, and political stressors that impinge on his being.

HE lives in a spiritual, cultural and social environment that is continuously changing, and as he evolves through various stages of growth and development within his life cycle, he aims to maintain a meaningful equilibrium and exerts effort to sustain and maintain a quality of life that is in keeping with the values, beliefs, and practices of the Filipino people.

HEALTH is a dynamic state of well-being in which man constantly strives to attain and maintain optimum level of functioning.

EDUCATION is an active, well-planned teaching-learning process which aims to effect a change in the behavior of learners by utilizing multi-dimensional approaches and strategies to produce a healthy citizenry imbued with moral integrity, and a sense of justice and equality.

NURSING is an art and an evolving science, which focuses on the caring aspect of the individual, family, and community. The health care professional possesses desirable attitudes, is equipped with knowledge from various disciplines and assumes various roles and responsibilities in order to adapt to the needs of those whom he serves, utilizing scientific, assertive, critical thinking processes towards better client care.

As an academic institution of higher learning that adheres to those philosophical tenets, the Manila Tytana Colleges aims to:

1. Provide students with a broad and liberal education in forming biopsychosocial and spiritually-inclined human beings.
2. Discover and develop potentials and capacities of students for professional competence.
3. Guide students toward the attainment of personal goals anchored on a spirit of concern for others.
4. Prepare students to function as worthy and self reliant individuals responsive to the needs of the society.

Section 3. **10-Point Agenda**

1. Enriching academic programs and instruction
2. Upgrading research competencies
3. Establishing effective extension programs
4. Forging networks and linkages
5. Creating institutional pride and identity
6. Sustaining financial viability and efficiency
7. Enhancing good governance
8. Strengthening student services and alumni relations
9. Investing in human resource development
10. Envisioning institutional development and expansion

Section 4. ***The 6 C's: The Educational Thrusts of the Manila Tytana Colleges***

True to its vision to be an institution of higher learning in health and other disciplines and center of total human development founded on the culture of excellence and nurturance, MTC provides programs, services, and facilities that prepare students to become globally-competitive professionals. Thus, the educational thrusts of MTC revolve around six core qualities that make an MTC graduate stand out from the rest of the field, anywhere in the world.

CARING

(Warm, Congenial, Empathic, Nurturing)

Responds selflessly to the needs of others and treats people with kindness, concern and generosity. Treats other people with care by being fair, consistent and respectful. Provides prompt, effective, and personalized services. Adapts approaches to understand and meet different needs and concerns, and evaluates the degree to which these needs are met.

COMPETENT

(Achievement-oriented, Quality-driven, Decisive, Conscientious)

Qualified or professionally-adequate in performing duties. Demonstrates breadth, depth, and leadership in own area of expertise. Maintains up-to-date knowledge of concepts and practices related to area of work. Produces useful and timely outputs relevant to the task at hand, thus contributing to the attainment of established objectives. When appropriate, mentors colleagues.

COMMITTED

(Rule-conscious, Dutiful, Deferent, Task-oriented, Enduring)

Advocates and adheres to highest ethical standards through ethical behavior. Upholds MTC's reputation by exemplifying honesty and integrity in professional and personal conduct. Establishes, maintains, and increases trust. Complies with rules in the workplace.

CREATIVE

(Resourceful, Innovative, Experimenting, Curious)

Has the ability to bring ideas to life, and further accumulate knowledge. Open to innovation. Constructively challenges the status quo and suggest ways to improve work processes. Builds networks with others for the effective communication and exchange of knowledge and feedback. Develops new skills and abilities in response to new and evolving demands.

CULTURE-ADAPTIVE

(Receptive, Flexible, Emotionally-Stable, Versatile)

Functions well within different and changing social and professional environments. Commits to workgroup goals and works effectively with individuals of different cultures and philosophies. Develops collaborative relationships both within and outside the workplace. Fosters a positive environment and manages conflict. Is persuasive and communicates workgroup goals clearly and consistently. Seeks or offers help when needed and acknowledges others' contributions.

Having imbibed a CARING attitude and being COMPETENT, COMMITTED, CREATIVE and CULTURE-ADAPTIVE, a Tytana graduate is thus equipped with what it takes to have a COMPETITIVE ADVANTAGE.

Section 5. *Statement of Commitment*

We dedicate ourselves to the service of the MTC community. With a deep sense of commitment, we pledge to effectively perform our roles, duties and responsibilities and uphold the values of patriotism, human respect and dignity as we interact and respond to the needs of the individual, the family, the community and society as a whole, while bearing witness to the vision and mission of the College.

Thus, it is our desire to "share, nurture and promote the sciences, both sacred and civil, imbibe and nourish a high regard for truth, excellence and beauty and make use of our resources in shaping the future."

Section 6. *Tytana Symbol*

The School's logo reflects the dynamic transformation through the following symbols:

The Torch represents the School's continuing search for knowledge and truth, illuminating young minds through well-rounded and value-laden education.

The Book represents learning which now goes beyond nursing and healthcare. It has expanded to include such diverse fields as the arts and sciences, as well as business and finance.

The Laurel Wreath represents the School's driving emphasis on excellence in various fields – excellence achieved by maintaining high standards of instruction supported by upgraded facilities and core competencies.

The Shield is a symbol of tradition in academic heraldry and refers to the School as the guardian of education and the future.

The Circle represents the School's holistic, well-rounded, and values-driven approach to teaching and learning.

The Color Green represents growth – not just of the students as individuals but as part of society. The supporting colors of blue and gold denote unity and academic excellence.

Section 7. *Tytana Hymn*

Glory to our Alma Mater,
Hail to laurels past and present!
We uphold our tradition of values
In excellence and integrity.

We are all your sons and daughters
Carrying the torch of your knowledge
As we live in an ever-changing world
Whose challenges we bravely face

(Chorus)
Manila Tytana Colleges
O, home of light and learning!
We raise high the banner of green
For our noble MTC.

Glory to our Alma Mater,
The Hall of Holistic Formation.
We move onward, strong and free
Living life – the greatest gift of all.

(Chorus)
Manila Tytana Colleges
O, home of light and learning!
We raise high the banner of green

For our noble MTC.

