



**Gov. Alfonso D. Tan College**  
Maloro, Tanguib City

C.7

# FACULTY

## C – Ranking and Promotion

- **Dismissal of Faculty  
Procedure inc. Due  
Process**



**Gov. Alfonso D. Tan College**  
**Maloro, Tanguib City**

# **FACULTY**

## **C – Ranking and Promotion**

- **Dismissal of Faculty  
Procedure inc. Due  
Process**

#### **14. Due Process Required**

- 14.1. No personnel of the College shall be removed or suspended unless due process of law is observed.

#### **15. Penalty of Removal or Dismissal**

- 15.1. The Board of Trustees may impose the penalty of removal/ dismissal from the service, forced resignation with or without prejudice to benefits, diminution of rank, suspension for not more than one year without pay, fines in the amount not exceeding six months' salary, transfer or reprimand. Offenses subject to administrative Case must be referred to the existing laws under the CSC.

#### **16. Procedures in Administrative Case**

- 16.1. The procedures in the conduct of the administrative case, the penalty to be imposed and the consequences of such penalty as may be imposed shall be governed by the provisions of the CSC Omnibus Rules Implementing Book V of Executive Order No. 292

#### **17. Administrative Offenses**

- 17.1. Administrative offenses are based on Civil Service Rules and Guidelines On Discipline, and Sexual Harassment Law and Rules of the College.

The Grievance Committee shall determine whether the offenses charged constitute a grave or less or light offense/s for offense/s on penalty not defined in this Code.

#### **18. Sanctions**

- 18.1. The following sanctions may be imposed for Administrative offenses:

18.1.1. Preventive Suspension – to be determined by the Grievance Committee

18.1.2. Suspension

18.1.3. Dismissal from the College

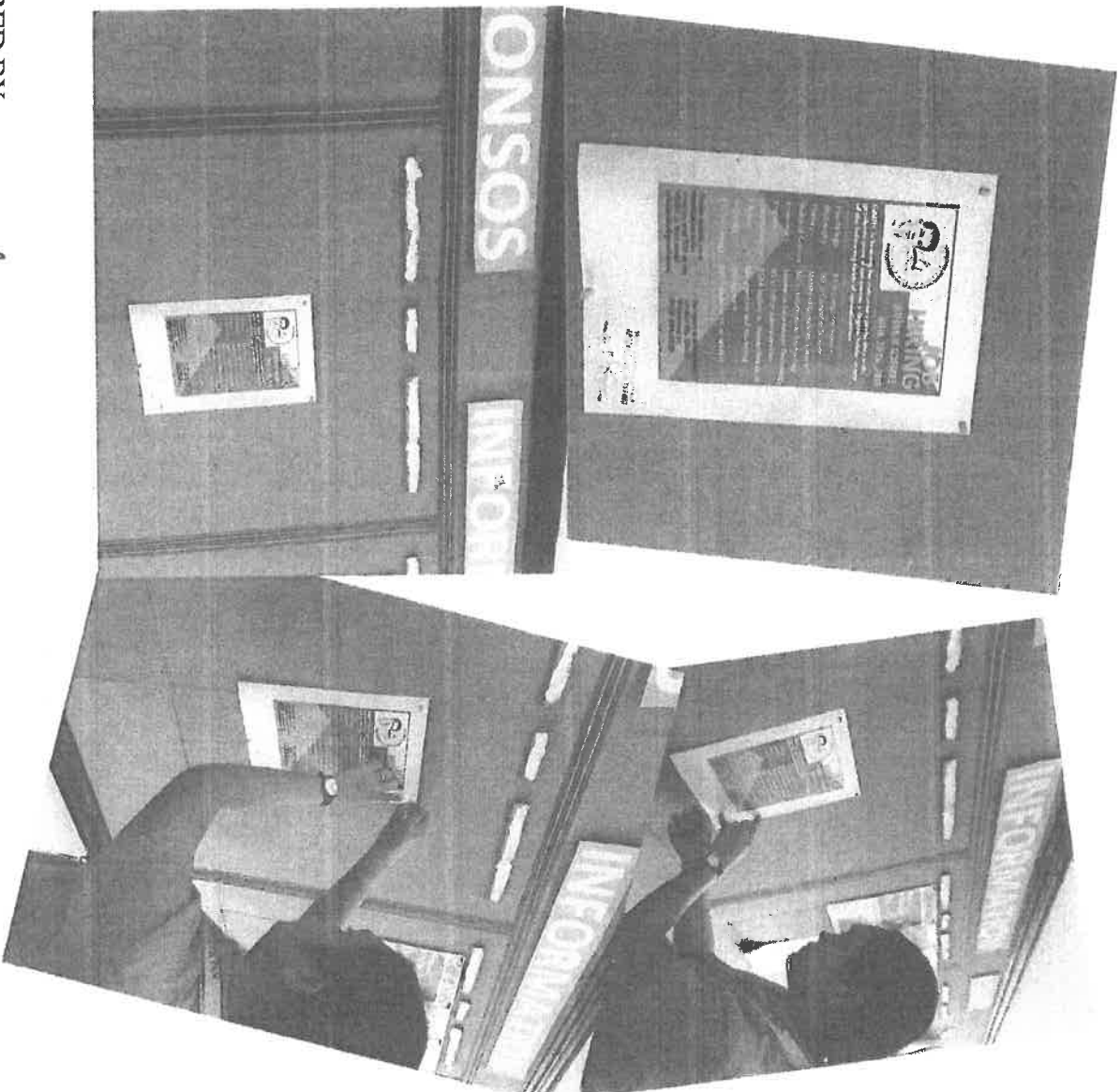
- 18.2. The following constitute the sanctions for light offenses:

18.2.1., Warning

**HUMAN RESOURCE MANAGEMENT OFFICE**

**JOB POSTINGS DOCUMENTATION**

April 10, 2019



PREPARED BY:

DAVE PETERNANDEZ  
*Executive Assistant, HRMO*

NOTED BY:

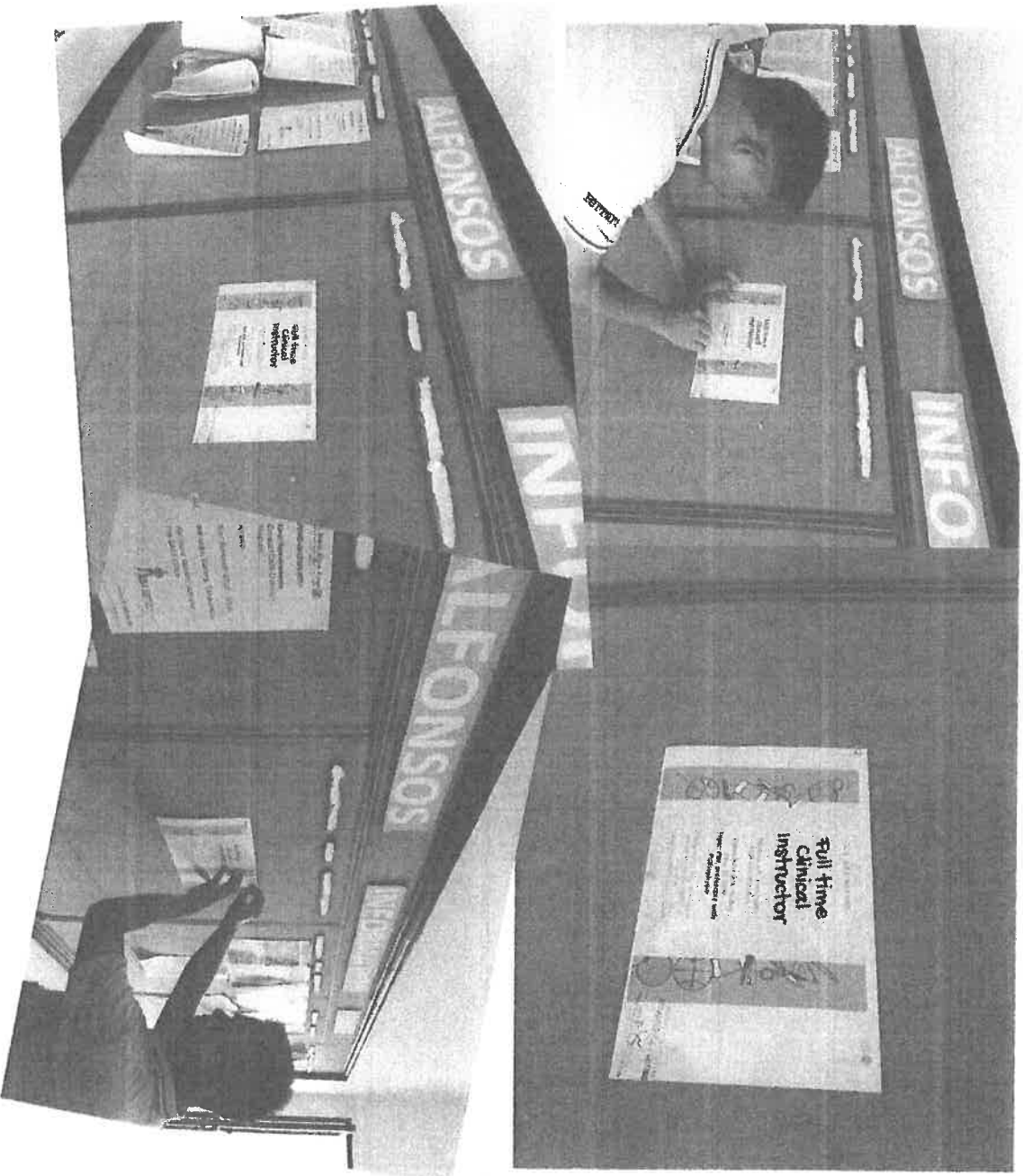
ROMAN C. MERRINO, MBA  
*Head, HRMO*



## HUMAN RESOURCE MANAGEMENT OFFICE

### JOB POSTINGS DOCUMENTATION

May 20, 2019



PREPARED BY:

  
**DAVE P. FERNANDEZ**  
*Executive Assistant, HRMO*

NOTED BY:

  
**ROMAR C. MCGRINO, MBA**  
*Head, HRMO*

#### **14. Due Process Required**

- 14.1. No personnel of the College shall be removed or suspended unless due process of law is observed.

#### **15. Penalty of Removal or Dismissal**

- 15.1. . The Board of Trustees may impose the penalty of removal/ dismissal from the service, forced resignation with or without prejudice to benefits, diminution of rank, suspension for not more than one year without pay, fines in the amount not exceeding six months' salary, transfer or reprimand. Offenses subject to administrative Case must be referred to the existing laws under the CSC.

#### **16. Procedures in Administrative Case**

- 16.1. . The procedures in the conduct of the administrative case, the penalty to be imposed and the consequences of such penalty as may be imposed shall be governed by the provisions of the CSC Omnibus Rules Implementing Book V of Executive Order No. 292

#### **17. Administrative Offenses**

- 17.1. . Administrative offenses are based on Civil Service Rules and Guidelines On Discipline, and Sexual Harassment Law and Rules of the College.

The Grievance Committee shall determine whether the offenses charged constitute a grave or less or light offense/s for offense/s on penalty not defined in this Code.

#### **18. Sanctions**

- 18.1. The following sanctions may be imposed for Administrative offenses:

- 18.1.1. Preventive Suspension – to be determined by the Grievance Committee

- 18.1.2. Suspension

- 18.1.3. Dismissal from the College

- 18.2. The following constitute the sanctions for light offenses:

- 18.2.1., Warning