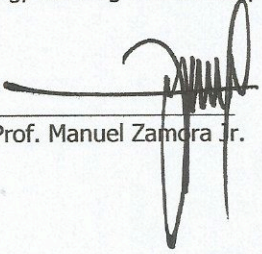


Policy No:	ADM-POL-CCD-0003
Policy Title:	Community Service Policy
Implementation Procedure:	
Date of Issuance:	S.Y. 2009 to 2010
Effectivity:	S.Y. 2009 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Center for Community Development
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to establish the Colegio's terms and conditions in the conduct of community service programs.
Detailed Policy Statement:	<ul style="list-style-type: none"> • All community service projects for Letran Manila should be approved by the Center for Community Development. • Community service projects in adopted communities and partner NGOs should be the priority of community service programs. • The Volunteer Community Service Coordinator should be present during the conduct of the community service activity. • Community Service activities involving students should be supervised by a Faculty Member and the Community Service Coordinator. • Employees who are joining community service activities should be allowed by their respective department / division heads. • All community service activities should be evaluated by the CCD Office. Evaluation should be focused on the point of view of both the implementers and the beneficiaries. • Students and employees are entitled to receive certificate of participation for every community service activity they joined. • Employees who wish to initiate community service programs should submit a Community Outreach Program Proposal (see ADM-POL-CCD-0002).
Applicability:	All employees
Policy Approval Authority:	Director of the Center for Community Development
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Asst. Prof. Manuel Zamora Jr.
Date of Approval	

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