


Procedure No:	ADM-PROC-FNR-0022
Procedure Title:	Issuance of Dormitory Violation Slip
Related Policy:	ADM-POL-FNR-0023 House Rules in the Letran Dormitory
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Finance and Resources Office
"Supersedes" Notification:	
Procedure Description:	This details the process and key person involved in the issuance of Dorm Violation slip.
Areas of Responsibility:	Finance and Resources Office
Procedure Details:	Step 1. The Dorm Administrator validates the commission of violation. Step 2. If the resident is found to violate any probation written in the policy, a violation slip is issued by the Dorm Administrator. Step 3. The resident is furnished with a copy of the violation slip.
Procedure Approval Authority:	Director of the Finance and Resources Department
References:	Dorm Violation Slip
Definition:	
Help Page:	Finance and Resources Office
Prepared by:	Planning, Funding and Development Office
Approved by:	 Bro. Romulo Angeles, O.P.
Date of Approval:	

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