

**ADMINISTRATIVE  
MANUAL  
2017**

## **INTRODUCTION AND AUTHORIZATION**

This Administrative Manual (ADM) is authorized for use in St. Dominic College of Asia (SDCA). It describes the administrative policies and procedures of SDCA. It is established in line with the College's objectives and commitment to total customer satisfaction.

It is developed in accordance with ISO 9001 standard and relevant national and international laws and regulations.

Compliance to the provisions of this ADM and reference procedures cited herein is mandatory. This manual shall serve as a guide to the regular performance of our activities and to the continuous improvement of our services.

It is intended for office and academic use, and serves all SDCA's management, teaching and non-teaching employees, as well as assessors from an independent quality certification body.

## **DISTRIBUTION**

This manual is confidential and proprietary to SDCA. The holders of controlled copies of this manual are responsible for its updating as new revisions are issued, and ensuring that it is readily available to other department personnel, if required.

The copy holders of this manual are documented in the Document Approval and Distribution Matrix.

Uncontrolled copies may be provided to individuals as deemed appropriate by the Quality Assurance and Institutional Planning (QAIP) Officer/Quality Management Representative (QMR) of SDCA.

## **ACCOUNTABILITY**

Controlled copies of this manual are considered accountable items. Holder of the controlled copies shall be required to

surrender their copies to the QAIP upon their resignation or retirement from the School.

This manual may be reproduced for other SDCA Management and employees or outside parties upon approval of the QMR. All reproduction shall be considered uncontrolled copies. Employees issuing uncontrolled copies of this manual shall be held accountable for their use. (See QSM 11.1, "Control of Documents")

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The QAIP shall be the sole issuer of the authorized revision to this manual. It shall provide recipients of the controlled copies of this manual with amendments or any updates.

The recipients of the manual shall not put hand-written notes on the manual. This is to avoid misinterpretation by the reader.

Only the controlled copies shall be considered as latest official version. Amendments or updates to the manual shall be provided to the recipients of controlled copies. Latest revisions shall be recorded in the Table of Contents of this manual.

If there is a new version of the Administrative Manual, the QAIP shall retrieve the controlled copies of the current version and replace these with the latest version. The QAIP shall be responsible for disposing superseded version of the controlled copies.

### **FEEDBACK**

Any comments, suggestions, or questions regarding the Quality Management System and its documentation may be forwarded to the QAIP. Please accomplish one (1) Document Change Request Form for

every revision and submit it with supporting documentation (if any) to the QAIP. This form is available from the QAIP.

## **ADMINISTRATIVE MANUAL**

### **Introduction and Authorization**

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**FACULTY HIRING, SELECTION AND PLACEMENT****Objectives**

- To hire qualified people at the right time at the best possible cost.
- To get the right person for the right job.

**Scope**

This covers the Hiring, Selection and Placement of all the Aca-

**Policies****Faculty Hiring, Selection and Placement**

It is the policy of the school to appoint only the best qualified candidate for any opening or vacant position to be filled. In the implementation of this policy, the school will provide opportunity for qualified employees to be considered for the suitable openings.

In the absence of such qualified employee, the school will hire from the outside sources.

In the selection of its employees, the school strives to search for the highest standard of professionalism, integrity, trust and dedication.

Faculty Status Board Composition.

The Faculty Status Board (FSB) is composed of Vice President for Academic Affairs and Research as Chairperson, Dean of the Schools, Principal and Human Resources Officer as members.

Functions:

Evaluates the qualification and competencies of the faculty members for purposes of hiring, re-hiring, ranking, Ranks whenever such appeals for review are filed by concerned faculty.

The FSB is recommendatory to the President.

## **FACULTY CLASSIFICATION**

### **Objectives**

To help in recruitment, selection and placement by defining significant standards.

To establish standards for compensation.

To allocate responsibilities aligned to the institution's mission, vision and goals.

### **Scopes**

This covers the classification of all the Academic Employees.

### **Policies**

#### **Faculty Classification**

A **faculty member** is a person who has been hired by the college for teaching and/or providing teaching support services. He/she is engaged in actual teaching of students as well as undertaking activities in support of the total development of students. He/she is also expected to undertake research and render community service.

## **ADMINISTRATIVE SUPPORT HIRING, SELECTION AND PLACEMENT**

### **Objectives**

To hire qualified people at the right time at the best possible cost.  
To get the right person for the right job.

### **Scope**

This covers the Hiring, Selection and Placement of all the Administrative Employees.

### **Policies**

#### **Administrative Classification**

An applicant shall be considered for employment by the SDCA, if he/she possesses the following qualifications:

At least 18 but not more than 35 years of age for non-supervisory positions. The age limit may be waived for non-managerial or highly confidential/specialized positions where depth of experience is a major factor for engagement of services.

#### **Recruitment**

#### **Hiring Standard**

Based on the requirements of the position, this may range from except in cases where lower qualifications are appropriate or where a specialized skill is required.

With experience on the job applied for unless waived by the company considering the nature of the job, or the potential of the candidate for the position.



With appropriate aptitude or sufficient mental ability as may be required for the position, as determined by the company's testing and interview methods.

To safeguard the company's reputation, applicants who have been convicted of any crime cannot be considered for employment. An applicant who shall be found to withhold such information shall be disqualified from employment. If discovery is made only after the applicant is employed, this shall be sufficient cause for termination.

## **ADMINISTRATIVE CLASSIFICATION**

### **Objectives**

To determine proper compensation.

To aid in recruitment by establishing meaningful qualification requirement.

To assign responsibilities related to company business plans and strategies.

### **Scope**

This covers the classification of all the Administrative Employees.

### **Policies**

#### **Administrative Classification**

All employees are classified under any one of the following categories:

### **Probationary Employee**

A probationary employee is one hired directly by the company for the purpose of occupying a permanent or regular position. Probationary

period shall be for a period of 6 months reckoned from the date he/she actually started working, after which his/her status may be elevated to that of a regular employee subject to the following terms and

conditions:

That he/she satisfactorily meets the reasonable performance requirements prescribed for the position to which he/she is assigned and which requirements shall be made known to him/her at the time of his/her appointment.

### **Regular/Permanent Employee**

A regular employee is a person who, having satisfactorily undergone the probationary period of employment is placed on regular status and is assigned to perform work directly connected with the regular operations of the company.

## **TIMEKEEPING FOR FACULTY MEMBERS**

### **Objectives**

To observe the normal hours of work of faculty members in their statement of terms and conditions of employment.

To ensure compliance with all pay, leave and timekeeping regulations and policies of faculty members

### **Scope**

This covers the timekeeping of all the Academic Employees.

## **Policies**

### **Work Attendance**

As a general rule, the work week shall be forty (40) hours per week.

## **TIMEKEEPING FOR ADMINISTRATIVE SUPPORT**

### **Objectives**

To observe the normal hours of work lay down in their statement of terms and conditions of employment.

To review and take action on all requests for leave, premium pay and compensatory time.

### **Scope**

This covers the Timekeeping of all the Administrative Employees.

### **Policies**

Forty (40) working hours per week should be observed. All SDCA personnel shall be required to log in and out using the

Biometrics System for their daily work attendance. In cases where the Biometrics is out of order or the employee has not been

registered yet in the system, the employee shall log his/her attendance on the Log Sheet located at the Lobby Guard area.

As a general rule, the working hours schedule is:

6:00 AM – 3:00 PM

7:00 AM – 4:00 PM

With one (1) hour lunch break

Flexible time is intended for Administrative Head/Officers only unless earlier endorsed by the Department Head and approved by HRO/DASS/DF for Administrative Staff.

Any deviation from this schedule should be approved by the immediate superior / Department Head and HRO.

**Break time:**

Regular lunch break is from 12:00 noon to 1:00 pm and is not counted as part of the 8-hour period for the day.

Fifteen minute break in the morning and afternoon are built into the 8-hour work schedule.

**Work Attendance**

As a general rule, the workweek shall be from Monday to Saturday. Work is spread over a period of forty (40) hour a week basis.

**COMPENSATION AND BENEFITS**

**Objectives**

To give proper return to the workers for their contributions to the organization.

To imparts a positive control on the efficiency of employees and encourages them to perform better and achieve the specific

**Scope**

This covers the Compensation and Benefits of all the Academic and Administrative Employees.

**Policies**

The school provides benefits provided for by the Labor Code and other pertinent social legislation. Availment of these benefits is applicable to regular employees only. Application form must be obtained from the HRO, approved by the Vice President for Academic Affairs and Research/Director for Administrative

**TRAINING AND DEVELOPMENT****Objectives**

To provide strategies and other types of interventions.