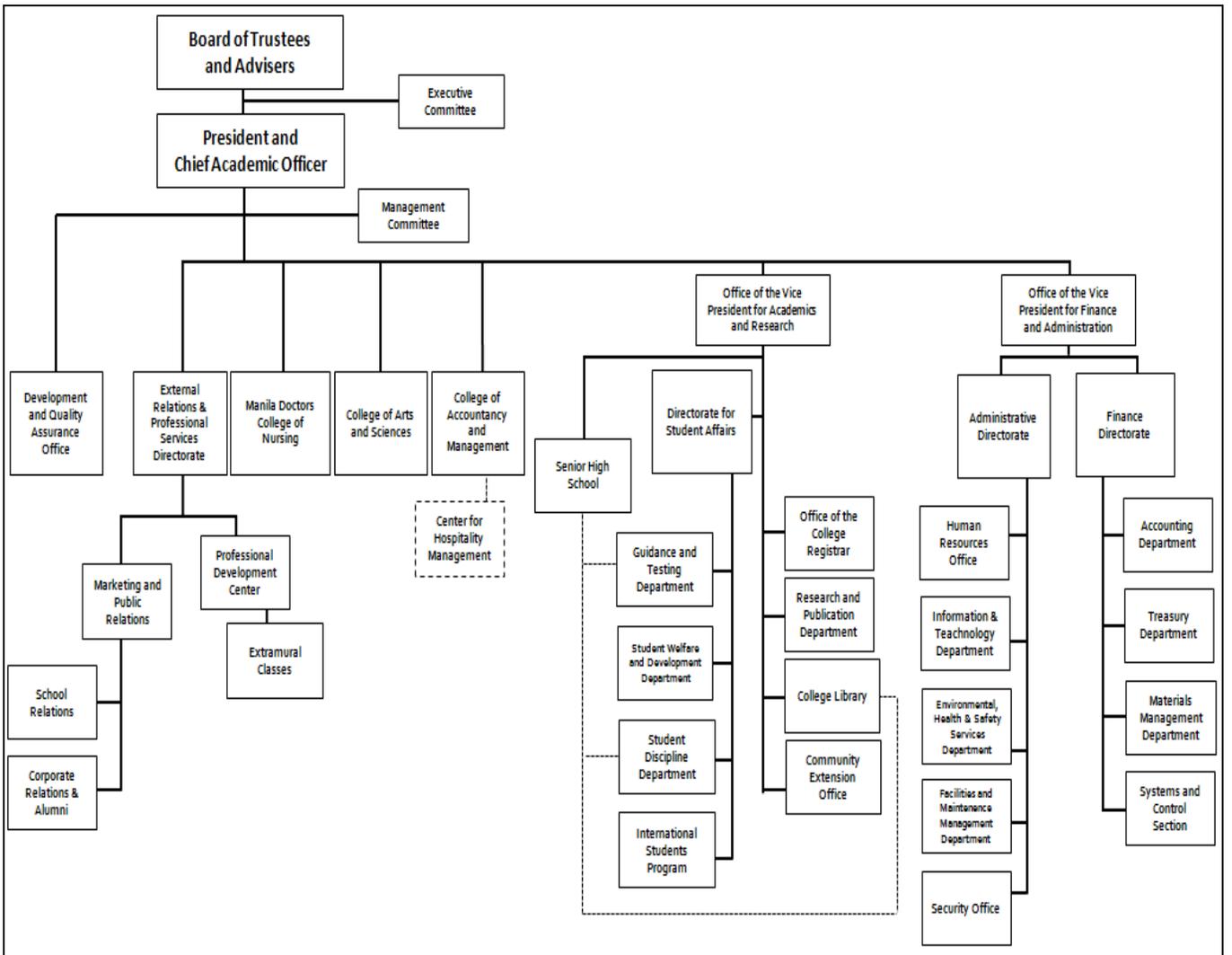
Raising high your banner of green,
For our noble MTC!

Section 8. ***Tytana Supplication Prayer***

Leader: May we become instruments of God's unwavering love, immeasurable wisdom
in our commitment to serve humanity.

Response: Through your grace, today and forever!

ARTICLE III Organizational Structure



MTC Table of Organization

ARTICLE IV
General Administrative Policies

Section 1. *Employment Categories*

1.1 Temporary Contract/Contractual Employment

It is the status of an employee hired by the institution to meet the increased demands brought about by seasonal peaks to meet unexpected increase in work volume which are temporary in nature.

1.2 Project Employment

Employee shall be deemed a project employee when s/he is engaged in a specific undertaking or project whose completion has been pre-determined. Such employment is co-terminus with the conclusion of the project or undertaking.

1.3 Probationary Employment

A newly-hired employee shall be considered on probationary employment unless s/he is specifically hired as a temporary/contractual or project employee. The probationary period shall not exceed six (6) months but may be extended, based on the discretion of the institution where further evaluation would be required or is necessary to assess employee's suitability for a particular position.

1.4 Permanent Employment

An employee shall be considered permanent where s/he has been engaged to perform activities which are necessary in the operations of the institution and has satisfactorily completed and passes his/her probationary period.

Section 2. *Recruitment and Hiring Process*

2.1 Personnel Requisition

All personnel requisition, either for new positions or existing vacant positions, shall be carefully evaluated based on the established staffing pattern and the volume of work being handled by the department.

All personnel requisitions shall be endorsed by the concerned Director, coursed through the Human Resources Office, deliberated by the Manpower Committee and shall be duly approved by the President.

2.2 Recruitment

MTC shall exhaust all possible means of announcing its vacancies in order to expand its sources of qualified applicants.

The Human Resources Office does the following recruitment activities:

- a. Communication of vacancies to all departments for possible referrals or recommendations.
- b. Placement of advertisement in leading newspapers
- c. Posting of advertisements in MTC website or in any other free internet medium (e.g. facebook, multiply, etc)
- d. Posting of advertisements in other colleges or universities.

2.3 Screening and Selection

All applicants (college graduate of a four (4) year course) shall be subjected to MTC's screening and selection procedures in order to determine the applicants' intellectual, psychological and physical suitability to the position.

- a. All applicants shall submit their application letter and credentials to the Human Resources Office (HRO).
- b. The HR Recruitment Section shall initially evaluate the applications based on the position's job specifications and verify the validity and authenticity of submitted documents.
- c. The Head of HRO shall initially interview the applicant who meets the basic requirements of the position.
- d. There will be an initial interview by the Director or by the Department or Unit Head. They will recommend him/her to HRO for employment examination.
- e. The Psychometrician of the Guidance and Testing Department (GTD) shall administer the employment examination of the applicant and interpret the results of the examination before submitting the same to the HRO Head.
- f. The applicant who is found to be intellectually and psychologically fit for the position is endorsed by HRO to the Head of the requesting unit/department/directorate for a second interview. Attached to the interview guide sheet is the applicant's updated resume, transcript of records, and GTD's examination results.
- g. If the applicant passes the second interview by the Head of the requesting unit/department/directorate, the HRO shall conduct a background check with the previous employers and character references of the applicant.
- h. If the background check is favorable, the qualified applicant shall be recommended to the Manpower Committee for deliberation and/or final interview.

- i. The Committee shall deliberate on the qualifications, proposed rank and compensation of the applicant where the decision shall be forwarded to the HR Head for communication to the applicant.
- j. If the qualified applicant agrees with the compensation/benefit package, the HRO head shall endorse him/her to the Manila Doctors Hospital for medical and physical examination.
- k. HRO shall follow up from MDH the results of physical and medical examination to determine if the applicant is fit to work.
- l. The HRO shall prepare the 201 file and the employment contract of the qualified applicant before deploying such applicant to occupy the position. Only the applicant who passed the screening and selection procedures of the Manpower Committee shall be hired by MTC.
- m. The employment contract of the qualified applicant shall only be issued upon completion of the employment requirements*. It shall specify the position, rank, salary rate, period and date of employment and other terms and conditions of employment.

