



OFFICE OF THE COO	Page No. 1 of 8	
	Doc No. PR-HROD-004-00	New Procedure
	Date of Issuance May 15, 2015	Date of Effectivity May 15, 2015

PROCESSING OF EMPLOYEE SEPARATION PROCEDURE

APPROVALS

All approvals are maintained and controlled in the Quality Document/Record Catalog. Please refer to the Quality Document/Record Catalog for the current controlled revision and approval records.

REVISION HISTORY

AUTHOR	REVISED SECTION/PARAGRAPH	REV	RELEASED
Jhanine R. Quio	Initial Release	00	May 15, 2014

Draft and Archived/Obsolete revisions are not to be used.
Access Quality Document/Record Catalog to verify revision.

Prepared by: <u>JQuio</u> Jhanine R. Quio HROD Coordinator	Endorsed by: <u>W</u> Ana Liza F. Carbonel HROD Head	Approved by: <u>PKF</u> Peter K. Fernandez EVP/COO
---	---	---

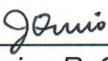
STI EDUCATION SERVICES GROUP, INC.

OFFICE OF THE COO	Page No. 2 of 9	
	Doc No. PR-HROD-004-00	New Procedure
	Date of Issuance May 15, 2014	Date of Effectivity May 15, 2014

Subject: Processing of Employee Separation Procedure

Table of Contents

1. PURPOSE	3
2. SCOPE	3
3. RECORDS	3
4. ASSOCIATED DOCUMENTS	3
5. DEFINITIONS	3
6. RESPONSIBILITIES	4
7. EQUIPMENT AND TOOLS	6
8. PROCEDURE	6
8.1 PROCESS FLOW DIAGRAM.....	6
8.2 PROCEDURAL STEPS.....	6

Prepared by:  Jhanine R. Quio HR Coordinator	Endorsed by:  Ana Liza F. Carbonel HROD Head	Approved by:  Peter K. Fernandez EVP/COO
--	--	--

STI EDUCATION SERVICES GROUP, INC.

OFFICE OF THE COO	Page No. 3 of 9	
	Doc No. PR-HROD-004-00	New Procedure
	Date of Issuance May 15, 2014	Date of Effectivity May 15, 2014

Subject: Processing of Employee Separation Procedure

1. PURPOSE

This procedure describes the process of handling separating employees from the time the employee signified intent to leave the company until the employee receives his/her last pay. The purpose of this procedure is to standardize the processing of employee separation across the groups involved in the process.

2. SCOPE

This procedure applies to employees of STI Head Office separating due to resignation, retirement, or cessation of contract. For cases of contract termination due to violation of company policy, please refer to Employee Discipline.

3. RECORDS

- Employee Separation Monitoring

4. ASSOCIATED DOCUMENTS

- Separation Acknowledgment Template
- Exit Interview Form
- Clearance Template
- Quitclaim Template

5. DEFINITIONS

- Employee Separation – Cessation of employment from the company. It may be due to resignation, retirement, or cessation of contract.

Prepared by:  Jhanine R. Quio HR Coordinator	Endorsed by:  Ana Liza F. Carbonel HROD Head	Approved by:  Peter K. Fernandez EVP/COO
--	--	--

STI EDUCATION SERVICES GROUP, INC.

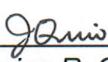
OFFICE OF THE COO	Page No. 4 of 9	
	Doc No. PR-HROD-004-00	New Procedure
	Date of Issuance May 15, 2014	Date of Effectivity May 15, 2014

Subject: Processing of Employee Separation Procedure

- Resignation – termination of contract as initiated by the employee for reasons other than age.
- Retirement –termination of contract initiated by the employee upon reaching the age of 50-64 years provided the employee has served at least 10 years of employment with the company or compulsory termination of contract upon reaching the age of 65
- Cessation of Contract – Termination of contract of a casual employee or an on-the-job trainee as predetermined in the contract; or termination of contract of a probationary employee as instigated by the immediate head based on the result of the probationary evaluation.
- Exit Interview – a survey conducted with the employees who are separating from the company
- Quitclaim – a document that legally renounce any further claim of a separated employee from the company
- Turnover report – a written report detailing the file locations and the pending work of the separating employee

6. RESPONSIBILITIES

- It is the responsibility of the separating employee to inform his/her immediate head and the HROD Group of his/her intent to leave the company at least a month before the intended last day of employment. It is also the responsibility of the separating employee to document all his/her pending work through the turn over report and to turn it over to his/her replacement or to his/her immediate head. Also, it is his/her responsibility to turn over all the accountabilities issued to him/her by the company.