To improve knowledge, skills, efficiency of employees.

To obtain maximum development.

**Scope**

This covers the Training and Development of all the Academic and Administrative Employees.

**Policies**

The company recognizes the responsibility of making sure that people under its employ perform the best of their ability in their present jobs. This can only be done if the people are well-versed in the technical and psychological aspects of their jobs. The company also recognizes that there must be equal opportunities for growth of its employees. Recognizing these needs, it has embarked on making a training and development system for its members/employees.

## **PERFORMANCE EVALUATION**

### **Objectives**

To monitor employees' performance, motivate staff and improve company morale.

To allow employees to identify what skills may be lacking and need to be acquired or improved upon.

To recognize employees who performed well during the evaluated year.

To provide the opportunity for Immediate Supervisor to explain organizational goals and the ways in which employees can participate in the achievement of those goals.

### **Scope**

This covers the performance evaluation of all the Academic and Administrative employees.

### **Policies**

#### **Faculty Evaluation**

This is a measure employed by the Institution to determine the total performance of the faculty members.

#### **Administrative Job Performance**

##### **Job Performance**

It is the belief of the company that employees deserve to know what the company expects them to do in their jobs and how these jobs

relate to the mission/objectives of the organization. This belief is anchored on the premise that employees will be more satisfied with their jobs if they see that these jobs have meaning

other than merely being a means for economic existence. In the same token, our employees need to know that they are being paid based on objective measures relative to the importance of their

## **Ranking and Promotion**

### **Objectives**

To assure that they are paid equitably in relation to the difficulty and importance of work they perform.

To establish and maintain reasonable salary ranges for the respective job levels.

To establish and maintain salary rates that is internally equitable and externally competitive.

To recognize employee's performance and commitment and motivate him towards better performance.

To retain skilled and talented employee.

### **Scope**

This covers the ranking and promotion of all the Academic and Administrative employees.

### **Policies**

#### **Faculty Ranking and Promotion**

All faculty members in all levels shall be ranked according to the approved ranking instruments.

Review of rank takes place every three (3) years.

All faculty members' appointment shall indicate the official academic rank.

Accomplishments within three (3) years period prior to the ranking period will be included in the review of ranks.

Faculty members are required to regularly update their personal academic records (201 file) only duly documented accomplishments are accepted.

To sustain quality faculty member in a School, regular faculty must maintain very satisfactory rate for succeeding years of stay.

Back-sliding and two (2) consecutive fair or average rating will be given a warning reprimand or suspension.

### **Administrative Support Ranking and Promotion**

It is the policy of the school to appoint only the best qualified candidate for any opening or vacant position to be filled. In the implementation of this policy, the school shall provide opportunity for qualified employees to be considered for the suitable openings. In the absence of such qualified employee, the school shall hire from the outside sources. In the selection of its employees, the school strives to search for the highest standard of professionalism, integrity, trust and dedication.

## **PERSONNEL MOVEMENT**

### **Objectives**

To provide equal employment opportunity to all employees and job applicants.

To provide greater opportunities for promotion and transfer from within.

To improve the upward mobility potential for qualified employees.



**Scope**

This covers the Personnel Movement of all the Academic and Administrative employees.

**Policies****RESIGNATION**

A resigning employee must submit his letter of resignation at least 30 days prior to the intended date of resignation.

Failure to comply with the 30 – days notice requirement shall mean forfeiture of benefits, unless early effectivity date of resignation is approved by the Department Heads/Officers and HRO.

If a resigning employee has outstanding accounts with the institution (e.g. cash advance, salary loan, etc.), these shall be deducted from whatsoever amount is due him as computation of benefits (i.e., SL/VL credits). If the computation is not sufficient to cover all the employees' accountabilities, he shall be made to pay the balance under an appropriate arrangement.

Payment of benefits and salary due shall be made only upon

Approved letter of resignation.

Clearance Certificate.

The resigning employee must surrender his/her ID to the HRO.

**PERSONNEL CODE OF CONDUCT****Objective**

To allow persons within this institution to determine how to act real, often complex situations by referring to a few clear and precise principles.

## Scope

This covers the Personnel Code of Conduct of Academic and Administrative Employees.

## Policies

All employees of SDCA are expected to assist and contribute to the achievement of the goals of customer satisfaction, excellence of service and profitability. Each one is also expected to observe the highest standard of honesty, integrity, professionalism, courtesy, punctuality, attendance, efficient accomplishment of duties and responsibilities, teamwork and cooperation and respect for other people.

It is incumbent upon all the employees that discipline is maintained for the organization to exist. Discipline, in the ranks, is the paramount consideration, as vital as the fair, equitable and just treatment by management of its employees. There can be no efficiency without discipline. Consequently, when employees violate the rules of discipline, they jeopardize not only the interests of the employer but also their own. A happy equilibrium of these factors would enhance healthy, inspired and energetic employees to perform to the best of their abilities, their duties and responsibilities.

In sum, the maintenance of discipline in SDCA shall be corrective rather than punitive. The degree and sincerity at

taken into consideration. Disciplinary measures are instituted to ensure protection of all employees, guests, as well as the property of SDCA, guided by this **Personnel Code of Conduct** subject to governmental legislation, where applicable

## **CONTRACT REVIEW**

### **Objectives**

To ensure all contracts are properly reviewed.

To ensure that the School will be protected by the provisions stipulated in the contract.

### **Scoped**

This section covers the review of contracts between the School and a third party.

### **Policies**

All agreements/engagements/undertakings entered into by the school with other entities shall always be governed and covered by a formal contract.

All formal contracts shall be reviewed by the Legal Counsel.

Contracts shall include as applicable, but not limited to the following information:

- Parties involved
- Scope of work or services
- Duration
- Limitation of liability
- Confidentiality
- Termination
- Approval

## **LEGAL CONSULTATION**

### **Objective**

To provide sound legal advice to the School community.

**Scope**

This section covers the provision of legal advice/opinion.

**Policies**

Legal Counsel shall support the School community by providing sound legal advice/opinion once this is sought from them.

Legal advice or opinion shall conform to the laws of the Philippines.

**GUARD DETAILING/ SCHEDULING/ PATROLLING****Objective**

To protect SDCA officials, employees, faculty, staff and students against physical harm and injury;  
To maintain the peace and order in SDCA; and  
To continuously observe the surroundings of the facility for any unusual situation or condition that can be hostile to its security and safety.

**Scope**

This procedure applies to the deployment of Security Guards (SGs) in SDCA.

**Policies**

The Security Officer (SO) and SGs duties, responsibilities and functions shall be guided with the following:

Guard's Code of Ethics;  
Guard's Code of Conduct; and  
Eleven General Orders of the Guard.

The SO will assign SGs in identified Areas of Responsibility (AOR) following the observance of the Six Aspects of Security:

Personnel Security;  
Information Security;  
Operation Security;  
Reputation Security;  
Environment Security; and  
Physical Security.

SGs shall render 12 hours continuous duty in SDCA in complete SG uniforms as prescribed in the Contract of Service with the accredited outsourced security agency. However, wearing secondary SG uniforms such as the "barong" shall be limited only to SO and the deputized SO.

SGs assigned as Roving/ Patrolling Guard in Dayshift and Nightshift must conduct security inspection during daytime and night time.

The SGs assigned as Roving Guard shall conduct patrolling in identified AOR and its components as follows:

Critical Point (CP) i.e. executive office, accounting office, cashier, etc.;  
Area Control Point (ACP) i.e. campus ground, lobby, etc.;  
Fixed Area Control Point (FACP) i.e. school entrance, vehicle entrance, etc.;  
Transient Area Control Point (TACP) i.e. every floors (near the main staircase of the building); and  
Control Area (CA) i.e. school entrance, covered walk/ achievers lane, main entrance of the building and Al fresco Hall.

Turn-over/ endorsement of responsibilities of SGs in Dayshift and Nightshift at given time as follows:

7:00 to 8:00 AM  
7:00 to 8:00 PM

The SO shall conduct weekly SGs formation as part of security check, weekly briefing, re-orientation of existing and newly developed security policies including realization of actual protection of life and properties in SDCA.

## **SECURITY REPORT & RECORDING SYSTEM**

### **Objectives**

To record information obtained by Security Guards (SGs) while on duty and performing their tasks;  
To report unusual observation during the operational activities in SDCA; and  
To provide documentary evidences.

### **Scope**

This procedure applies to all SO and SGs assigned in SDCA

### **Policies**

The SO and SGs assigned in SDCA must have available security logbooks and other related forms/ documents to record in chronological order of their performance of routine functions, activities and observations while on duty.

