


Policy No:	ADM-POL-AUX-0001
Policy Title:	Repair and Renovation Policy
Implementation Procedure:	ADM-PROC-AUX-0001 Request for Repair and Renovation
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Auxiliary Services Office
"Supersedes" Notification:	
Purpose of Policy:	The policy is designed to systematize the implementation of all repairs and renovations of the Colegio's buildings and facilities.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• The Director and his authorized assistant are required to conduct a monthly inspection of all the offices / buildings of the Colegio.</li> <li>• Offices that have facilities that need immediate repair or renovation should submit a Service Requisition Form to the Auxiliary Services Office.</li> <li>• Reported facilities that needs repair will be subjected for evaluation by the Auxiliary Services Office.</li> <li>• The Auxiliary Services Office reports to the Financial Affairs Division the offices / buildings that needs to be repaired or renovated.</li> <li>• The Vice President for Financial Affairs provides approval on the implementation of repair and renovation.</li> </ul>
Applicability:	All offices and employees
Policy Approval Authority:	Director of the Auxiliary Services Office
Related Policies or References	Service Requisition Form
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 _____ Mr. Roberto Aguba
Date of Approval	

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