**List of Requirements:*

- a. Medical examination results
- b. Updated resume
- c. Recent colored 2x2 picture
- d. Birth Certificate
- e. Marriage Certificate (if married)
- f. Latest NBI clearance
- g. Latest Barangay Clearance
- h. Tax Identification number
- i. SSS number
- j. Pag-ibig number
- k. Philhealth number
- l. Photocopies of all valid IDs (e.g. SSS, TIN, Driver's, etc.)
- m. Transcript of records (college graduate, Masteral or Doctorate degrees)
- n. Diploma (college graduate, Masteral or Doctorate degrees)
- o. Professional license
- p. Employment / Seminar Certificates
- q. Customer Information and Specimen Signature for the processing of ATM Payroll Account
- r. Accomplished HR Employment Form

2.4 Hiring

Only applicants who passed the selection and screening procedures shall be hired by MTC.

Prospective hirees shall only be issued their employment contract upon completion of the employment requirements.

Only those who have been issued their employment contract, which specifies the nature, qualifications, salary rate, period and date of employment, and other terms and conditions of employment, shall be deployed to occupy the vacant position.

2.5 Orientation

Newly hired employees shall be given orientation, both institutional and departmental, to equip him/her with pertinent information relative to their jobs and the College as a whole.

The College's history and guiding principles (vision and mission statements, institutional objectives and strategies, culture and core values); general policies, rules and regulations; employment terms and conditions; remuneration, benefits and privileges; and others, shall be discussed during institutional orientation.

On the other hand, matters specific to the new hirees' jobs and their respective departments shall be discussed during the departmental orientation.

Section 3. *Personnel Movements*

1.1 Management reserves the sole and exclusive right to reclassify, transfer, assign or promote/demote or terminate (upon observance of due process) its employees.

1.2 In case of employees on probationary status, the Management shall make known to the employee at the time of his/her engagement the reasonable standards under which s/he shall qualify as a regular employee. The Management shall determine the standards for every position filled up by a probationary employee.

Section 4: *Promotion and Transfers*

The Management shall, at its own discretion, promote competent candidates to any higher position as it deems fit. To this end,

4.1 Management reserves the right to fill vacancies from outside sources if existing staff does not meet the required criteria.

4.2 The staff selected for promotion will be notified in writing and Management's selection shall be final.

Section 5: Separation

1.1 Resignation

- a. An employee who shall resign is required to give the Management a written notice of at least one (1) month in advance from the effective date of resignation.
- b. The written resignation notice shall be filed by the employee to the head of the office/department.
- c. After an employee has filed her/his written notice of resignation and prior to its effective date, s/he must clear all her/his accountabilities and other obligations with the school. All school properties, records, documents, tools and paraphernalia and other assets in the employee's custody must be surrendered to the Management one (1) week before the effective date of resignation. No clearance shall be given unless all accountabilities have been settled.

5.2 Retirement

- a. Retirement of employees shall be governed by the provisions of the *Retirement and Other Benefits Plan of Manila Tytana Colleges*.

5.3 Abandonment

- a. An employee shall be deemed to have abandoned her/his employment when s/he absent/s herself/himself from work with the deliberate intent to discontinue her/his employment without any intention of returning back.

5.4 Termination

The Management may terminate the services of an employee for any of the following just causes:

- a. Use of coercion, intimidation against MTC officials and co-employees, discourtesy to said officials, drunkenness or intoxication during work hours and other acts of serious misconduct or willful disobedience.
- b. Willful destruction or abandonment of MTC property, abandonment of work, absenteeism, slowing down of work, habitual tardiness; over-breaking, and similar acts constituting gross and habitual neglect of one's duties;
- c. Theft or misappropriation of MTC funds, pilferage, forgery and falsification of MTC records, fabricating reasons to justify absence or sick leave, and other acts constituting to fraud or willful breach of employer's trust;
- d. Commission of crime of offense against the person of her/his employer or any immediate member of the latter's family ;
- e. Serious or repeated violations of the rules regarding the use of time card ;
- f. Upon finding that the employee suffers from incurable or contagious disease or mental illness and continued employment would prove to be prejudicial to

her/his health and/or that of her/his co-employees. In this case, the employee shall be paid with corresponding separation pay provided for by law.

- g. Other causes analogous to the foregoing;
- h. Other causes as prescribed by the Labor Code;
- i. Expiration of contract (for contractual and project employees);
- j. Violations/offenses indicated in the table of Offenses.

Section 6: **Attendance**

Unless otherwise revised by the Management in order to implement programs to suitably accommodate increase in work volume and to execute instructions, the following work hours and reporting should be observed.

6.1 Working Hours and Reporting

Normal working hours	- 8:00 AM – 5:00 PM	Mondays to Fridays
	8:00 AM – 12:00 NN	Saturdays
Lunch Break	- 12:00 NN – 1:00 PM	

The management reserves the right to change/revise/implement a new work schedule within the parameters allowed by law. Any changes in the working schedule will be made known to the employees in advance.

An employee shall be excused from work in cases where the Commission on Higher Education or any government agency declares the suspension of classes due to calamities, civic disturbances, or force majeure. Other than these declarations, the Administration shall decide if office work shall be suspended.

6.2 **Timekeeping**

- a. All employees of MTC are required to record their daily work attendance by means of a time recorded or a computer-assisted machine.
- b. Every employee shall be provided with a time card or ID card bearing her/his name and number. The following rules shall be strictly observed in the use of her/his time. Violations thereof shall result in administrative disciplinary sanction:
 - b.1. An employee is forbidden from punching any time card other than her/his own;
 - b.2. Tampering with, making corrections on or disfiguring the time card is strictly prohibited;
 - b.3. Any person who makes a mistake in punching or who fails to punch her/his card due to unavoidable and/or reasonable grounds should immediately (within the same day) report the matter to the HR. The HR shall then initiate validation of time in/out by signing his signature therein.

- b.4. If no validation is made on the employee's time card, the employee concerned is deemed to have deliberately intended the mistake or oversight, hence, shall be subject to the necessary actions required under the circumstances as warranted under this manual;
- b.5. In the event that the time card machine malfunctions, entries shall be made by the employee and duty initialed by the HR Officer.

6.3 Overtime

MTC non-academic personnel shall receive overtime pay when their work exceeds the regular number of working hours per day. Working on overtime shall always be done with the consent and approval of the Management. Overtime is to be worked only upon Management request. Once authorized, premium will be paid for time worked in excess of eight (8) hours to employees who are entitled to a premium payment. The minimum chargeable overtime service per day shall be one (1) hour. Fractions of less than one (1) hour each day shall not be accumulated for use as basis for claims for overtime pay.

6.4 Rest Day

MTC employees may be required by the Management to work on their rest day in the following cases:

- a. Actual or impending emergencies caused by serious accident, fire, flood, typhoon, earthquake, epidemic or other disaster or calamity, to prevent loss of life or property or in cases of force majeure or imminent danger to public safety ;
- b. Urgent work to be performed on machinery, equipment or installations to avoid serious loss which the employer would otherwise suffer ;
- c. Abnormal pressure of work due to special circumstances, where the Management cannot ordinarily be expected to resort to other measures;
- d. The employee works on her/his rest day, s/he shall be entitled to additional compensation in accordance with the law ;
- e. The Management reserves the right to schedule, establish and change the hours of work, work schedules as often as operational requirement demand. All employees should be prepared to such changes that may be made from time to time.

