

Policy No:	ADM-POL-PAO-0001
Policy Title:	Letran News Staff Policy
Implementation Procedure:	ACA-PROC-PAO-0001 Selection Procedure for the Letran News Staff
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2009 to present
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Office of Origin: (Policy Expert)	Public Affairs Office
"Supersedes" Notification:	
Purpose of Policy:	This policy aims to establish the selection, responsibilities and duration of term of all Letran News staffers.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The Rector and President is automatically the Adviser of the Letran News. • The Editor in Chief of the Letran News is selected by the Public Affairs Office and appointed by the Rector and President. • The Editor in Chief is given a year of appointment that is subject to renewal. • The Assistant Director of the Public Affairs Office is automatically the Associate Editor of the Letran News. • The Director of the Public Affairs Office is automatically the Editor of the Letran News. • The staffers of the Letran News shall be comprised of representatives from the Administrators, Faculty Members, and Students. • All Letran News staff are given a term of one school year that is subject to renewal or reappointment. • The Editor in Chief of the Letran News is selected by the Public Affairs Office and is subject for approval by the Rector and President. • The Public Affairs Office reserves the right in selecting the staff of the Letran News.
Applicability:	All employees
Policy Approval Authority:	Director of the Public Affairs Office
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	_____
Date of Approval	Ms. Jhennie Villar

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