

REPUBLIC OF THE PHILIPPINES)
Quezon City S.S.)

NEPOTISM POLICY UNDERTAKING

I, _____, of legal age, Filipino and with office address
at _____, hereby state
that:

- 1. I am aware and oriented of the nepotism policy of AMA Group of Companies as stated on their HOCOR172017-051 which prohibits the employment of a person who is a relative by affinity or consanguinity up to 6th Degree of current employees.
- 2. I have checked the names listed on the National Database (NDB) which may be familiar to me including the surname and of my spouse and of my sibling’s spouse which list generated by the NDB is hereby attached with my signature.
- 3. I do not have any relative whether by blood or any of those relationships arising as a result of marriage within any of the AMA Education System member schools and its Group of Companies.
- 4. I am aware that once I marry another employee, our employment will temporarily be allowed to continue employment with the company for a period not exceeding 30 days after the date of marriage; hence either of us must resign immediately and do proper turnover.
- 5. I am aware that once it came to my knowledge that I have any relatives working within the company, one of us must resign immediately which resignation must have been approved by the Human Resources Department, and turnover will be upon management prerogative.
- 6. If upon investigation it was found out that I made any connivance to conceal my familial relationship, both of us will be sanctioned for “Dishonesty due to Concealment of Nepotism” which is a grave offense and is a ground for dismissal as stated on our employees’ handbook.
- 7. I, thus, hereby undertake that the following statement is true and correct and aware of the consequence for any misrepresentation to this effect. I am executing this voluntarily, knowingly and intelligently.

IN WITNESS WHEREOF, I have hereunto set my hands this _____ day of _____ 20____
at _____.

Certified by:

Signature over Printed Name
Employee No. _____
Date Hired: _____

Noted by:

Human Resource Department
Brand/Branch: AMA EDUCATION SYSTEM-HEAD OFFICE

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____DAY OF _____ 2022 AT
AMA EDUCATION SYSTEM

Doc. No. _____
Page No. _____
Book No. _____
Series of 20 _____