6.5 Holidays

The management shall strictly follow government-declared non-working holidays. Employees shall receive a premium when the Management asks them to work during non-working holidays.

6.6 Absences

Absence is defined as the failure of an employee to report to work for any cause whatsoever. Absence from work is categorized into:

A. Authorized Absence

This includes vacation leave, sick leave, maternity leave, paternity leave, absence without pay (excused), solo parent's leave, bereavement leave and other authorized leaves.

An employee shall be allowed to be absent from work for meritorious reasons subject to prior authorization of his/her Department Head and Director.

a.1 Prior Authorization Requirement

Except for absences due to sickness, all other absences shall be subject to prior authorization of the Department Head and Director. Non-compliance with such requirement shall mean unauthorized absence hence without pay and subject to disciplinary action. For recording purposes, the procedure above is also applicable even to those employees who do not have leave credits yet.

a.2 Notification Requirement

In case of sudden illness or urgent family need which prevents an employee from accomplishing a leave form, any means of communication to the department head shall constitute compliance with the notification requirement. S/he should accomplish the leave form as soon as s/he reports to work. Non-compliance to this shall mean unauthorized absence, hence without pay and subject to disciplinary action. For recording purposes, the procedure above is also applicable even to those employees who do not have leave credits yet.

B. Unauthorized Absence

A leave taken when the application for leave has been denied, or a leave taken for a valid reason but are not covered by a properly accomplished leave form shall be considered unauthorized, hence, subject to salary deduction and disciplinary action.

C. Absences Without Leave (AWOL)

1. Any absence without leave shall be without pay and subject to penalty as indicated below :

AWOL/OFFENSE	Penalty
1 – 2 days	Written warning
3 – 4 days	3 – 4 days suspension
5 – 6 days	5 – 6 days suspension

7 – 8 days
9 days
10 days

7 – 8 days suspension
10 days suspension
Dismissal

2. Commission of offenses shall be accumulated within a twelve-month period. Application of penalty shall continue within the said period. Counting of the twelve months shall commence from the time when the first unauthorized absence was committed.
3. Notwithstanding compliance with the requirements of the rules on absences, employees whose absences during the any six months or one year period of time are of such frequency or duration as to prejudice normal work shall be subject to termination in accordance with law.

6.7 Tardiness

- a. Tardiness is not reporting to respective work areas on a fixed schedule or official time. The Management looks upon this offense with disfavor and shall take disciplinary action against offending employees.
- b. Ten (10)- minute grace period is given to every employee. No record of tardiness, no penalty, no deduction shall apply to all employees who came in within the ten (10) minute grace period.
- c. Corresponding deductions with penalty and record of tardiness shall apply to all employees who came in beyond the grace period stated above.
- d. Employees who will arrive beyond 30 minutes shall accomplish the Work Approval Form to secure approval from immediate superior to be allowed to report to work. The Work Approval Form includes the reason of tardiness but this will not necessarily mean excused from record of tardiness nor deduction. The Work Approval Forms is available at the Security Guards at the lobby area.
- e. The submission of the duly accomplished Work Approval Form to HRO shall not be later than the following day the employee reported for work late. The HRO monitors the daily attendance and tardiness of each employee thus, failure to submit accomplished Work Approval Form to HRO the following day will mean absence from work with corresponding deductions.
- f. Tardiness of two (2) hours and above shall be considered as leave of absence for one-half day and should file a leave of absence immediately.
- g. Officers of respective units shall be provided with a system that will generate daily report on tardiness with the corresponding number of frequency of excused and unexcused tardiness. The system shall also have the facility to generate the report per unit/department with the frequency number of tardiness.
- h. No off-setting of tardiness shall be allowed. Only the pre-approved off-setting application will be processed by the HRO.
- i. Corresponding deductions shall be applied based on the actual number of minutes of tardiness.

- j. The daily attendance and tardiness report from the HRO shall be the basis for the implementation of the issuance of MEMO for corresponding penalty.
- k. Every three (3) tardiness shall be equated to one (1) offense cumulative within the calendar year (January 1 to December 31) with corresponding deductions.
 - 1st offense – written reprimand
 - 2nd offense – 1 day suspension
 - 3rd offense – 3 days suspension
 - 4th offense – 5 days suspension
 - 5th offense – dismissal

6.8 Undertime

- a. Undertime shall in no case be offset by overtime. Should undertime be unavoidable, an employee may be given permission upon prior written request and only upon approval of the immediate superior.

ARTICLE V
Benefits Program

Section 1: Vacation Leaves

- a. The college provides vacation leave to all regular employees to allow them to attend to personal matters. This leave benefit already includes the service incentives leave required under the Labor Code.
- b. Vacation leave credit is available to an employee immediately upon his/her start of regular employment with the school. He/she earns a 1.25 days vacation leave for every month of actual service with full pay.
- c. Vacation leave is credited to the employee on the next working day following the month the leave credit was earned. If a paid holiday falls during an employee's vacation period, the employee's VL balance is to be adjusted accordingly.
- d. VL credit accrues to regular employees who are on vacation, sick, emergency, maternity, and paternity leaves. VL credits do not accrue during period of suspension and leave without pay.
- e. VL credits are not accumulated because any unused VL credits are forfeited at the end of the calendar year but the unused leave credits for the current year will be paid upon separation from the School in form of cash conversions.

Section 2: Sick Leaves

- a. Sick leave is provided to all regular employees who are absent from work due to illness, disability, and medical appointment. This is in addition to the SSS sick leave credits earned by the employee.

- b. Sick leave credits are available to all regular employees immediately upon his/her start of regular employment with the School. He/she earns a 1.25 days sick leave for every month of actual service with full pay.
- c. SL is credited to all employees on the next working day following the month the leave credit was earned. If a paid holiday falls during an employee's vacation period, the employee's SL balance is to be adjusted accordingly.
- d. SL credit accrues to regular employees who are on vacation, sick, emergency, maternity, and paternity leaves. SL credits do not accrue during periods of suspension and leave without pay.
- e. SL credits are accumulated up to 30 days before cash conversion, Any unused sick leave credit in excess of 30 days is paid with its cash equivalent at the end of the calendar year. Upon separation from the School, any unused sick leave credits will be paid to the employees.

Section 3: **Maternity Leave**

- a. The College provides each eligible pregnant employee a maternity leave to enable her to recover and nurse her newly-born child after delivery. This is in addition to the sick and vacation leaves earned by the employee. This benefit already includes the maternity leave required by RA 8282 of the Labor Code.
- b. The School grants all eligible female employees sixty (60) calendar days of maternity leave for normal child delivery, miscarriage or abortion, and seventy-eight (78) calendar days of maternity leave for caesarian delivery.
- c. A female employee on ML receives from SSS a maternity benefit equivalent to 100% of her average daily salary credit ratio for the 60/78 calendar days. This amount is advanced by the College in full prior to date of delivery subject to due reimbursement from SSS.
- d. The SSS Maternity Benefit is not subject to the Withholding tax, SSS, Philhealth and Pag-Ibig contributions. ML credits are neither cumulative nor convertible to cash.
- e. The 60/78 ML applies to the first four (4) deliveries and miscarriages. The complete delivery or miscarriage is no longer paid even if no availments were made on the previous deliveries.
- f. The SSS maternity benefit is granted to all female employees who have paid at least 3 monthly contributions within the 12-month period immediately preceding the semester of delivery or miscarriage.

