

Policy No:	ADM-POL-PAO-0002
Policy Title:	Selection of Articles for the Letran News
Implementation Procedure:	ADM-PROC-PAO-0002 Selection and Editing Procedure of the Letran News
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
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Purpose of Policy:	This policy aims to establish the selection terms and conditions in the selection of articles for the Letran News.
Detailed Policy Statement:	<ul style="list-style-type: none"> • Only articles that are relevant to the Colegio are accepted for publication for the Letran News. • All submitted articles shall undergo the process of screening, editing and revision. • The Adviser, Editor-in-Chief, Director, and the Assistant Director reserve the right to refuse articles that will be included in the Letran News. • Employees, students and alumni who are not appointed as Letran News staffers could also contribute articles for the Letran News. However, priority for publication shall be given to the appointed staffers.
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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