**SCHOOL (TEACHER)**

**EMPLOYMENT CONTRACT**

**WHEREAS,** the **SCHOOL**  is a Religious institution and is committed to maintain in the framework of Religious principles high educational standards; and

**WHEREAS**, it is the policy of the **SCHOOL** to employ highly qualified teachers who support the School program in pursuit of such high educational standards;

**WHEREAS,** the **SCHOOL** (hereinafter called the SCHOOL) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter called the TEACHER) agree to the following conditions of employment, to wit:

1. The term of this agreement is effective on \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_ 20\_\_;
2. The **TEACHER** shall abide by the Rules and Regulations and all other provisions of employment as set by the School Board;
3. The **TEACHER** will accept all reasonable assignments and responsibilities assigned within the bounds of the duties and responsibilities as set by the same;
4. The **TEACHER** will faithfully perform the tasks assigned in conformity with the mission, vision, philosophy and standards set by the Adventist education and will uphold the directives of the school as represented by the School Board, as well as the directives and policies of the Department of Education;
5. The **TEACHER** agrees to serve the **SCHOOL** for the number of days in the official school calendar and to perform other duties assigned by the administrator; and to work cooperatively with the staff, faculty and administration of the **SCHOOL**;
6. The **TEACHER** shall devote a reasonable amount of out-of-class time to curriculum-development, to sponsoring student activities, and to other duties as assigned by the administrator
7. The **TEACHER** shall teach for the entire duration of the school year stated therein;
8. The **TEACHER** shall notify the School Board in writing three (3) months before the end of his or her contract of his/ her intention whether to stay or leave for the following school year unless the **SCHOOL** gives the **TEACHER** written notice of its intention not to re-employ the **TEACHER**;
9. The **TEACHER** may be suspended or discharged for good cause as shall be determined in the exclusive discretion of the School Board. It is specifically understood that good cause for discharge shall include but not be limited to: inadequacy of teaching, misconduct, neglect of duty, physical or mental incapacity, actions involving moral turpitude, violation of the terms of this agreement or the **SCHOOL’s** policy, or any conduct not in keeping with the Adventist Faith or conduct tending to reflect discredit upon the school or tending to impair the **TEACHER’S** usefulness in his capacity as a teacher;
10. The **SCHOOL** employs the **TEACHER** at a monthly salary of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Php\_\_\_\_\_\_\_\_\_\_) per month. The salary payments shall be payable within the fifteenth (15th) and thirtieth (30th) of each month;
11. It is agreed that the conditions of this contract shall only be changed by the written agreement of the **TEACHER** and the **SCHOOL**;

This contract shall be binding during the period stated herein and shall automatically expire by the term thereof without the need of any notice to that effect. Also, it is agreed that the performance of the TEACHER shall be subject to periodic assessment and review of the School Board;

As a member of the SCHOOL’s teaching force, I understand that I am bound to teach in this institution for the duration of the entire school year;

This contract of employment is binding between the parties and no other representation, be they oral or written and this agreement in its performance and interpretation shall be governed by the laws of the Republic of the Philippines.

In effect, I signify to abide and agree to the above terms and conditions, I place my signature in this document on the \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYEE’s SIGNATURE SCHOOL ADMINISTRATOR**

Government Issued ID:\_\_ \_\_\_\_\_\_\_\_\_\_\_ Government Issued ID:\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Date Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed in the Presence of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_