Section 4: **Paternity Leave**

- a. The School provides each directly-hired married male employee paternity leave to enable him to lend support to his wife during the period of recovery and in the nursing of the newly-born child. This benefit already includes the paternity leave required in the Labor Code.

- b. All directly-hired employees of the school, whose legitimate spouses become pregnant, may avail of this benefit. This benefit covers successful deliveries and miscarriage/abortion of the employee's lawful life with whom he is cohabiting.
- c. Each eligible employee is entitled to a maximum of seven (7) days leave with full pay, consisting of basic salary and allowances, for every successful delivery or miscarriage.
- d. The 7-day PL applies to the first four (4) deliveries and/or miscarriages. Paternity leave may be availed before, during, or after the delivery provided that it is not later than sixty (60) days after the date of delivery.
- e. PL credits are neither cumulative nor convertible to cash.

Section 5: **Solo Parent Leave**

A solo parent employee shall be entitled to a solo parent leave of seven (7) working days for every year subject to employee's compliance with the requirements provided for under the law.

Section 6: **Bereavement Leave**

On application, the Management shall grant bereavement leave of five (5) days in addition to employee's normal vacation leave for the death of a direct dependent/s namely: for unmarried employees, direct dependent/s shall refer to their parent/s, brother/s or sister/s. For married employees, direct dependent/s shall refer to husband/wife, children, parent/s/.

Section 7: **Health Card**

All regular employees are enrolled with our third party healthcare provider meaning all qualified check-ups, hospitalizations, and other medical procedures are shouldered by the College through the healthcare provider subject to individual coverage limits.

Section 8: **Uniform**

All regular employees are entitled to uniforms worth five thousand pesos (Php 5,000) per year. Any excess on the amount caused by additional order, higher costs, etc. is charged to the employee.

Section 9: **Medicine Allowance**

All regular employees are entitled to medicine allowance worth three thousand pesos (Php3,000) per year. Probationary non-teaching personnel are entitled to P125 per month of service.

Section 10: **Educational Benefits For Employee Dependents**

- a. A permanent married employee shall be entitled to the following educational benefits for his/her dependents

- First two (2) children : 100% exemption from tuition fees only
 - Next two (2) children: 75% exemption from tuition fees only

- b. For regular single employee, s/he can have one sibling or one legally adopted child as a beneficiary of a full exemption on tuition fees only.

Section 11: Trainings / Personal Development

The Human Resources Office commits to establish a regular training program that shall enhance and strengthen the skills of all employees. The primary objective of such program is to assist each employee in the efficient and effective performance of his/her respective job and help increase their productivity. They hope that by doing implementing this program they would be able to provide the employees with extensive exposure. Their active involvement in all events and activities of the College shall form part of their training and skills development.

In addition to the trainings and seminars to be given by HRO, all units are enjoined to inform HRO about the outside trainings or seminars which they intend to attend for specific skill or professional and assessment purposes. The participant in any outside training or seminar shall be required to submit an official report on such activity and a copy of the certificate of attendance and, if possible, copies of the official training module or course content/outline including the profile of the facilitator/speaker and the training provider.

Section 12: Awards

- a. Service Awards

Service awards shall be given to employees who completed 10, 15, 20, 25, 30, etc. years of continuous service to the College during the calendar year. The computation of tenure excludes the probationary period of the employee, hence, the periods of observation, pre-service training, and casual employment shall not be included in considering the number of years of service.

- b. Perfect Attendance Award

This award shall be given to employees who have maintained a perfect attendance for the year. Period covered is from January 1 to December 31. Physical presence at the College within the prescribed hours /days and punctuality in all areas of duty at all times is a must.

Section 13: Benefits For Non-Permanent Academic Administrators

The following are the benefits of non-permanent academic administrators:

- a. Additional one (1) personal leave per semester (excluding summer)
- b. Reimbursable medicine of not more than Php1,500 per semester, and
- c. Three (3) sets of uniform per year (not more than Php5,000)

Such grant of aforementioned benefits shall not, in any way, be construed as a vesting of any right to a regular employment status.

Section 14: Salary Loan Program

- A. The following are the eligible employees to apply for salary loan:
 - a. Regular faculty and non-teaching employees
 - b. Probationary faculty with at least one (1) year tenure as a probationary faculty
 - c. Contractual full time faculty with at least two (2) years continuous tenure.
- B. Loans of A & B above are payable in 24 equal semi-monthly installments (one year) while loans of C will only be allowed at the beginning of the semester and payable in 10 equal semi-monthly installments (five months).
- C. Allowable reasons, qualified beneficiaries, required documents, and employee type who can avail are summarized in the following table:

Nature	Coverage	Documentary Requirements	Qualified Employee
1. Hospitalization	Hospital expenses in excess of the amount covered by the hospitalization package (Intellicare) for: <ul style="list-style-type: none"> - Employee - Spouse - Children below 21 years old fully dependent on employee for financial support - Parents (for single employees only) 	Medical certificates from hospital or hospital bills	A & B
2. Education a. For Employee	Tuition fee of the employee	School Assessment or matriculation form	A, B & C

b. For dependents	Tuition fee of employee's: - Legitimate children - Siblings (for single employees only – maximum of one (1) sibling only)	School Assessment or matriculation form	A & B
3. Damage to property	Damage to employee's property brought about by fire, typhoon or natural calamities	Certificate of damage made through an affidavit executed by a DSSD representative in the area of the Brgy. Captain	A & B
4. Funeral	Funeral expenses of spouse, children, siblings and parents	Death certificate	A & B

- D. All loan applications should be endorsed by their respective unit heads and director. Human Resources Office will check the veracity of the submitted documents before submitting to Accounting for clearance, then to the President or EVP for approval.
- E. The maximum allowable loan amount is Php100,000 or twice the employee's monthly salary, whichever is lower.
- F. Upon filing of the loan, the borrower's semi-monthly take home pay shall in no case be lower than 40% of his gross pay including the future amortization of the salary loan applied for.
- G. The borrowing employee will only be allowed for one outstanding load at any given time. Any succeeding loan may only be approved if the remaining balance of the existing loan is fully paid.
- H. For added security, the following matrix for guarantors (co-makers) will apply:

Loans below Php25,000	Php25,000 – Php50,000	Above Php50,000
Option 1 – Two (2) C's Option 2 – One (1) B's Option 3 – One (1) A's	Option 1 – Three (3) C's Option 2 – Two (2) B's Option 3 – One (1) A Option 4 – Two (2) C's and One (1) B	Option 1 – Three (3) B's Option 2 – Two (2) A's

Legend (regular employees and probationary faculty only):
A-Managers/Deans/Directors
B-Supervisors/Coordinators
C-Rank & File/Faculty Members

- I. An employee can only act as surely twice at any given time. A co-maker is not precluded from applying for a loan himself/herself.