Security Logbooks and other related forms/ documents are classified according to their application namely;

- Lobby/ Entrance Logbook;
- Vehicle Entrance Logbook;
- Canteen/ Exit Logbook;
- Roving Logbook;
- Basic Education Entrance Logbook; and
- Visitors Logbook.

Security Logbooks are placed in identified post/ area of assignment for SGs easy access.

SGs on duty must report immediately to SO any untoward incidence and potential problems in their post/ area of assignment.

Recording and submission of incident reports to TGS-Security Unit must be done within 24 hours.

The SGs assigned as Roving/ Patrolling Guard in Dayshift and Nightshift must properly endorse the logbook and other related forms/ documents including security materials and equipment needed to succeeding SGs to take the post.

The SO must certify the entries in the logbook and other related documents at least every shift.

## **ACCESS CONTROL**

### **Objectives**

To conduct screening out procedure to all persons entering SDCA campus;

To ensure that students are following the general policies and guidelines stipulated in Student Handbook on wearing the prescribed school uniforms and identification cards;

To guarantee that SDCA Employees/ Staff and Faculty including Guests/ Visitors (*student's family members, alumni members, etc.*) are well documented; and

To prevent undesirable or illegitimate persons from entering the facility premises.

## **Scope**

Access and control is the process of thorough examination during campus entry. Thus, this procedure applies to all persons with official business transactions with the institution.

## **Policies**

The SGs assigned in SDCA's main entrance must screen all students, employees/ staff and faculty on the following:

Proper Uniforms; and  
Identification Card

The SO and SGs responsibilities and functions in campus entry shall be guided by the Security Measures in the Campus.

Students who violated the policies and guidelines before entering SDCA shall receive DSAS-Violation Slip and will be endorsed to

Student Behavior Officer for disciplinary action.

Guests/ Visitors who have business transactions inside SDCA should present and leave proper identification cards at the entrance. A Visitor's Control Pass and ID will be issued and surrendered right after the completion of transactions.

## **INCOMING AND OUTGOING MATERIALS**

### **Objectives**

To ensure that all incoming materials and correspondences will be received by the school officials students, faculty including  
employees/ personnel/ staff who currently works in SDCA;



To guarantee that outgoing materials and company properties will be properly documented before disposal and for off-campus

### **Scope**

This procedure was designed to monitor incoming and outgoing materials including appropriate handling of received correspondences addressed to school official's, students, faculty employees who currently works in the institution.

### **Policies**

The SGs assigned in the main entrance/ lobby must record all incoming and outgoing materials including correspondences using the Incoming Correspondences Logbook.

SG/ LG will deliver the incoming correspondences and other light weight materials to the recipients within 24 hours. The recipients will sign in the logbook for acknowledgement. Only the addressee is allowed to pick-up their respective incoming correspondences. The recipients will also sign in the logbook for acknowledgement.

For the incoming materials (*such as construction supplies, tarpaulins, etc.*) that will require thorough documentation, the SG/ LG assigned will coordinate with the department concerns namely (*Property Custodian Office, Engineering Departments, Corporate Communication Affairs Office, etc.*)

All equipment, materials and company properties that will be brought outside SDCA for disposal and for outside school activities must be monitored using Gate Pass from the office of the Property Management Officer. Assigned SG will facilitate the inspection of materials and company properties including necessary document before taking it out from SDCA premises.

## **PARKING PROCEDURES**

### **Objectives**

To ensure the order of parking and traffic of vehicles in campus ground; and  
To provide parking space to School Personnel/Administrators, Deans, Program Chairs and guests of SDCA.

### **Scope**

This procedure applies to School Personnel/ Administrators, Deans, Program Chairs who have vehicles including guests with official business transactions with the institution.

### **Policies**

Guided self-parking and first come, first serve basis policy will be observed for the vehicles that will enter the institution according designated parking area.

The TGS-Security Unit shall implement decal system to regulate the parking of School Personnel/ Administrators, Deans, Program Chairs and guests of SDCA.

Parking attendance shall be monitored by the SG assigned in the vehicle entrance.

Arrival of VIPs/ Guests of SDCA must be coordinated with the TGS-Security Unit 3 days prior to the visit otherwise no parking will be allotted to VIPs/ Guests.

## **CCTV MANAGEMENT**

### **Objectives**

To enhance physical protection of SDCA officials, employees, faculty, staff and students against physical harm and injury through the use of Closed-circuit Television (CCTV); and

To ensure monitoring surroundings of the facility for any unusual situation or condition that can be hostile to its security and safety.

### **Scope**

This procedure applies to protect the safety and property of SDCA. A safety and security purpose includes protection of school officials, employees, faculty/ staff, students and visitors; and

Protection of owned and/or operated property including

### **Policies**

The CCTV has been installed with the primary purpose of reducing the threat of crime generally, protecting persons consistent with respect for the individuals' privacy and SDCA's property. These purposes will be achieved by monitoring the system to:

- Discourage those having criminal intent;
- Assist in prevention and detection of offense;
- Facilitate identification, apprehension and prosecution of offenders in relation to crime and public order;
- Facilitate identification of any activities/ event which might warrant disciplinary procedures being taken against the offenders; and
- Assist in providing evidence to individuals against whom disciplinary or other action is, or is threatened to be taken.

Any incidents or even crimes that require viewing or monitoring of CCTV must submit the written authorization or request of the offended party from the Discipline Officer including the incident report that indicate the date & time of the incident.

No unauthorized access to the Security Control Room will be permitted at any time.

Access will be strictly limited to SO, Head of TGS-Security Unit, Director of Administrative Support Services and any other

person with statutory powers of entry.

School officials, employees/ faculty/ staff, students and visitors may be granted access to Security Control Room on a case-by-case basis and only then on written authorization from SO, Head of TGS-Security Unit, Director of Administrative Support Services.

Preventive Maintenance of CCTV shall be conducted by the MIS and Engineering Department with the assistance of SO.

Malfunctioning of equipment and units must be reported immediately to MIS and Engineering Department.

## **EMERGENCY MANAGEMENT**

### **Objectives**

To promote the safety of school officials, employees/ staff, faculty and students during internal and external emergency/ crisis;

To plan institutional emergency evacuations among all occupants of SDCA's Basic and Higher Education Buildings; and

To create an Institutional Emergency Evacuation Response Team as prime mover promoting the two basic elements of Emergency/ Crisis Management namely; Crisis Preparedness Program and Crisis Contingency Plan.

## **Scope**

This procedure applies to all occupants of SDCA's Basic and Higher Education Buildings specifically occupied of the executive offices, employee's workplaces, faculty rooms, classrooms, skills/ training laboratories, clinic, libraries and gymnasium.

Conducting of orientation and training for the school officials, employees/ staff, faculty and students during emergency/ crisis

including creation of Institutional Emergency Evacuation

Response Team that organizes Emergency Evacuation Drills.

Emergency/ Crisis can be result or consequence of any of the following events but not limited to:

- Adverse judicial ruling where the organization is involved.

- Accidents

- Arrest of Executive

- Civil Strife

- Criminal Incident

- Environmental Threat

- Extortion

- Failed major project or undertaking

- Financial Collapse

- Fire or Explosion

- Incapacitation of or Death of Key Operator

- Industrial Arrest

- Industry-driven Crisis

- Kidnapping of Executive

- Regulatory Ban

## **Policies**

Any Emergency/ Crisis must be anticipated by the SO/ SGs on duty in SDCA. If Emergency/ Crisis occur, the TGS-Security Unit through the Communication Team of the Institutional Emergency Evacuation Response Team will notify the respective teams to respond according to the types of Emergency/ Crisis.

Emergency communications such as telephones, two-way radio used by security personnel and identified schools officials or even the PA system located at the higher education building will be used for this purpose. Fire alarm system will be activated anyone in times of crisis, however, during evacuation drills, the Engineering Department is the one-in charge of the alarm.

Office of the Administrative Support Services in coordination with the Engineering Department and TGS-Security Unit will be responsible for planning, scheduling and conducting of orientation and Institutional Emergency Evacuation Drills every semester. These activities will be properly coordinated with Bureau of Fire Protection (BFP) and the Bacoor Disaster Risk Reduction and Management

## **PREVENTIVE MAINTENANCE**

### **Objectives**

To ensure that air conditioning units and other equipment are properly maintained to prevent machine breakdown that would disrupt school operation.

To ensure company facilities are well maintained to prevent untoward accidents and potential hazards.

### **Scope**

This applies to the activities involved in regular maintenance of the school's air conditioning units, other equipment and facilities.

