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	Date of Issuance March 17, 2014	Date of Effectivity April 1, 2014

RECRUITMENT POLICY

APPROVALS

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REVISION HISTORY

AUTHOR	REVISED SECTION/PARAGRAPH	REV	RELEASED
Jhanine R. Quio	Changed Entire Document	01	March 17, 2014

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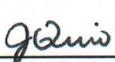
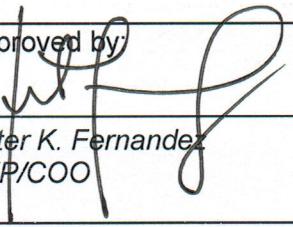
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1. POLICY STATEMENT

The STI Education Services Group, Inc. is committed to implementing a policy of equal opportunities, ensuring that the recruitment process is fair, open and transparent, and complies with all relevant legislations. Personal information received is dealt with in the strictest confidence. Positions will be offered based on competency and qualification required by the position.

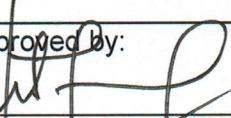
2. POLICY OBJECTIVES

This policy on recruitment aims to ensure:

1. that the best candidate for each vacant position is recruited;
2. that all recruitment decisions are based solely on the ability, skills and experience of the candidate;
3. compliance with the prescribed recruitment process;
4. compliance with the relevant employment legislation in the Philippines; and
5. that new hires are oriented to the STI values and Corporate Goals.

3. COVERAGE

This policy applies to the hiring of all employees to fill vacant positions in the STI Head Office.

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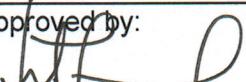
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4. DEFINITIONS

- Human Resource (HR) Requisition Form - the form used by the requesting group to initiate the request for human resource.
- Turnaround Time – the total time taken from submission of the duly accomplished HR Requisition Form to the acceptance of the job offer of the selected candidate.

5. RESPONSIBILITY

- It is the responsibility of the Human Resources and Organizational Development (HROD) Group to provide the company with quality human resource through compliance with a fair, open, and transparent recruitment process. It is also the responsibility of the HROD Group to ensure that the recruitment process will meet the specified turnaround time:
 - .1 Staff – 30 working days upon submission of the duly accomplished HR Requisition Form
 - .2 Supervisor – 45 working days upon submission of the duly accomplished HR Requisition Form
 - .3 Manager – 60 working days upon submission of the duly accomplished HR Requisition Form
- It is the responsibility of the requesting group to initiate the human resource request. They are also responsible for the hiring decision.

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6. POLICY COMPONENTS

6.1 Regulation

Only the most suitable candidate with the appropriate ability, experience, and skills covering both performance and competency-related factors shall be hired for a vacant position.

All stages of the recruitment process shall conform with the provisions of applicable legislations, such as, but not limited to, the following:

- The 1987 Philippine Constitution
- The Labor Code of the Philippines
- The Women in Developing and Nation Building Act

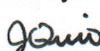
HROD Group shall ascertain that newly-hired employees are fully-equipped with the information relevant to the company, i.e., company history, organizational goals, organizational structure, corporate values, policies and procedures, and benefits.

6.2 Process and Procedure

Refer to Recruitment Process and Procedure.

6.3 Guidelines

Not Applicable

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7. BREACH OF POLICY

Any employee proven to have violated any of the provisions of this policy shall be accorded procedures, sanctions, and penalties as may be deemed proper based on appropriate company rules and the Company's Code of Conduct.

8. POLICY REVISION

Policies, rules, and regulations not in accordance with this policy are deemed amended. STI reserves the right to adopt revisions to this policy if and when deemed necessary by management.

9. RELATION INFORMATION

STI Documents:

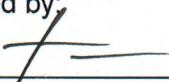
- Recruitment Process and Procedure

Other Documents:

- The 1987 Philippine Constitution
- The Labor Code of the Philippines
- The Women in Developing and Nation Building Act

Related Links:

Not Applicable

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