- J. The rights and interest of the borrowing employee to any gratuities, bonuses, cash conversion or accrued leave credits or any amount due from the company shall be withheld to off-set his outstanding loan at the time of resignation or termination of his services.
- K. If a co-maker resigns, the borrower should replace him/her immediately. A revised promissory note will have to be submitted with the new co-maker signing in.
- L. A Salary Loan Application Form (SLAF) indicating the name, contact number, address, position/designation and date hired of both borrower and co-maker will be provided by the Accounting Department.
- M. A Promissory Note (PN) as required under R.A. 3765, Truth in Lending Act, will also be provided by the Accounting Department. The PN must be signed by the Borrower, Co-Maker/s, Dean or Unit Head as endorsing officer, and the President or EVP as approving officer.
- N. Incomplete SLAF, PN and documentary requirements will not be processed.

ARTICLE VI

House Rules and Others

Section 1: Grooming, Attire and Hygiene

- a. All personnel are required to wear prescribed uniform based on the agreed schedule to convey a professional image to the public. MTC employees should observe the appropriate attire befitting an academic institution.
- b. All employees should wear their uniforms from Mondays to Fridays. Saturday is considered a wash day but only smart casual are allowed and some of the prohibitions are listed below:
 - Sleeveless or tank-tops for females
 - Sheer blouse, plunging necklines for females
 - Denim pants or micro-mini skirt made of denims
 - Collarless shirts
 - Hip-hop or low-rise pants
 - Tattered pants or denim pants for male and female
 - Slippers, Flat shoes, Clogs, Espadrilles, Rubber shoes, sandals (Crocs, Mojos, etc.)
- c. Pregnant employees may be allowed to wear civilian attire but they are still required to observe proper business attire during the entire week.
- d. Employees on official travel/business shall comply with the above policies whenever practicable. Where an out-of-station assignment provides for casual wear, the employee concerned should strive to project a clean and professional image at all times.
- e. Mandatory requirement to maintain cleanliness not only in one's workplace but also in the whole vicinity of the institution is expected from every employee. Proper use of the toilets, wash area, sinks and basins is necessary. Littering of any kind is not permissible.

Section 2: Computer Use

- a. All users or assignee of MTC computer must take full responsibility for the care and safekeeping of computers entrusted to them.
- b. Employees must use the assigned computer for official business only.

Section 3: Telephone Use

- a. Personal calls on the telephone are not allowed except in cases of emergency and for a limited period. An employee who receives a personal call on the telephone should limit the conversation to three (3) minutes. Personal long distance calls are prohibited.
- b. The Management reserves the right to charge all personal calls and effect the corresponding salary deductions should the employee spend unreasonable time for personal calls during office hours. In addition to the charges, the employee will be subject to corresponding sanctions.
- c. Visitors are to be directed to use the PLDT public phones in order to leave the College telephone free for business calls.

Section 4: Use of Bulletin Board

- a. Employees are required to read all memorandum circular and notices posted on the bulletin board and are held responsible with respect to any matter which concerns them and which are contained in the said notices.
- b. Employees are urged to regularly check the bulletin boards for notices.
- c. Destruction or alteration of the text or information posted on the bulletin board is prohibited and is subject to appropriate disciplinary action.

Section 5: Records On 201 File

- a. The Management is keeping individual 201 file.
- b. Employees are responsible in updating their personal records to ensure that benefits can be provided.
- c. Employee must immediately report in writing to the Management or any of the following incidents:
 - 1. Change of address or telephone number;
 - 2. Change of civil status;
 - 3. Addition/ death in the family;
 - 4. Change of data on income tax exemptions;
 - 5. Other information as may be required.

- d. Employees must not use MTC property for personal purposes. They must refrain from using MTC as a forwarding address for their private mail nor use MTC e-mail address for personal use.

Section 6: Meeting

- a. No meetings (personal in nature) shall be called or held within the premises of MTC unless prior permission is obtained from the Administrative Director or from his designated officer.
- b. Employee must notify the Administrative Director or designated officer for the use of the meeting room except for duly recognized/regular meetings.

Section 7: Use of MTC Vehicle

Vehicles owned by MTC are to be used for MTC official business trips only by the employees authorized to drive these vehicles and to whom such vehicles are entrusted.

Section 8: Exit Interview

Exit interview will be scheduled for all employees leaving MTC. The immediate superior may make a comment on the contents of the exit interview and the comments to be forwarded to HRO with the exit interview sheet.

Section 9: Courtesy

- a. Employees of the College are required are required to demonstrate unflinching courtesy at all times. The manner in which the service is rendered is as important as the service itself.
- b. A smile, a friendly greeting, a courteous offer of assistance, all of these will show the students, as well as their family and friends, that the college and its employees are vitally interested in all of those who are entrusted to their care.

Section 10: Office Visits

- a. Employees on duty are expected to be in their own work area during their duty hours. They should not leave their posts to visit other departments/units unless it is necessary to accomplish matters related to work. In such a case, they should not disturb nor interrupt their co-workers by spending time in personal conversation.
- b. Employees on duty are not allowed to entertain visitors or visit friends, unless it is during their break time. Exception to this rule shall be rare situations and with the permission of the Department Head of the employee concerned.

Section 11: Selling and Solicitation

- a. Employees are advised to refrain from selling and making solicitation in the college without permission from the Administrative Director. Even with the permission, such selling or solicitation must be done when not on duty and without disturbing employees in their duty. Neither is asking for tips from students or their families is allowed.
- b. Employees' friends/relatives or any outsider may not go to the different departments to sell or solicit. Sales representatives promoting their products are to be directed to the Administrative Director.

Section 12: **Loitering**

At the end of duty hours, employee should leave the college premises. Under no circumstances should any employee who is off duty loiter about in the college, unless he/she is requested by the college authorities to stay for some reason.

ARTICLE VII **Security and Safety Measures**

Section 1: **Identification Cards**

- a. All employees are required to wear their identification cards at all times while they are within the school premises.
- b. In any case of loss of ID, the employee shall report the matter in writing to the HR Office immediately;
- c. The ID shall then be replaced at the expense of the employee.
- d. Upon separation from employment, the employee must surrender/turn-over the ID card as part of the clearance requirements.

Section 2: **Security**

- a. Management shall provide and maintain maximum security for its property as well as its personnel, students and guests. To this end, it shall engage the services of a reputable security agency.
- b. The Management does not allow unauthorized employees to stand-by at the guard house.
- c. Only authorized people are allowed to open security log-book.
- d. The Management requires employees to accomplish official document in the form of gate pass for any MTC property that will be taken out of the premises. The gate pass must be properly accomplished and duly signed by duly authorized official of MTC.

- e. Employees are not allowed to bring personal belongings not related in any way to employee's work except in cases where special permission was obtained from the Management.
- f. The Management reserves the right to implement inspection (car, body, bag, etc.) as necessity arises.
- g. Employees are prohibited from bringing into school premises any firearms, lethal weapons, liquor or alcoholic beverage, illegal and/or habit forming drugs/substances. Smoking is strictly prohibited within the institution's premiss.