### **Policies**

The Building Administration office personnel shall conduct preventive maintenance activities for each air conditioning units based on the Preventive Maintenance Schedule to ensure that they are properly maintained.

Equipment History Card shall be maintained per machine and company facilities as appropriate.

Preventive maintenance shall be implemented only if all components for the activity are available.

## **CORRECTIVE MAINTENANCE**

### **Objectives**

To ensure that breakdown of air conditioning units and other equipment are immediately addressed and corrected to minimize disruption of school operation.

To ensure that company facility breakdown are immediately addressed and corrected to avoid complaints, hazards, and/ or accidents.

### **Scope**

This applies to the activities involved in repair of the company's machines/equipment, tools and facilities.

### **Policies**

The Building Administration Officer shall regularly monitor the status of all Job Orders.

Only trained Building Administration personnel shall be assigned to repair the machine/equipment and company facilities.

The Building Administration personnel performing any work shall observe all applicable safety regulations.

Appropriate tags or signage for machines/equipment under repair shall be placed at all times.

Equipment History Card shall be maintained and updated per machine/equipment.  
Building Administration Officer shall prepare the Purchase Requisition Slip (PRS) for additional parts or outside assistance.

## **USE OF SCHOOL FACILITIES**

### **Objectives**

To establish and maintain a documented procedure in monitoring and controlling the use of school facilities.

### **Scope**

This procedure applies to all SDCA community who intend to use the school facilities.

### **Policies**

Reservation in the use of the school facilities is on a First-Come-First-Served basis. Reservation form must be returned to Facilities In-Charge for final confirmation two (2) days before the actual use of the facility, otherwise the tentative reservation shall be cancelled in favor of those who will be requesting the same time and date.

The party in-charge of the activity is expected to be personally present at all time in the facility.

Installation of additional power connection and fixtures should be referred first to the Facilities In-Charge. Approval in the loaning out of equipment should also be asked from him.

Any damages incurred during the use of any group shall be charged against the person applying for reservation and the person endorsing the approval of the application is jointly and severally liable.



The Facilities In-Charge reserves the right to cancel or revoked confirm reservations in cases of misrepresentation and/or violation of the Policies, rules and regulations.

Any complaint should be directed in writing to the Director for Administrative Support Services copy furnished the Building Administration Officer/Facilities In-charge.

## **FACILITY CLEAN-UP MAINTENANCE**

### **Objectives**

To ensure cleanliness, organize, and comfortable environment of the institution; and

To maintain proper condition of facility & properties of SDCA.

### **Scope**

This procedure applies to a high standard of cleanliness and general upkeep of the institution and providing a comfortable, healthy, working environment and student friendly campus.

### **Policies**

Building Attendants/ Housekeepers of TGS-Housekeeping Unit will be deployed in their respective assignment in semi-monthly schedule.

Building Attendants/ Housekeepers are responsible accomplishing the task as required in the contract between accredited outsourced agency and the institution.

Daily Routine

Weekly Periodic Operation

Monthly Periodic Operation

## **CLEANING MATERIALS AND SUPPLIES MANAGEMENT**

### **Objectives**

To ensure TGS-Housekeeping Unit have adequate stocks of cleaning materials/ supplies for a period (weekly, monthly, etc.); and

To monitor utilization of cleaning materials/ supplies of each Building Attendants/ Housekeepers;

### **Scope**

This procedure applies to inventory management of cleaning materials/ supplies of TGS-Housekeeping Unit.

### **Policies**

TGS-Housekeeping Unit will assign one (1) Building Attendant/ Housekeeper as the official Materials/ Supplies Supervisor that will in-charged inventory management of cleaning materials/ supplies of TGS-Housekeeping Unit.

Each Building Attendants/ Housekeepers will receive adequate cleaning materials/ supplies and subject to replenishment after a period of one week.

The Materials/ Supplies Supervisor will do the on-spot check if the cleaning materials/ supplies are properly utilized. Any misused will be reported to the Team Leader and Head, TGS-Housekeeping Unit for proper sanctions.

Building Attendants/ Housekeepers will report to Team Leader and Head, TGS-Housekeeping Unit any malfunctioning cleaning equipments or units.

## **WASTE SEGREGATION MANAGEMENT**

### **Objectives**

To ensure observation of basic physical components of Waste Management;

To promote 3 R's of ecological waste management (Reduce, Reuse, and Recycle); and

To provide safe handling and disposal of solid waste and highly hazardous chemicals from laboratories.

### **Scope**

This procedure applies to Building Attendants/ Housekeepers of TGS-Housekeeping Unit in generating, handling, storage and disposal of solid and chemical waste.

### **Policies**

TGS-Housekeeping Unit will implement Waste Segregation as required by the RA 9003 on Ecological Solid Waste Management Act of 2000 and RA 9512 on Environmental Awareness and Education Act of 2008.

TGS-Housekeeping Unit must observed of Waste Management following the basic physical components as follows:

- Education
- Waste Receptacles
- Sorting Area
- Disposable Holding Area
- Recyclables Area
- Biodegradables Area
- Yard Wastes Area

Building Attendants/ Housekeepers collected the solid waste on daily basis.

Waste that does not need segregation will be pulled out at 7 PM and place in waste pick up area.

Chemical waste from laboratories will be coordinated through the Engineering Department.

Coordinates with the Property Management Officer and Engineering Department concerning disposal of recycled waste.

## **PEST CONTROL MANAGEMENT**

### **Objectives**

To ensure regular pest control activities for the institution; and

To promote sanitation in critical areas such as classrooms, offices, function rooms and restrooms.

### **Scope**

This procedure applies to sanitation requirements of CHED, Department of Education (DepEd) and other accrediting body for an institution.

### **Policies**

TGS-Housekeeping Unit will coordinate with the city sanitation officer and accredited pest control services for regular conduct of pest control activities in the SDCA but not limited to the following:

- General Pest Abatement Maintenance
- Rat abatement Maintenance
- Fogging
- Fumigation

Pest control shall be conducted quarterly and actual day must

Building Attendants/ Housekeepers will assist city sanitation officers and accredited pest control personnel during the actual conduct of pest control activity.

## **MISCELLANEOUS SERVICES**

### **Objectives**

To provide miscellaneous services to school officials, employees/ staff, faculty and students of SDCA.

### **Scope**

This procedure applies to Building Attendants/ Housekeepers of TGS-Housekeeping Unit.

### **Policies**

Building Attendants/ Housekeepers of TGS-Housekeeping Unit must extend miscellaneous work such as carrying, transporting or moving of office furniture, equipment and supplies within the premises including rounding-up and dispose noisy animals.

Miscellaneous work of Building Attendants/ Housekeepers must be coordinated with the Head of TGS-Housekeeping Unit in writing before the actual date of the activity.

In emergency cases, Head of TGS-Housekeeping Unit must be notified prior to the conduct of miscellaneous work through the Team Leader.

## **MARKETING RELATION**

### **Objectives**

To communicate to the internal and external public with regards to the development and information about the SDCA.

To safeguard the brand image of the school.

To standardize the use of the Marketing Job Order Form and Marketing Events Form as the first source of technical

### **Scope**

This standard establishes the policies, procedures and controls in the dissemination of information about the School.

### **Policies**

Communication from the various schools intended for public consumption utilizing various media channels (such as but not limited to billboards, brochure, social media and the worldwide web) shall be submitted to CCAO for clearance and processing.

Internal communications in the form of banners and posters that uses the SDCA seals, logo and colors should be in conformity to SDCA logo manual.

Communication developed by students must be approved by their respective deans and/or principal in coordination with CCAO.

Event and activities involving partners and sponsors must be approved by the deans and principal in cooperation with CCAO.

The Graphic Artist controls and issues the pre-numbered Marketing Job Order Form (MJOF). Graphic Artist secures the copy of MJOF.

The Graphic Artist sets the date of completion depending on the job specification.

Requesting department will accomplish MJOF with the corresponding instruction and information to the Graphic Artist.

No MJOF. No design shall be implemented.

The maximum recommended Tarpaulin size per building are as follows:

Main Building Frame 1 = 11.80 mtrs. x 9.10 mtrs

Main Building Frame 2 = 11.80 mtrs. x 7.10 mtrs

Main Building Frame 3 = 12.10 mtrs. x 9.10 mtrs

Main Building Frame 4 = 10.65 mtrs. x 7.10 mtrs

Main Building Frame 5 = 05.25 mtrs. x 9.10 mtrs

SDCA Fence Billboard 1 = 3.80 mtrs. x 3.0 mtrs.

