

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	RESIGNATION PROCESS	Ref. No.
DEPARTMENT :	HUMAN RESOURCES DEPARTMENT	HRD-16-01-21
TO :	ALL BRANCH EMPLOYEES	JANUARY 05, 2016

OBJECTIVE:

1. To ensure that all departing employees of the company are separated from employment properly and any company property and outstanding debts owed to the company are cleared prior to the employee's departure.
2. To ensure proper turn-over of accountabilities from resigning employee.

POLICY:

1. Mandatory Resignation Notice of Thirty (30) days is required and full turnover of accountabilities must be observed.
2. Immediate resignation is strictly prohibited and will not be allowed since it will not cover the turnover period.
3. Immediate manager must ensure that approve resignation letter of the employee must be forwarded within the day to HR Exit Clearance for processing.

3.1 Delayed submission of approved resignation letter is subject for disciplinary actions.

4. Mandatory Exit Interview- all resigning employee should completely fill out the online exit interview and ensure full turnover of accountabilities.
5. Resigning employees are not allowed to perform any collection related task during turn over period.
6. Branch Manager must ensure proper turnover of service unit for resigning employees with issued service unit.

6.1 Failure to ensure surrender of service unit shall mean un-cleared turnover which will not trigger processing of quitclaim.

6.2 Branch Manager will be accountable when un-surrendered Service Unit will be cleared during turn over.

7. All approved resignation should be submitted to our online link, within the day or as soon as it's approved by both BM and AM.

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- 7.1. Cancellation of resignation or extension of employment must be immediately advised to the HR Department and it is Management's prerogative to deny cancellation if the employee has pending case.
8. Upon separation, all employees have an obligation to return company issued property including but not limited to, Identification card (ID), ATM Card and/or MC Plan, if applicable.
9. Employees with incomplete turnover or no turnover at all will not be processed.
10. Only when all property items are satisfactorily accounted for and any debts or charges owed to the company are settled, will clearance* be processed and released to the employee.
(*Clearance: Quitclaim and COE)
11. Direct managers shall facilitate and ensure complete and proper turnover of accountability.
12. Any charges under the name of the separated employee shall be deducted to the same.
13. Direct manager shall be held responsible to any charges to be deducted if he/she signed the clearance of the separated employee.
14. In case of immediate resignation, the separating employee must provide explanation and make sure that all accountability are properly endorsed to the incoming employee. Immediate superior must ensure completeness of items and accountability of resigning employee and will be subject for manager's approval.

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PROCEDURE

1. Resigning Employee
 - 1.1 Submit resignation letter to Branch Manager stating the reason of resignation.
 - 1.1.1 Submission of Resignation Letter must be within 30 days notice prior to effective date of resignation.
 - 1.1.2 Approved Resignation letter of must be forwarded immediately to HR Exit Clearance for processing.
 - 1.1.3 Receive acceptance letter from HR Exit Clearance process turnover of accountabilities until effective date of resignation.
 - 1.2 Ensure complete turnover of his/her accountabilities and endorse it to the next accountable person through transfer of accountability checklist.
 - 1.2.1 Transfer of accountability must be noted by the Branch Manager and Approved by Area Manager.
 - 1.2.2 Submit clearance together with the approved turnover of accountabilities to HR Exit Clearance on the effective date of resignation to process clearance and quitclaims.
 - 1.3 In the event that transition period is not enough to facilitate turnover, duly approved request to extend effective date of resignation must be submitted to HR Exit Clearance at least 3 days prior to effective date of resignation.
2. Branch Manager
 - 2.1 Review and discuss reason for resignation of the employee prior endorsement to Area Manager.
 - 2.2 Upon approval of resignation, ensure turnover of accountabilities of resigning employee.
 - 2.2.1 Resigning employee should not have cash handling functions or any related collection related activities without close monitoring and/or approval of his/her Branch Manager
 - 2.3 Facilitate and validate turnover of accountabilities before signing the resigning employee's clearance.
3. Area Manager
 - 3.1 Review reason of resignation of the employee and if possible, conduct exit interview to the resigning employee.
 - 3.2 Ensure that the Branch Manager shall closely monitor resigning employee upon approval of the Resignation Letter.
 - 3.3 Ensure and review turnover of accountabilities prior signing the employee's clearance on the effective date of resignation.
4. HR Exit Clearance will notify the resigned employee on progress or unclear requirements for the quitclaims.

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