Section 3: **Safety**

- a. The Management requires all employees to strictly, observe safety regulations as desired by their respective jobs.
- b. In cases of emergency during office hours, employees are required to report at once to the Administrative Director so that immediate proper action can be done.
- c. All emergency cases must be reported in writing to Administrative Director as soon as possible.
- d. The Management will not be responsible for any unreported injuries/incidents.

ARTICLE VIII
Disciplinary Actions

Section 1: **Definition of Terms**

- 1.1. **MTC** as applied in this manual refers to the Manila Tytana Colleges as an institution/ organization.
- 1.2. **DISCIPLINE** is defined as reasonable and lawful respect, obedience and recognition of created authority rules, as it is not unlawful, and is in accordance with MTC policies and procedures.
- 1.3. **DISCIPLINARY ACTION** is defined as a corrective measure meted out with an employee aimed at bringing about a fuller comprehension of and conformity with MTC rules and regulations and/or established authority.
- 1.4. **PRIVATE CONFIDENTIAL CONFERENCE** refers to the action taken by the Head for lighter infractions. Its process involves discussing with the erring employee the specific nature of the infraction and counseling him/her on the corrective action to be taken in the future.
- 1.5. **WRITTEN WARNING** is defined as written admonition or censure given to an employee for a lighter violation of a rule, and a warning that repetition of the offense will be dealt with more severity. (Note: HRO should be informed if an employee was given written warning for record purposes)
- 1.6. **WRITTEN REPRIMAND** is defined as written admonition and formal censure of severe nature prepared upon an employees' repetition of an offense (in which a written warning was previously given) or a commission of a more serious offense which requires a stronger disciplinary action that subsequent repetition

of the same shall be meted a suspension. (NOTE: through part of progressive/corrective process, a written reprimand will not be taken against the employee in the event of his being considered for promotion to a higher position/rank.)

- 1.7. **SUSPENSION** is defined as a temporary cessation from work without pay of an employee for a specified number of days depending of the gravity of the offense. The notice of a suspension is documented and issued to the erring employee with a provision that a repetition of the same will be subject to stiffer penalty.
- 1.8. **PREVENTIVE SUSPENSION** is defined as the action pertaining to a suspension of an employee if his continued presence at work is deemed to be a serious imminent threat to the life and/or property of his co-worker or of the College.
- 1.9. **DISMISSAL** is removal from the service of an employee for cause with consequent loss of all corresponding rights, privileges and benefits of the employee. The College may likewise institute court action/other proceedings against the employee when the interest of the institution is at stake.

Section 2: **Procedures in the Imposition of Sanctions**

2.1 **Written Warning and Reprimand Procedures:**

- 1st Step A notice is sent to the subject employee by her/his Department Head informing her/him of the nature of the infraction cast against her/him.
- 2nd Step Within five (5) days from the time the infraction was brought to the attention of the Head, the latter calls the employee for a private confidential conference and discuss with her/him the specific nature of the infraction. During the conference, the Head must verify the facts and determine whether the infraction has basis or none.
- 3rd step The appropriate sanction is meted by the Head to the erring employee. Should the Head find no basis to hold the employee liable for the infraction, s/he shall issue a notice setting aside the complaint or infraction.

Note: The Head in cases of light penalties, must make efforts to resolve the complaint at his/her level. The HRO shall be furnished a copy of the notice of sanction for record purposes.

2.2 **Suspension and Dismissal Procedures:**

- 1st Step Notice is sent to the employee concerned requiring him to answer within five (5) days the specific charge/s against her/him as indicated in the notice. The notice shall likewise, contain a brief statement of the relevant and material facts related thereto.

- 2nd Step Written responses must be received within five (5) days upon receipt of the notice. The letter of responses must contain a specific admission or denial of the charge/charges and a statement of the relevant facts constituting her/his defense. In support of the letter, s/he may also submit any vital evidence.
(Note: Failure of the employee concerned to file an answer or to appear in the investigation/hearing shall be construed as a waiver to present evidence in his/her behalf, on the basis of the evidence submitted to the Employee Discipline Committee, a decision will be reached after a thorough deliberation.)
- 3rd Step The Employee Discipline Committee must conduct the hearing immediately upon the receipt of the letter of answers and its supporting evidences and shall terminate the hearing within ten days from the time of the notification of the charges.
- 4th Step The parties and their respective witnesses shall be notified of the scheduled hearing at least 48 hours before the date thereof, specifying the time, date and place of hearing.
(Note: No postponement shall be granted except in meritorious cases)
- 5th Step All documentary evidence shall be admitted for whatever value they may have and shall be attached to the record of the case.
- 6th Step A decision is taken by the Committee and a notice is sent to the erring employee with the appropriate sanction through the HRO after ample time of deliberation.
- 7th Step The erring party may appeal the decision of the hearing body to the President within five (5) days after the decision was handed down by the hearing body. The President's decision is considered final and executory.
(Note: The Management through the HRO, may affect the preventive suspension of the respondent party if there are strong reasons to believe that his presence in the College premises pose a serious imminent threat to the life and or property of her/his co-worker or of the College or that s/he may unduly influence the investigation being conducted)

Section 3: Schedule of Offenses and Penalties

- a. When a disciplinary action sought to be implemented is not covered in this Manual, consultation shall be made with the Administrative Director and the HRO Head and/or the Legal Counsel, who will then make a study of the matter and recommend appropriate action.
- b. Offenses or violations of any College rules and regulations not included in this Manual, or other rules and regulations not covered by the institution's policies, including offenses or violations similar or analogous to the provisions provided in this Manual, shall be governed by the applicable provisions hereof unless otherwise provided in said College rules, regulations and/or policies.

3.1 Category "A" - Minor Offenses

1. Refusal to wear MTC identification card and/or uniform;
2. Unauthorized use of MTC properties such as equipment and materials for personal or other use except for official requirement.
3. Littering, improper or gross negligence in the use of school facilities.
4. Failure to punch in or punch out his/her time card except under unusual circumstances (field work, official travel, etc.). The penalties are apart from the deductions in wages for hours of work not rendered,
5. Holding meeting (personal in nature) in the premises without getting prior approval from the management.
6. Violations of office/house rules.
7. Mistake due to carelessness.
8. Posting and/or removal of any matter on bulletin board or MTC property unless specifically authorized by the Management.
9. Violation of the rules governing attendance.

Penalties for Category "A" Offenses

1 st Offense	-	Written Reprimand
2 nd Offense	-	Suspension (one day without pay)
3 rd Offense	-	Suspension (three days without pay)
4 th Offense	-	Termination

3.2 Category "B" - Serious Offenses

1. Careless or improper use of MTC tools and equipment and accessories thereof resulting in damages or destruction of MTC properties.
2. Bickering, petty rivalries, gossiping and/or injuring the reputation of others by spreading rumors or by false statement.
3. Three (3) instances of tardiness in one month.
4. Interference or refusal to cooperate with security regard to the latter's performance of their duties.