SDCA Fence Billboard 2 = 4.40 mtrs. x 3.0 mtrs.

SDCA Fence Billboard 3 = 4.40 mtrs. x 3.0 mtrs.

SDCA Fence Billboard 4 = 4.40 mtrs. x 3.0 mtrs.

SDCA Entrance = 2.46 mtrs. x 2.47 mtrs.

Marketing Rooftop = 9.06 mtrs. x 1.58 mtrs

Main Building front Hallway = 4.89 mtrs x 1.22 mtrs

The recommended standard size of Marketing materials are as follows:

One page Flyer = width 9inches X height 6inches

Two page Flyer = width 9inches X height 6inches

Poster = width 22inches X height 28inches

Omnibus brochure = width 7.4 inches X height 10.4 inches

Roll up banner = width 24 inches X height 72 inches

Tarps and posters that have been installed without the consent and approval of CCAO will be removed immediately.

### **Marketing Collateral**

Marketing collaterals are used for career talk, career fair, campus tour and other marketing activities inside and outside SDCA.

Requesting department must log to the Marketing Collaterals Inventory Record for request of giveaways and printed

materials such as fliers and brochures. This allows CCAO to

Offices send an authorized representative/s to receive requested collateral from CCAO.

## **STUDENT REQUIREMENT**

### **Objectives**

To provide a uniform recruitment process, across all Schools and Departments, that is fair, clear and explicit, and supports, where practically possible, broad and diverse access for those with the potential to benefit from higher education.

To regulate and provide clear guidelines based on good practice for the recruitment of prospective students, both nationally and Internationally, to advance the objectives of redress, equity, quality, academic excellence and optimal success of students who gain admission to the School.

### **Scope**

This policy applies to the recruitment of students to all subsidized programs of study at the School.



## **Policies**

### **Marketing Materials**

Schools/Departments shall provide marketing with accurate and up-to-date information related to each schools requirement.

The Marketing Assistant in coordination with the Graphic Artist reviews the specific marketing material, in conjunction with the Schools/Departments requirement.

Individual School/Department marketing material shall be coordinated in-house in accordance with the Student Recruitment plans.

The website and printed publications make available clear information on admission processes, procedures and criteria for each program and/or qualification, together with applicable closing dates.

Every effort will be made to ensure that information provided by School/Department, as a student recruitment responsibility, is current and accurate at the time of publication. The School website is the most up-to-date source of information.

### **Recruitment Process**

An annual recruitment plan is developed in cooperation with Schools/Departments of each year and distributed to all relevant stakeholders.

Marketing Assistant with prospective student groupings takes place in an integrated manner in cooperation with the different schools/departments.

The School is responsible for all persons who are formally involved in the recruitment process as agents of the school, e.g. Marketing Assistant and Academic Department Heads/Chairpersons/Faculty.

#### Student Marketing

The responsibilities of Marketing Assistant include activities such as:

- Career Talk
- Campus Tour
- School presentations (3<sup>rd</sup> and 4<sup>th</sup> year High School)
- Campus visits
- Collects information of prospective students for database

#### Selection Process

Mechanisms and processes whereby applicants are selected are clearly described and implemented.

Application forms are considered under the direction of the relevant Head of Department, in accordance with the program-specific requirements and School rules.

### **IT PREVENTIVE MAINTENANCE**

#### **Objectives**

To keep track of the maintenance update of a workstation by providing systematic inspection, detection, and correction of incipient failures either before they occur or before they develop into major defects.

This set of guidelines is designed to achieve the following:  
Provide a clear set of rules and policies in implementing IT Preventive Maintenance.

## **Scope**

It comprises the policies and procedures in implementing IT Preventive Maintenance which applies to SDCA Community.

## **Policies**

The MIS Office shall be responsible for scheduling preventive maintenance with the approval from the MIS Officer

IT Preventive Maintenance activities shall include:

Software Maintenance

Virus Scanning

Anti-virus update

Removal of viruses

Removal of non-work related software

Defragmentation

Data Cleaning

Hardware Maintenance

Cleaning/ testing of computer components, peripherals and cables

Replacement of computer components, peripherals and cables

Backup of Files

Backup all work-related files

All faculty, school and administrative staffs of SDCA are expected to coordinate with the proposed schedule of IT preventive

## **REQUEST FOR REPAIR OF IT EQUIPMENT**

### **Objectives**

This set of guidelines aims to achieve the following:

Provide information on the appropriate procedures for repair of IT Equipment.

Organize documentation and reports of requests for repair of IT Equipment.

### **Scopes**

It comprises the policies and procedures for requesting of repair of IT equipment.

### **Policy**

The MIS Office shall manage and control all requests for repair of IT equipment at St. Dominic College of Asia.

## **SOFTWARE DEVELOPMENT / MODIFICATION**

### **Objectives**

This set of guidelines is designed to achieve the following:

To develop different Information System needed by the different offices/department/units/schools of the college.

To modify and enhance the existing Information System as needs

## **Scope**

It comprises the procedure on how to request for the development or modification of Information System within the college.

## **Policies**

MIS Office shall be responsible for developing, maintaining, and participating in a System Development Life Cycle (SDLC) for institution system development projects. All software developed in-house which runs on production systems must be developed according to the SDLC. At a minimum, this plan should address the areas of preliminary analysis or feasibility study; risk identification and mitigation; systems analysis; general design; detail design; development; quality assurance and acceptance testing; Implementation; and post-implementation maintenance

and review. This methodology ensures that the software will be adequately documented and tested before it is used for critical institution information.

All production systems must have designated Owners and Custodians for the critical information they process.

MIS Office must perform periodic risk assessments of production systems to determine whether the controls employed are adequate.

All production systems must have an access control system to restrict who can access the system as well as restrict the privileges available to these Users. A designated access control administrator (who is not a regular User on the system in question) must be assigned for all production systems. Where resources permit, there should be a separation between the production, development, and test environments. This will ensure that security is rigorously maintained for the production system, while the development and test environments can maximize productivity with fewer security

restrictions. Where these distinctions have been established, development and test staff must not be permitted to have access to production systems. Likewise, all production software testing must utilize sanitized information.

All application-program-based access paths other than the formal user access paths must be deleted or disabled before software is moved into production.

## **SCHOOL WEBSITE UPDATE**

### **Objectives**

To provide an updated information about the college in the School Website.

### **Scope**

It comprises the procedure on how to request for the updates or modification of the School Website.

### **Policies**

Maximum of 20 images are allowed to upload per events.

Multimedia files can be linked or uploaded on any authorized social media site.

Edited images are provided by the requestor.

In the absence of the Webmaster, the Web Developer/Database Administrator and Data Management and Information System Support Engineer will take charge in the web maintenance/update or attend to the request pertaining to website concern.

## **BORROWING AND RETURNING OF IT EQUIPMENT**

### **Objectives**

This set of guidelines is designed to achieve the following:

Provide a clear set of rules in borrowing and returning of all IT equipment maintained inside the MIS Office.

Maintain safety standard practices in the use of IT equipment.

### **Scope**

It comprises the procedure in borrowing and returning of IT equipment.

### **Policies**

Only current SDCA faculty, staff and students can borrow and check out IT equipment.

The borrower agrees to treat the equipment with the same care provided to personal property.

Faculty, staff and students must personally pick up and return the IT equipment at the MIS Office.

A thorough inspection of the equipment by the MIS Staff is necessary when the equipment is returned.

## **BACK-UP AND RECOVERY**

### **Objectives**

To provide for the continuity, restoration and recovery of critical data and systems. MIS Office needs to ensure all critical data are backed up periodically and copies maintained at an off-site location.

To ensure backups for disaster recovery of key network servers and data as well as the ability to recover certain files in the event they are inadvertently deleted, corrupted, or otherwise changed in such a way that data is lost.

Provide a clear set of rules pertaining to Data Backup and Recovery of all SDCA Staffs, Faculties and Administrative Officers computer data files, software, digital multimedia files, system database, source code and files.

Provide a restoration point and ensure the availability of all SDCA important data files, application system and operating system in the event of data loss caused by hardware or software failure, physical disaster or human error.

To effectively reduce and prevent data loss.

To continually improve SDCA disaster recovery operations

To ensure security of backup data thru the use of security services including firewall, user access and authorization restriction and virus scanning software.

### **Scope**

This policy applies to SDCA Community as well as its third party IT support services who process and/or store Institutional data.



MIS Office and third party IT support services are responsible for the backup and recovery of data held within and outside SDCA. However, all requesting parties are responsible for ensuring that appropriate backup schedules are arranged with MIS Office as appropriate for the data for which they are responsible.

