



**KOLEHIYO NG LUNGSOD NG DASMARINÁS**  
**OFFICE OF THE PRESIDENT**

**EXECUTIVE ORDER**  
**No. 003 s. 2024**

2 February 2024



To: **The KLD Community**  
*Juanitas*  
From: **Prof. Dr. Juanito O. Cabanias, LPT**  
*Juanitas*  
**President/College Administrator**

Greetings!

Please be reminded of the Executive Order No. 003 s. 2024:

1. Your appointment/designation shall be subject to all existing rules and regulations of the Kolehiyo ng Lungsod ng Dasmariñas (KLD) Faculty and Administrative Manuals and such other rules and regulations as may be promulgated from time to time. Likewise, it shall be deemed in full force and *shall be subsisting until expiration thereof or unless otherwise expressly terminated for a cause and after due process.*
2. Among others, you bind yourself to abide by the following terms and conditions:
  - 2.1. The period of your employment is good only as the date specified in Contract of Service and Job Order Appointment. You shall be evaluated on your performance and efficiency during the semester/term/academic year based on policy standards. Other metrics and standards may be added or included with notice to you;
  - 2.2. You shall abide by and comply with the Manual provisions and other policies, rules and regulations which the Department/Institute/Domain have adopted and shall issue from time to time;
  - 2.3. You shall meet the deadline set for the submission of required reports;
  - 2.4. You shall attend all meetings, academic convocations and such other official school activities at which your attendance is required;
  - 2.5. You shall also perform other tasks which are incidental and necessary to the accomplishment of your main work, and, those which from time to time as directed by the Director/Dean/Vice President concerned/President/College Administrator or his/her duly authorized representative;
  - 2.6. You are not allowed to vacate or abandon your work once the school semester/term has started, nor resign nor terminate your services from the College, unless for a lawful cause;



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- 2.7. All records, plans, and other documents of and by KLD shall be considered confidential. You are prohibited from disclosing, revealing, divulging any of these confidential matters to any party unless expressly authorized by KLD. You are prohibited from making photocopies or electronic copies or any reproduction of these confidential materials, unless expressly authorized by KLD;
- 2.8. You are required to disclose to the Director/Dean/Vice President concerned/President/College Administrator any inventions or publications and scholarly output that you have created during the course of employment that are related to the business of the KLD or that result from tasks assigned to you by the Director/Dean/Vice President concerned/President/College Administrator or that result from the use of property owned or leased by the KLD. You shall assign your rights, interests, and titles without hesitation over the inventions or publications and scholarly output to KLD;
- 2.9. Your services shall be terminated anytime if you fail to comply with any of the terms and conditions of this agreement and those provided for in the Manual, the policies, the rules and regulations which may be issued from time to time by the Institute and the Department/Institute/College;
- 2.10. It is agreed and understood that YOUR PAY CORRESPONDING TO THE LAST PAY PERIOD OF THE SEMESTER/TERM SHALL NOT BE RELEASED WITHOUT PRIOR CLEARANCE that all reports and requirements have been submitted by you and that there are no obligations pending from the Department, Institute/College, and other offices concerned; and
- 2.11. Upon termination/expiration/non-renewal of your employment/contract of service, you shall properly turn over all records, manuals and other documents in your possession during the course of your employment. You shall also turn-over all equipment issued to you for use in the performance of your duties and functions.

For strict compliance. Thank you very much.

cc: File