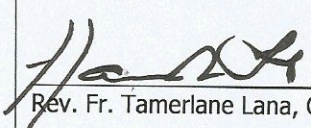


Procedure No:	ADM-PROC-0033
Procedure Title:	Request for the Rector's Participation in an Event
Related Policy:	ADM-POL- 0059 Policies on Requesting for the Rector's Participation in an event
Date of Issuance:	S.Y. 2013-2014
Effectivity:	S.Y. 2013-2014 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Office of the Rector and President
"Supersedes" Notification:	None
Procedure Description:	This details the requirements and process for requesting the Rector's Participation in an event.
Areas of Responsibility:	Office of the Rector and President
Procedure Details:	<p>Step 1. The concerned party must secure the Rector's Participation Form (RPF) at the office of the Rector and President.</p> <p>Step 2. The requesting party fills-out the RPF indicating the following details:</p> <ol style="list-style-type: none"> <li>1. <i>Date – indicate the specific date of the activity</i></li> <li>2. <i>Time – indicate the specific beginning and expected end-time of the event</i></li> <li>3. <i>Role – indicate the specific extent of participation of the Rector in the event</i></li> <li>4. <i>Time of Rector's Participation – indicate the exact time the Rector is expected to arrive and the exact time of his expected participation in the proceedings of the event.</i></li> <li>5. <i>Number of Audience – indicate the number of approximate number of expected attendees</i></li> <li>6. <i>Audience composition – indicate the general profile of the audience</i></li> <li>7. <i>Requesting party – indicate the name and contact information of the requesting party or its designated representative</i></li> </ol> <p>Step 3. The duly signed RPF must be submitted to the Office of the Rector and President at least three (3) days before the scheduled date of the event.</p> <p>Step 4. The Office of the Rector and President shall act for approval of the RPF at least one (1) working day upon receipt.</p>
Procedure Approval Authority:	Office of the Rector and President
References:	None
Definition:	None
Help Page:	Office of the Rector and President
Prepared by:	Office of the Rector and President
Approved by:	 Rev. Fr. Tamerlane Lana, O.P.
Date of Approval:	6/3/2013

This is a controlled document; any reproduction other than the original is considered unofficial unless indicated.