## **Policies**

Computer data files, software, digital multimedia files, system database, source files and codes and other files from SDCA faculty, staff and computer lab workstation computers and servers will only be allowed for backup and recovery.

Monthly backup of servers such as website, TRI-S database, web portal, e-learning, inventory, and others.

Personal owned data files, software and digital multimedia files will not be allowed for back up.

All SDCA back up data will be stored and retained on network data server provided by MIS Office unless other suitable backup arrangements have been determined and approved by MIS Officer.

All data that has been backed up will not be removed from network drives unless it has been determined that the data will not be used for further use.

MIS Office will manage and control all backup data on data servers, system core database and infrastructure data center.

MIS Office ensures that all SDCA business data is secured, protected and can be restored or retrieved with minimal disruption to operations.

MIS Office will automatically backup all data stored on:  
SDCA School System ("TriS")  
Enrollment System

#### Grading System

- Student Information System

- Accounting

- SDCA Student Web Portal

- SDCA Website

- SDCA E-Learning System

- SDCA Inventory System

- SDCA Employee Time Keeping System

- Others

Manual back-up and restoration of important data will be done in case requesting department / office missed the scheduled back-up.

Monthly back-ups shall be stored on-site and off-site.

### **REQUEST FOR INTERNET SERVICE**

#### **Objectives**

This set of guidelines aims to achieve the following:

To provide the faculty, staff and students of St. Dominic College of Asia a reliable and secured wired and wireless network, intranet and internet service.

To facilitate and support teaching or academic activities required in the Institution.

#### **Scope**

This policy applies to SDCA Community as well as its third party IT support services who administer network security within SDCA campus.

## Policies

The Institution encourages the use of the Internet, including email and web services, to facilitate communication among internal users and with the external community and allow users to better perform the duties assigned to them and to allow greater efficiency in teaching, research, administrative and service functions.

The main internet service provider of SDCA shall provide a minimum data transfer speed of 10 mbps to supply the network needs of the SDCA facilities. Network Administrator will be the one responsible for reporting problems with the internet service provider.

SDCA ICT Network administrator has the right to monitor and record at all times all internet browsing.

Non productive websites are considered unauthorized or prohibited sites to be opened/browsed that may be identified during or after use of internet.

Access to non productive websites can be requested to MIS Office which may be needed for user for their job function.

Access permission to [www.Facebook.com](http://www.Facebook.com) is enabled to all SDCA Staffs during lunch break (12:00PM to 1:00PM).

Access permission to [www.Facebook.com](http://www.Facebook.com) and [www.Youtube.com](http://www.Youtube.com) is enabled to all campus WIFI hotspots in order to provide Computer Based Learning for SDCA Students.

Downloading of any file for personal use including executable (.exe , .cab, etc.) and media files (.mp3, .mp4, .avi, .mpg, .3gp, etc.) is strictly prohibited unless approved by MIS Officer.

Usage of any kind of torrent software and file sharing software is strictly prohibited as torrent uses the maximum bandwidth available to connect to unknown sources.

Internet browsing and downloading are potential source of spyware and virus which can damage files / programs / database of the entire SDCA system. In order to minimize virus and spyware, use of internet and web browsing is regulated by MIS together with its third party IT support services administers network security within SDCA campus.

Wi-Fi network users should ensure their computer systems are properly configured and operated so that they do not cause inconveniences to other Wi-Fi network to other Wi-Fi network users and the School network users.

Wi-Fi network is provided in support of teaching or related academic activities to access School Network and Internet lecture theatres, classrooms and libraries. Use of Wi-Fi network for other purposes should be discussed with and approved by the MIS Officer.

Wi-Fi network users should get their network addresses automatically; a valid network address will be granted when connected. Use of other network address is prohibited.

Setting up routing or other special network functions is prohibited.

Wi-Fi and Network services in the school are subject to the following conditions:

Extensive loading (downloading and uploading) that affects the performance of the School network or monopolization of the School network resources in terms of bandwidth is prohibited. Violation to these guidelines will be terminated without further notice.

Wi-Fi and network services in the school are for the support of teaching, research and student services.

Not to harm the School Network. MIS reserves the right to prohibit the running of other devices which are harmful to the network.

Wi-Fi network users have the following rights and responsibilities:

Producing excessive network traffic such as broadcasting and sending massive messages and unsolicited emails is prohibited.

Setting up routing or other special network functions is prohibited.

Development of networking software in Wi-Fi network is prohibited.

Sharing of accounts is prohibited.

Users are responsible at all time for using the Wi-Fi network in a manner that is ethical, legal, and not to the detriment of others.

Users are responsible for the licenses of the software installed in their computer.

Users are responsible for any and all activities initiated from their computer.

Users are responsible for the security settings of their computer or notebook systems.

Users have the right to access the School network and internet and use of allowed applications

Users of Wi-Fi network whom violate the terms and conditions set forth in this document will result in temporary or permanent loss of the access privilege to Wi-Fi network. Offenses which are in violation of law usually will result to immediate loss of access

privilege of Wi-Fi network and will be reported to the discipline department.

MIS is responsible for the design, operation and management of Wi-Fi network, including provision of security measures at the network level.

In the event of severe network problem which arises from the Wi-Fi network user's computer system and causing severe damage to the user community, MIS has the right to terminate the network connection of the user's computer system without making prior notice to the user.

The MIS has the responsibility to provide advance notice of Wi-Fi network unavailability due to regular maintenance, upgrades or changes so that Wi-Fi network users may plan for their works. However, in the event of an emergency, the MIS has the right to shut down the whole or partial Wi-Fi network with little or no advance notification. Every effort will be made to give users a chance to save their work before the Wi-Fi network is taken out of service. In the event that Wi-Fi network connected computer presents an immediate security risk to equipment, software or data in School network, MIS has the right to terminate this connection without prior notice.

Wi-Fi network users violating the guidelines and policies set forth in this document may result in temporary or permanent loss of the access privilege to the Wi-Fi network. Offenses which are in violation of local laws usually result in immediate loss of access privilege to the Wi-Fi network, and will be reported to the appropriate School authorities/discipline.

## **ID PROCESSING**

### **Objective**

To provide an identification card for all students, staffs and faculty of St. Dominic College of Asia for an efficient access to the campus facilities, activities and events.

**Scope**

It comprises the policies and procedures in requesting for an Identification Card.

**Policies**

The Technical Support staffs are responsible for creating IDs.

All faculty, staffs and students are required to wear an I.D. card.

The ID card is non-transferrable and is valid as long as the holder continues his/her affiliation with St. Dominic College of Asia.

New students must present their registration form or receipt.

Students requesting for replacement for ID must present their payment ID reissue receipt.

New employees/faculty must present their Application for ID card from the Human Resource Department.

**USE OF COMPUTER LABORATORIES AND SPEECH LABORATORY****Objectives**

This set of guidelines aims to achieve the following:

Ensure the efficient and effective use of computer Laboratory.

Provide a clear set of rule to protect all IT resources as operated and maintained inside the computer laboratories/speech laboratory.

Ensure that all computer laboratories and speech laboratory protect from theft vandalism and all form of abuse.

## **Scope**

This guideline shall govern the operation and maintenance of computer laboratories which comprises the general rules, specific computer safety as well as faculty, administrative staff and personal safety.

## **Policies**

The use of Computer Laboratory and Speech Laboratory are primarily for facilitating programs and classes that require the use of  
Computer Laboratory / Speech laboratory.

For special/make-up classes, request to use the computer laboratory and speech laboratory will only be granted if the computer laboratory and speech laboratory is available on the request date. The requester must fill-out Job Order/Service Request Form.

Computer Laboratory or Speech Laboratory users shall be required to fill-out the Computer Laboratory User Accountability Agreement.

Computer users are not allowed to unplug, switch or attach computer peripheral to the other computer unit

Smoking/eating and playing computer games are absolutely not allowed inside the laboratories.

Access to the internet is upon the request of instructor conducting his class inside the computer laboratory or speech laboratory.



Personal internet use for instant messaging, social networking or any means of personal use is prohibited.

Downloading, and or installing software, games, music are also prohibited.

No internet/intranet gaming activities allowed.

Computer units must be properly shutdown.

## **MEDICAL CONSULTATION**

### **Objectives**

To give appropriate intervention on present infirmity.  
To detect and prevent more serious health problem.

### **Scope**

This procedure applied to our students and employees.

### **Policies**

Consultation is limited for school health related infirmity like cardiac problem, respiratory problem, diabetes, liver problem etc. excluding during emergency cases. The schedules of the School Physician are every Monday, Wednesday and Friday from 10:00AM-4:00PM.

