

A. General Administrative Affairs

Article I. General Policies

Section 1.01 Non- discrimination

Section 1.02 Cleanliness and orderliness within college premises.

Observe cleanliness and orderliness at all times within college premises.

Section 1.03 Preservation and maintenance of college properties

Do your share in preserving and maintaining college properties through the proper handling and usage of machine and equipments.

Section 1.04 Professional ethics and conduct

All staff in the college must play a role model in the professional ethics and conduct for students and the public, this college being a great teaching institution.

Section 1.05 No smoking policy

Section 1.06 Honesty and respect for the college property

Honesty and respect for the college property is mandatory. Share in the practice of economy through proper handling of machine, apparatus, other equipments and disposable materials.

Section 1.07 Professional attitude towards co-workers-Courtesy

Courtesy, cooperation and harmonious interpersonal relationship must be highly observed among all clinic staff to promote a wholesome working atmosphere in the clinic.

Section 1.08 Professional attitude towards co-workers-Respect one's position.

Respect one's position, whether in authority or not. Every position is just too important to be taken for granted.

Section 1.09 Professional attitude towards co-workers- Correction of errors

Errors or mistakes in the performance of certain tasks can be corrected. Mean words, criticisms and negative remarks against a fellow worker are unfair. Build your co-worker's confidence and help in his improvement.

Section 1.10 Professional attitude towards work- Love your work.

Love your work. Do your best to do extremely well in your present position.

Section 1.11 Professional attitude towards work- Responsibility.

Always think that whatever work you have accomplished will speak of you and of the institution you are working.

Section 1.12 Professional attitude towards work- Deadlines

Always beat the deadline. Submit your outputs on time. Aim for improvement in your job. Experiences vary each day. Use these to improve your work capabilities.

Section 1.13 Professional attitude towards work- Enjoyment

Find enjoyment in your work. You can work and be happy at the same time.

Section 1.14 Professional attitude towards work- Additional responsibilities.

Be ready and willing to accept additional responsibilities when exigency of the service demands.

Section 1.15 Issuance of ID cards

At the first week of each year, all faculty, staff and students must apply and receive an ID card. It is compulsory to wear ID cards at all time on college premises.