

## EMPLOYEES' RESPONSIBILITIES AND OBLIGATIONS

### I. ATTENDANCE AND PUNCTUALITY

Efficient operations in an institution are strongly enhanced by employee's regular attendance. In the event that an employee is unable to report for work, he/she is expected to try all means to notify his/her immediate supervisor or superior.

Punctuality on the job reflects an employee's enthusiasm for work. It is an asset for both the employee and the employer. Coming late for work disrupts the efficient flow of work in offices and other related jobs.

#### IN CASE OF BARCODE MACHINE BREAKDOWN:

- Report the incident to the Human Resource and Development Office
- Log in/out using the Attendance Sheet Form provided by the HRDO.

In cases wherein an employee has to do work outside the school premises in line with his/her work, an Official Business Form is filled out and submitted to the Human Resource and Development Office before the date stipulated.

### II. PROFESSIONAL STANDARD

- All employees are expected to conduct themselves with decorum and discipline. They are expected to observe high standards of professional conduct and ethics in their work. (Please refer to Part IV of the Manual for the Code of Discipline).
- Judicious use of supplies and equipment.
- Efficient utilization of office hours.
- Phone courtesy must be observed at all times. Always answer the phone with a courteous greeting, identify one's office and ask how the caller may be helped.

### III. PERFORMANCE STANDARD

Each employee is expected to diligently perform his/her duties and to strive to the best of his/her ability to meet the standards set by the school. (Please see Part III of the Manual, XI. Performance Evaluation). Performance evaluation ratings are carried out twice a year and these records serve as basis for yearly evaluation and/or promotion.

**IV. PROPER GROOMING AND ATTIRE**

- All employees are expected to come to work wearing the prescribed uniform with the ID. Ostentatious display of jewelry is discouraged. Shorts, sleeveless blouses, and slippers are not considered appropriate for school wear.
- Good personal habits and good grooming must be practiced at all times. These enhance one's disposition and contribute to positive and presentable working conditions.
- Employees who are on official business trip such as seminars, conferences and others are required to wear the official uniform.
- Worn-out uniform shall be given 30 days for repair.

**V. TRUSTWORTHINESS/CONFIDENTIALITY OF SCHOOL INFORMATION**

It is the responsibility of all employees to safeguard the confidentiality of the records in their respective offices. No official records should be shown, lent or released to anyone without the approval of the supervisor responsible for them.

**VI. CONSIDERATION FOR OTHERS**

Employees who are considerate find time to help co-employees who are laden with work. Such attitude leads to high morale, smooth office teamwork and greater productivity.

**VII. CONCERN FOR SAFETY**

To ensure security and safety of the school community, the following shall be strictly observed:

- Rooms or offices must be locked after work.
- Upon leaving, all switches for lights and appliances shall be turned off.
- Bags and packages brought in and out of the school premises are subject to inspection by the guards.
- Property of employees brought into the school premises must be properly recorded and entered in the security logbook.
- Food and goods delivered shall be picked-up at Gate 1.

**VIII. GOOD HOUSEKEEPING**

Proper housekeeping is a daily personal responsibility. Office and shop areas are to be kept neat and clean.

**IX. HONESTY**

This trait should be reflected in the disposition of office supplies, office equipment, use of official time as well as handling of money and valuables found in the campus. Dishonesty shall be dealt with in accordance with Disciplinary Rules/Regulations.

**X. PRIVACY OF OFFICES**

- Personal visitors should be entertained at the parlor only during break time.
- Children of employees are discouraged from staying in the offices. Aside from exposing them to potential hazards, their presence also affects the productivity of the employees.

**XI. TRANSACTING BUSINESS IN THE SCHOOL PREMISES**

Within the school premises, it is strictly prohibited to:

- Sell goods.
- Lend money with interest above the current bank and credit card company rates to other employees.