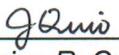
Prepared by:  Jhanine R. Quio HR Coordinator	Endorsed by:  Ana Liza F. Carbonel HROD Head	Approved by:  Peter K. Fernandez EVP/COO
--	--	--

STI EDUCATION SERVICES GROUP, INC.

OFFICE OF THE COO	Page No. 5 of 9	
	Doc No. PR-HROD-004-00	New Procedure
	Date of Issuance May 15, 2014	Date of Effectivity May 15, 2014

Subject: Processing of Employee Separation Procedure

- It is the responsibility of the immediate head to ensure that the separating employee will be able to fully turn over all his/her pending work to his/her replacement or to the immediate head himself.
- It is the responsibility of the HROD Group to inform the separating employee of all his/her turnover responsibilities, to notify the concerned groups about the separation of an employee, to schedule and conduct the exit interview, to ensure the turnover of HR-related accountabilities, to deactivate the Portal account of the separating employee, to route the clearance, and to have the last pay received by the separated employee.
- It is the responsibility of the Finance Group to hold the last two payroll of the separating employee and to process the last pay of the employee upon completion of clearance.
- It is the responsibility of the IT Group to deactivate the access of the separating employee on the STI Drive, STI Files, ID access, and Email account, and to remove the name of the separating employee from the STI Address Book at the end of business hours of the last day of the separating employee.
- It is the responsibility of the Asset Management group to ensure that the separating employee will be able to turn over all the asset accountabilities issued to him/her by the company.
- It is the responsibility of the Supplies Custodian to ensure that the separating employee will be able to turn over all the supplies accountabilities issued to him/her by the company.
- It is the responsibility of the Librarian to ensure that the separating employee will be able to turn over books that he/she has borrowed from the school library.

Prepared by:	Endorsed by:	Approved by:
 Jhanine R. Quio HR Coordinator	 Ana Liza F. Carbonel HROD/Head	 Peter K. Fernandez EVP/COO

STI EDUCATION SERVICES GROUP, INC.

OFFICE OF THE COO	Page No. 6 of 9	
	Doc No. PR-HROD-004-00	New Procedure
	Date of Issuance May 15, 2014	Date of Effectivity May 15, 2014

Subject: Processing of Employee Separation Procedure

7. EQUIPMENT AND TOOLS

- Not Applicable

8. PROCEDURE

8.1 Process Flow Diagram

Not Applicable

8.2 Procedural Steps

1. A separating employee due to resignation or retirement submits his/her resignation/retirement letter to his/her immediate head and division head. Upon acknowledgment of the immediate head and division head, he/she furnishes HROD Group a copy of the letter.
2. For cessation of contract of probationary employee, the immediate head informs the HROD Group of the decision to end the contract of the employee. The HROD Group, then, discusses this to the concerned employee.
3. For cessation of contract of casual employee and on-the-job trainee, the HROD Group immediately proceeds with the preparation of Separation Acknowledgment
4. The HROD Group prepares the Separation Acknowledgment and have it received by the separating employee.

Prepared by:  Jhanine R. Quio HR Coordinator	Endorsed by:  Ana Liza F. Carbonel HROD Head	Approved by:  Peter K. Fernandez EVP/COO
--	--	--

STI EDUCATION SERVICES GROUP, INC.