Penalties for Category "B" Offenses

1 st Offense	-	Written Reprimand
2 nd Offense	-	Suspension (one week without pay)
3 rd Offense	-	Termination

3.3 Category "C" - Very Serious Offense

1. Threatening, intimidating, coercing or harassing a fellow employee or anybody within MTC premises at any time;

2. Fighting, creating trouble, disturbing the peace or creating undue disturbances resulting in apprehension among fellow employees within the MTC premises or in places where MTC activities are held;
3. Damaging and/or malicious defacing or vandalism of MTC property through gross negligence, incompetence or willful acts;
4. Drunkenness, disorderly conduct inside the MTC premises, job site or other MTC property;
5. Promoting, engaging in or practicing usury;
6. Punching the Time Card of other faculty members/employees.
7. Tampering with time data used for attendance purposes;
8. Insubordination;
9. Dishonesty;
10. Incompetence or neglect of duties, dereliction;
11. Malingering or feigning illness to avoid doing of assigned work;
12. Malicious spreading of rumors that affect employees' morale such as possible lay-offs, bankruptcy, etc;
13. Giving out or transmitting confidential information concerning MTC operations without authority.
14. Immoral indecent conduct, or use of profane language in addressing any person within the premises of MDC;
15. Supporting/advising unrecognized student organizations (fraternity/sorority)
16. Selling of products/goods/tickets or anything without permission from school authorities.
17. Disruption of academic functions like classes, seminars, convocations, symposia, and other school related activities that tend to create public disturbance or disorder.
18. Acts that prevent, coerce, force or intimidate students/faculty/employee from entering the campus or attending classes or other school functions.

Penalties for Category "C" Offenses

1 st Offense	-	Suspension
2 nd Offense	-	Termination

3.4 Category "D" - Extremely Serious Offenses

1. Inflicting bodily injury or assaulting another except for self-defense within MTC premises, or in any place where official MTC activities are held;
2. Use or threat of use of dangerous weapon of any kind against employee, officer or guests of the MTC;
3. Committing grave felony against any person in or within MTC premises, job site or other MTC property;
4. Willful destruction of MTC property;
5. Falsifying MTC records and documents;
6. Misappropriation of MTC funds for personal use;
7. Theft or pilferage;

8. Giving false testimony during official investigation;
9. Fraud and deception in dealing with co-employees and stakeholders;
10. Falsely representing oneself other than official designation, or acknowledging a call for other authorized person particularly about employees, data and employment background;
11. Disloyalty to MTC, its management and objectives;
12. Taking part in promoting gambling, lottery or any other game of chance inside the MTC premises;
13. Unauthorized possession of firearms or deadly weapons within MTC premises or in places where MTC is holding official activities;
14. Authorizing the use of MTC ID cards by person other than those to whom such cards were issued;
15. Conviction by court trial of any crime where penalty is imprisonment;
16. Use and/or possession or traffic of narcotics and other habit forming drugs regardless of quantity within the premises or on official time.
17. Soliciting or collecting signatures or contributions for any purpose whatsoever in MTC premises without the prior permission of management;
18. Favoring suppliers in consideration of kickbacks or personal rebates;
19. Proven drug addiction or utilization of dangerous drugs;
20. Holding another job without prior notification from the management.

Penalty for Category "D" Offenses

1st offense - Termination

3.5 Composition of the Discipline Committee

The Discipline Committee shall be composed of the Administrative Director, Department Head, the HR Officer and a representative from the rank and file.

Section 4: Effect on Review and Promotion

- a. Disciplinary actions may, depending on the nature of an offense committed, directly affect merit reviews and may result to no incremental salary increase.
- b. Disciplinary actions may affect the employee's performance depending on the nature of the offense. However, only offenses committed within the review period will be considered.

ARTICLE IX

Employee and Management Grievance Procedures

Section 1: The term grievance means any dispute, complaint, question or problem than an employee or group of employees may wish to take up or discuss with the Management

representing terms and conditions of employment, interpretation or enforcement of school personnel policies, for the purpose of resolving and satisfying the same.

Section 2: The following shall be the procedure in the adjustment of grievance:

- a. First step. An (aggrieved) employee shall take her/his grievance or complaint in writing to the HR Officer immediately after it occurs. The latter must verify the facts and determine whether the complaint is valid or not. Within 72 hours on normal working days from the time the complaint or grievance was brought to the attention of the Management, the latter must resolve the grievance at his level.
- b. Second step. If the employee is not satisfied with the decision of the HR Officer, s/he may, if s/he so desires, appeal within 48 hours thereafter to the Grievance Committee as constituted in par. 4 hereof. Submission of grievance to the Grievance Committee shall be in writing.
- c. Third step. The Grievance Committee shall hear the grievance and shall have five (5) days to decide the case.
- d. Fourth step. If the complaining employee or worker is not satisfied with the decision of the Grievance Committee, s/he can appeal to the higher Management of the institution represented by the President which shall render its decision within five (5) working days.

Section 3: Where the issue involves or arises from the interpretation of any order, memorandum or assignment issued by the appropriate authority of the school, and such issue cannot be resolved in the level of the HR Officer, the same may be referred immediately to the Grievance Committee.

Section 4: A Grievance Committee shall be created within ten (10) days from the issuance of this Non-Academic Personnel Manual to the employees. The committee shall be composed of a panel of three (3) representatives each from the Management and the employees. Filing a grievance on petty matters shall be discouraged and be acted upon pursuant to the foregoing procedure.

Section 5: Disputes, grievance or matters not settled through the grievance procedure shall be referred to the employee and/or school panel by the aggrieved party for submission to voluntary arbitration in accordance with the Labor Code of the Philippines.

ARTICLE X
Performance Evaluation

The employee's work performance and attitude shall be evaluated by the Management yearly. An evaluation form shall be used for this purpose. Such evaluation shall be the basis for promotion, dismissal or other humanitarian benefits.

ANNEX A – ANTI-SEXUAL HARASSMENT POLICY

REPUBLIC ACT NO. 7877

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1: *Title* – This Act shall be known as the “Anti-Sexual Harassment Act of 1995.”

Section 2: *Declaration of Policy*. – The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

Section 3: *Work, Education or Training-Related, Sexual Harassment Defined*.- Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

- (a) In a work-related or employment environment, sexual harassment is committed when:
 - (1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
 - (2) The above acts would impair the employee’s rights or privileges under existing labor laws; or
 - (3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

- (b) In an education or training environment, sexual harassment is committed:
 - (1) Against one who is under the care, custody or supervision of the offender;
 - (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;

- (3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or
- (4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

Section 4: Duty of the Employer or Head of Office in a Work-related, Education or Training Environment. – It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

- (a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions thereof.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include among others, guidelines of paper decorum in the workplace and educational or training institutions.

- (b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers, and students or trainees to increase understanding and prevent incidents of sexual harassment, it shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this ACT for the information of all concerned.

Section 5: *Liability of the Employer Head of Office, Educational or Training Institution.* – The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

Section 6: *Independent Action for Damages.* – Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

Section 7: *Penalties.* – Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than ten thousand pesos (P10,000) nor more than twenty thousand pesos (P20,000) or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

Section 8: *Separability Clause.* – If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

Section 9: *Repealing Clause.* – All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.