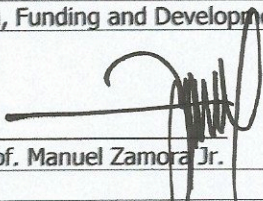


Procedure No:	ADM-PROC-CCD-0001
Procedure Title:	Selection Process of Volunteer Community Service Coordinator
Related Policy:	ADM-POL-CCD-0001
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Center for Community Development
"Supersedes" Notification:	
Procedure Description:	This procedure contains the selection, evaluation, and appointment process of Community Coordinators implemented by the CCD Office.
Areas of Responsibility:	Center for Community Development
Procedure Details:	<p>Step 1. The Director of the Center for Community Development sends a letter to the academic heads, requesting for the names of faculty members who could serve as Volunteer Community Service Coordinator.</p> <p>Step 2. The Office Directors shall forward to the CCD Director the identified Volunteer Community Service Coordinator.</p> <p>Step 3. The nominated Volunteer Community Service Coordinator will be oriented by the Director of the Center for Community Development.</p> <p>Step 4. The Director forwards the names of the Volunteer Community Service Coordinator to the Vice Rector for Religious Affairs.</p>
Procedure Approval Authority:	Director of the Center for Community Development
References:	
Definition:	
Help Page:	Center for Community Development
Prepared by:	Planning, Funding and Development Office
Approved by:	 _____ Asst. Prof. Manuel Zamora Jr.
Date of Approval:	

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