


Policy No:	ADM-POL-AUX-0007
Policy Title:	Lost and Found Policy
Implementation Procedure:	ADM-PROC-AUX-0004 Claiming and Depositing of Items in the Lost and Found System
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 explain the Colegio's policy on Lost and Found system.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Students and employees could surrender unclaimed items and valuables at the Lost and Found Section of the Auxiliary Services Office. • The Auxiliary Services Personnel maintains a record of all the items that were surrendered at the Lost and Found Section. • The Auxiliary Services Office provides offices the list of all the items that were contained in the Lost and Found Section. • Students and employees who wish to claim their lost items should have their names and contact details logged at the Auxiliary Services Office. • At the end of the school year, unclaimed items shall be disposed by the Auxiliary Services Office. • Unclaimed items that are still useful will be turned over to the Office of the Center for Community Development.
Applicability:	All students and employees
Policy Approval Authority:	Director of the Auxiliary Services Office
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 <hr/> Mr. Roberto Aguba
Date of Approval	

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