OFFICE OF THE COO	Page No. 7 of 9	
	Doc No. PR-HROD-004-00	New Procedure
	Date of Issuance May 15, 2014	Date of Effectivity May 15, 2014

Subject: *Processing of Employee Separation Procedure*

5. The HROD Group sends the notice of separation to all concerned groups (IT, AMG, LS, BAG, FIN, Librarian, and OPS Committee for information) through email. Upon completion of the actions required of them, each concerned group sends a notice of completion of action.

GROUP	ACTION/S	TIMELINE
HROD	Deactivation of portal account Ensure that the employee surrenders Company ID and HMO Card (if applicable)	End of business hours on last working day (indicate last working day)
Finance	Withhold Salary (indicate specific payroll periods)	Upon receipt of separation acknowledgment
Immediate Head	Ensure submission of turnover report	On or before last working day (indicate last working day)
Supplies Custodian	Checking of supplies accountabilities (office supplies)	On or before last working day (indicate last working day)
Asset Management	Checking of asset accountabilities (such as pedestal, pedestal key/s)	On or before last working day (indicate last working day)
Librarian	Checking of borrowed books, if any	On or before last working day (indicate last

Prepared by:  Jhanine R. Quio HR Coordinator	Endorsed by:  Ana Liza F. Carbonel HROD/Head	Approved by:  Peter K. Fernandez EVP/COO
--	--	--

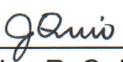
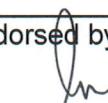
STI EDUCATION SERVICES GROUP, INC.

OFFICE OF THE COO	Page No. 8 of 9	
	Doc No. PR-HROD-004-00	New Procedure
	Date of Issuance May 15, 2014	Date of Effectivity May 15, 2014

Subject: Processing of Employee Separation Procedure

Information Technology	Removal of name on the address book Removal of name on the distribution list (indicate specific distribution list) Deactivation of access on the following: (indicate specific distribution list) STI Drive/s STI File/s ID Email account	working day) End of business hours on last working day (indicate last working day)
------------------------	---	---

6. The HROD Group furnishes the Finance Group a copy of the Separation Acknowledgment for the holding of the payroll of the separating employee.
7. The Finance Group holds the last two payroll of the separating employee.
8. The HROD Group schedules and conducts an exit interview with the separating employee any day within his/her last week of employment.
9. At the closing of business hours of the last day of the employee, the HROD Group ensures that he/she surrenders the HMO Card and Company ID, and deactivates the portal account of the separating employee. The IT Group deactivates the access of the separating employee on the STI Drive, STI

Prepared by:  Jhanine R. Quio HR Coordinator	Endorsed by:  Ana Liza F. Carbonel HROD Head	Approved by:  Peter K. Fernandez EVP/COO
--	--	--

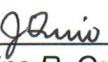
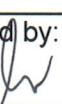
STI EDUCATION SERVICES GROUP, INC.

OFFICE OF THE COO	Page No. 9 of 9	
	Doc No. PR-HROD-004-00	New Procedure
	Date of Issuance May 15, 2014	Date of Effectivity May 15, 2014

Subject: Processing of Employee Separation Procedure

Files, ID access, and Email account, and removes the name of the separating employee from the STI Address Book.

10. On the next working day after the last day of the separated employee, the HROD Group commences the routing of clearance of the said employee to the immediate head, IT Group, LS Group, BAG, AMG, Librarian, HROD Group, and Finance Group.
11. Upon completion of the clearance, the Finance Group processes the preparation of the last pay of the separated employee.
12. Once the last pay check of the separated employee is available, the HROD Group prepares the Quitclaim (3 copies) and the Certificate of Employment (COE), and contacts the separated employee to inform of the availability of the last pay.
13. Upon claiming the last pay check, the HROD Group asks the separated employee to receive the voucher, quitclaim and the BIR Form 2316. The HROD Group also provides the COE to the separated employee.
14. The HROD Group forwards the original documents to the Finance Group and files a copy to the 201 file of the separated employee.

Prepared by:  Jhanine R. Quio HR Coordinator	Endorsed by:  Ana Liza F. Carbonel HROD Head	Approved by:  Peter K. Fernandez EVP/COO
--	--	--

STI EDUCATION SERVICES GROUP, INC.