If the student/employee needs further evaluation he/she shall needs to consult to his/her private physician.

Ensures confidentiality of the health status of students or employees and the access to medical records is limited to authorized

If the student/employee refused for treatment, he/she shall fill-out a Waiver.

For students, it is important for the parents/guardians to provide us with all their updated contact numbers in case of emergency.

## **DENTAL CONSULTATION**

### **Objectives**

To give an idea regarding the dental treatment options.

To examine the oral conditions of the students and employees.

### **Scope**

This procedure covers all the students and employees who need oral management.

### **Policies**

Patient who seeks consultation will visit the clinic during dental clinic hours (Monday, Wednesday and Friday from 10:00AM – 4:00PM). 20 % discounts will be given to students and employees if they will avail dental treatment.

## **ANNUAL MEDICAL AND PHYSICAL EXAMINATION**

### **Objectives**

To promote and maintain the health status and well being of our students and employees.

To prevent diseases before occurrence.

To detect and prevent more serious health problem.

### **Scope**

This covers all the students from college students, basic education students and employees.

## **Policies**

Health Personnel shall ensure confidentiality of the health status of students/ employees and the access to medical records is limited to authorized personnel.

If the student, have health related illness, the Deans/ Principals will be informed regarding their health status. HR Officer if employee.

Referral will be given if needed.

### **COLLEGE STUDENTS**

The students from 1<sup>st</sup> year to 2<sup>nd</sup> year needs to comply their medical every 1<sup>st</sup> semester while the 3<sup>rd</sup> year and 4<sup>th</sup> year during the 2<sup>nd</sup> semester of their present academic year.

Students with their medical examination completed outside the school need to submit the results (original copy or photocopy) to Health Services Office. Chest x-ray should be within 6 months and laboratory results (complete blood count and urine examination) are within a month.

### **BASIC EDUCATION STUDENTS**

The parent/guardian are the only one who needs to fill – out the Student's Health Record before the Annual Physical Examination of the students for accurate health data of the student.

### **EMPLOYEES**

Employees must submit themselves to Annual Physical Examination based on their given schedule

## **ANNUAL ORAL EXAMINATION**

### **Objectives**

To provide education on oral health including brushing and flossing, etc.

To identify early dental problem and appropriate action will be taken.

### **Scope**

This procedure covers all our bonafide students from both college and basic education.

### **Policies**

The student must update their Dental Record every year.

If the students do the dental treatment outside, they need to present a dental certificate to our dentist for documentation and reference

20% discounts will be given to students and employees if they will avail dental treatment.

For College Students, they are free of charge in dental consultation and oral prophylaxis. While Basic Education students and Employees are free of charge in consultation.

College students need to log on the Dental Log Book for scheduling, if they want to avail the oral prophylaxis.

## **EMERGENCY CASES**

### **Objective**

To notify the family/ relative of the students/employees if health emergency situation arises.

### **Scope**

This procedure covers all students and employees.

## **Policies**

In case the parent or 1<sup>st</sup> degree family is not available, only the relative will fetch the patient

The parent/relative needs to sign in the upper right portion of the Consultation Form for safety purposes and for future reference.

If the student/employee refused for treatment, he/she needs to fill out a Waiver.

## **ACCIDENT INSURANCE**

### **Objectives**

To provide the students with a forum of protection against a possible risk.

To provide protection to the insured 24 hours a day.

### **Scope**

This procedure covers all the bonafide and registered students for one year.

### **Policies**

Completion of accident insurance application should be within a month after the consultation/accident.

The proposed plan provides protection to the Insured twenty four (24) hours a day, in or out of the school premises; the plan intended to cover all named bonafide.

This procedure includes the following extensions:

- 100% Unprovoked Murder and Assault

- Acts of Nature

- Accidental Food and Gas Poisoning

- Animal Bites

- Commercial Flying while riding as a fare paying passenger

- Motorcycling cover is limited to **PILLION RIDING ONLY.**

Sports related activities are covered as long as it is part of the student's curriculum and governed by the school. Varsity players are also covered as long as they are declared with the following information:  
Number of varsity players  
Sports they are engaged in subject to additional premium

## **MEDICAL CERTIFICATION**

### **Objectives**

To assess the student whether they are fit or unfit to report to their classes.

### **Scope**

This procedure covers the students and employees who were not able to report to their respective classes/offices.

### **Policies**

If the student/employee was absent for more than two (2) day, he/she must present a medical certificate issued by his/her private physician where consultation was done.

### **College Students**

If the student was absent for less than two (2) day, he/she will be issued a medical certificate after a thorough medical/physical assessment by the school physician.

In cases where in the student wasn't able to seek consultation from a private physician, he/she is required to submit a certification letter coming from his/her parent/guardian to be submitted to the school physician/nurse on the day he/she returned to school.

**NOTE:** Excuse/Certification Letter submitted more than 24 hours after their return to school WILL NOT BE ACCEPTED.

Excuse Letter must be accompanied by a valid I.D (1 original and 1 Xerox copy) from the person who made and signed the said letter. The excuse letter must be written **ONLY on 8"x 11" size** white bond paper.

#### **Basic Education Students**

Parents/Guardian should write on the diary of the students stated the reason of his or her absent.

Admission Slip will be given to the basic education student before reporting to their classes.

#### **Employees**

If the employee is absent for more than two (2) day, he/she must submit other documents such as medical certificate, hospitalization bills, hospital records, etc.

### **VACCINATION**

#### **Objectives**

To prevent students and employees from constricting communicable diseases.

To maintain a healthy St. Dominic College of Asia community.

#### **Scope**

This procedure covers the students/employees who will need vaccinations in their chosen field.

**Policies**

The student/employee should present a vaccination certification/ card if they are already vaccinated.

Student/employee needs to have a screening prior in giving vaccination.

Vaccination Certification will be issued upon request of the student/employee.

**MEDICAL EXAMINATION OF STUDENTS FOR ON-THE-JOB TRAINING****Objectives**

To determine if the students is fit or unfit to undergo on-the-job training.

**Scope**

This procedure covers the students who needs medical certificate for their on-the- job training.

**Policies**

Students who have findings on their medical and physical examinations needs to seek consultation to their private physician for further management and evaluation. Medical Certificate coming from their physician will be given to health services for validation.

Ensures confidentiality of the health status of students and the access to medical records is limited to authorized personnel.



## **HEALTH BULLETIN**

### **Objectives**

To increase awareness of the St. Dominic College of Asia community about the health update and disease prevention.

To be updated regarding with the existing illness or disease in our country.

### **Scope**

This procedure covers all the St. Dominic College of Asia community (students and employees).

### **Policies**

Only health related articles, journals, DOH update etc. will be posted on the bulletin.

## **HOSPITAL DISCOUNTS**

### **Objectives**

To give discounts on the hospital bill of our students and their families.

### **Scope**

#### **Outpatient Discount**

This procedure covers only our bonafide students.

#### **Hospitalization Discounts**

This procedure covers the enrolled students, alumni and their 1<sup>st</sup> degree family only.

### **Policies**

#### **Hospitalization and Outpatient Discount**

This Hospital benefit applies only to our bonafide students, their 1<sup>st</sup> degree family and alumni that are confined to SDMC (St. Dominic Medical Center).

Discount on medical services shall be based on the net of the total bill.

The discount privilege is not valid with other discounts or packages i.e. OB package, HMO coverage, etc.

The Hospital Benefit Form should be accomplished during confinement and not after discharge.

For Outpatient Discount, the validated school ID only should be presented to the cashier.

For Outpatient Consultation, referral letter will be given for proper endorsement.

## **VEHICLE UTILIZATION**

### **Objectives**

To ensure availability of company vehicles to SDCA passengers and SDMC hospital personnel;

To guarantee prompt and safe trips accordance with the passengers' schedules and destinations; and

To provide option in cases of non-availability of company vehicles and authorized drivers.

### **Scope**

This procedure applies to the utilization of the vehicles of SDCA.

## Policies

The company vehicles can be used by SDCA and SDMC administrators/ officials, employees, members of the faculty of higher and basic education, clinical instructors, and students for official, business, academic/ non-academic, and administrative concern trips only.

Company vehicle utilization is on “First Come, First Serve Basis” and supported by trip ticket which must be filed to Transport & General Services (TGS) - Motorpool Unit preferably at least three (3) days before the scheduled trip and that are subject to availability of company vehicles and authorized company drivers.

“No trip ticket, No travel” policy shall be strictly implemented.

