



SAINT LOUIS UNIVERSITY

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Document Code	FM-HRD-016
Revision No.	01
Effectivity	JUL 01, 2021
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Human Resource Department
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- Member
- Association of Southeast Asian Institutions of Higher Learning (ASAIHL)
 - Association of Southeast and East Asian Catholic Colleges and Universities (ASEACCU)
 - Association of Catholic Universities of the Philippines (ACUP)
 - Catholic Educational Association of the Philippines (CEAP)
 - International Federation of Catholic Universities (IFCU)
 - Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU)

NOTICE OF EXTENSION OF APPOINTMENT FOR EMPLOYMENT

15 June 2022

Date

MR. LANDLEY M. BERNARDO

Part-time Faculty

School of Accountancy, Management, Computing and Information Studies

Dear Mr. Bernardo:

Please be informed of the extension of your appointment as Part-time Faculty in the School of Accountancy, Management, Computing and Information Studies effective June 1, 2022 until July 31, 2022 as approved by the University President.

You are likewise given notice of Art. 285 (a) of the Labor Code which states that "an employee may terminate without just cause the employee-employer relationship by serving a written notice on the employer at least one (1) month in advance. The employer upon whom no such notice was served may hold the employee liable for damages." In view of the foregoing and as a University policy, should you resign without 30-day notice, and/or resign within the school term (semester, short term, or academic year, whichever is applicable) where you have accepted teaching assignments, you shall be charged liquidated damages equivalent to your one month salary, the same to be paid in cash or automatically deducted from whatever is due you from the University, if any, at the time of your resignation.

Please be guided accordingly.

Thank you for your past services and best wishes.

Geraldine B. Sanil
GERALDINE B. SANIL

HRD Director

Note: Subject to availability of load.

Accepted : _____
Date : _____

cc:

HRD

Head of Office

Finance