Priority shall be given to the most important trip which cannot be done by commuting, such as:

- CCAO Marketing Activities (Campus tour and Career Talks);
- Related Learning Experience (RLE);
- Subject Related Off-Campus Activities;
- Administrative Concern Trips;
- Retreats and Recollections; and
- Community Outreach Activities.

The allowed kilometer to use the company vehicles is 4kms and above away from the institution. Official trip below 4kms is acceptable in the following conditions;

- Cash deposit or withdrawal/ encashment of big amount to the banks;
- Carrying a number of heavy cargos;
- Pick-up of equipment which cannot be done by commuting.

Only the authorized company drivers can operate the service vehicles of the institution.

Use of company vehicle for personal business is not permitted unless it is approved by the top management.

Attendance to seminars, conventions and any other official meetings/ transactions that requires the need to use the company vehicles must be supported by the approved invitations or concept paper together with the trip ticket signed by the Deans or Department Heads.

Transactions with PACOCOA, CHED, TESDA, SSS, PHIC, BIR and affiliated government companies are considered regular visits, thus will not need a concept paper.

Emergency request shall be accommodated if there will be no vehicle scheduled for travel on the date of utilization, however, such request must be filed one (1) day ahead with the approval from the top management.

Transportation expenses shall be charged to the department that has utilized the vehicle. Should there be two (2) or more departments which have used the vehicle, transportation expenses will be divided in proportion to the distance that they have travelled.

Any cancellation must be communicated in writing, addressed to the TGS-Motorpool Unit, one (1) day before the date of utilization.

Operating expenses during official trips such as toll and parking fees will be paid using the Motorpool Revolving Fund (MRF) of the TGS-Motorpool Unit.

No notification of disapproval shall mean that request has been approved.

For other trips of SDMC employees such as home visits, picking up medical records in Maragondon, sending out for laboratory examinations and other SDMC official trips are subject to the availability of vehicle and authorized company

driver. Trip ticket signed by the Hospital Director or Administrator is required

Any untoward occurrence during the trip must be reported in writing to the Head of the TGS-Motorpool Unit within 48 hours.

In cases of non-availability of company vehicles and authorized drivers, employees will be instructed to take the public transportation and reimburse the transportation expenses occurred to TGS-Motorpool Unit Office. However, employees wish to use his/ her own vehicle will be provided authorized company drivers or funds amounting to five hundred pesos only (Php. 500.00) for the gasoline expenses upon approval by the top management. The allowed kilometer is also applied for this concern.

The employee who will drive company vehicles must inspect the assigned vehicle for potential mechanical and operating problems before departing. This would include an outside examination of the body, and inspection of the tires, lights, wipers, etc. All fluids will have been checked before departure.

In the absence of authorized company drivers, employees can use the company vehicles provided that he/ she will meet the driver's criteria of TGS-Motorpool Unit.

## **VEHICLE SAFETY MANAGEMENT**

### **Objectives**

To guarantee safety of SDCA passengers during travel time; and  
To maintain updated records of all company vehicles.

### **Scope**

The Vehicle Safety Management involves maintaining updated records of all company vehicles. This responsibility includes but is not limited to the following:

Facilitation of Vehicle Registration/ Licensing;

Current Car Insurance in vehicles;  
Renewal of License & Registration Stickers;  
Company Drivers Record;  
The vehicle safety management also designed in administering and scheduling of company drivers including driver's responsibility and decorum while inside SDCA.

### **Policies**

Motor Vehicle Record (MVR) of all company vehicles will be updated quarterly and checked annually. This consists of the vehicle history report, gasoline consumption, maintenance report, vehicle expenses, current requirements of vehicle registration and licensing.

Qualified company drivers should be endorsed by an accredited outsourced manpower services and shall meet the driver's criteria requirements of SDCA, such as driver's license restrictions including medical/ annual physical examination and drug test.

Newly hired company drivers will be on probation in SDCA for three months and will undergo the initial test drive to be facilitated by the technical assistant and the Head of TGS-Motorpool Unit.

Only the authorized company drivers may drive the SDCA company vehicles and are expected to operate the vehicles in a safe manner abiding by all national and local traffic laws.

Company drivers are expected to be courteous, kind and supportive to his/ her passengers. Any bad-mannered and unbecoming company driver must be reported to Head of TGS-Motorpool Unit within 48 hours.

The company driver should also encourage SDCA passengers to wear seat belts to reduce the risk of injury or death in an accident. It is the driver's responsibility to insure all passengers are aware of and adhere to this policy.

Smoking and consumption of alcoholic beverage is not allowed at any time in SDCA company vehicles. SDCA students violating this policy will be referred to the DSAS-Discipline Office for appropriate action. Faculty, staff and employees and the outsourced employees will be reprimanded and/or dismissed.

Schedules of trips will be posted weekly in the Driver's Locator Board by the team leader of the company drivers. The Technical Assistant of TGS-Motorpool Unit will inform the company drivers in any changes of the schedule.

SDCA will not be responsible for any traffic or parking citations that a driver receives due to improper operation of the vehicle or violation of traffic laws.

Pets and animals of any kind are not allowed in all SDCA company vehicles.

Any minor or major accident during the trip must be reported immediately to the Head of the TGS-Motorpool Unit within 24 hours; failure to report on the specified time will be reprimanded and/or dismissed.

## **VEHICLE PREVENTIVE MAINTENANCE**

### **Objectives**

To maintain good running condition and availability of all vehicles to SDCA passengers;

To prevent potential mechanical and operating problems of the vehicles;

To avoid and reduce vehicle breakdowns during trips; and

To observe proper maintenance on sanitation of all SDCA vehicles.

## **Scope**

Vehicle preventive maintenance consists of scheduled inspections, and servicing to prevent potential problems and maximize company vehicle availability to SDCA passengers. This includes vehicle inspection, lubrication, adjustment, cleaning, testing, repair, and/or worn parts replacement.

Preventive maintenance includes outside and inside sanitation of all SDCA vehicles and shall be done by the company drivers.

## **Polices**

Vehicle preventive maintenance must be performed on a scheduled basis prepared by the in-house mechanic/ assistant mechanic according to time, mileage, engine hours, or gallons of fuel used.

The in-house mechanic/ assistant mechanic must conduct a routine vehicle preventive maintenance service of each vehicles with the use of maintenance checklist and the following should be addressed;

- Engine oil and filter changes;
- Transmission fluid checks and flushes;
- fuel system checked;
- Cooling system checked;
- Engine and transmission mounts;
- Drive shafts or CV joints checked;
- Electrical system components tested;
- Braking system inspected or replaced;
- Steering and suspension system checked;
- Tires, wheels, and rims inspected;
- Undercarriage and frame checked;
- Exterior and interior lights inspected or replaced;
- Body, glass, and mirrors inspected;
- Windshield wiper system; horn checked; and
- Fluid leaks checked and repaired.



Company driver is the one in-charge of the maintaining the cleanliness of their assigned vehicle. Schedule of general cleaning will be every Saturday unless there is a need for the company vehicle to be cleaned right away.

Company drivers and Assistant Mechanic must report any potential problems of company vehicles to TGS-Motorpool Unit.

## **VEHICLE CORRECTIVE MAINTENANCE**

### **Objectives**

To attend to the mechanical and operating problems of all company vehicles of SDCA.

### **Scope**

Vehicle breakdown maintenance is the immediate repairs of mechanical and operating problems encountered prior to and after the trips, this includes adjustment, repair and/or worn parts replacement.

### **Policies**

Vehicle breakdown must be reported immediately to the TGS-Motorpool Unit. All Service Maintenance Report Slip must be submitted after the trip.

The Head, TGS-Motorpool Unit will determine the best course of action in responding to the situation of vehicle breakdown in consultation with the In-house/ Assistant Mechanic.

## **CORRECTIVE MAINTENANCE OUTSIDE SDCA**

### **Objectives**

To attend to the mechanical and operating problems of all company vehicles outside SDCA including vehicular accidents.

### **Scope**

Vehicle breakdown maintenance is the immediate repairs of mechanical and operating problems encountered during the trips, this includes vehicular accident involving all company vehicles of SDCA.

### **Policies**

Vehicle breakdown and vehicular accidents must be reported immediately to TGS-Motorpool Unit.

The Head, TGS-Motorpool Unit will determine the best course of action in responding to the situation of vehicle breakdown in proper coordination with the In-house/ Assistant Mechanic.

For vehicular accident, the Head, TGS-Motorpool Unit will coordinate with the SDMC and Hospital Director concerning the rescue operation thru the Director of Administrative Support and Services and College President.

