

Policy No:	ADM-POL-PAO-0003
Policy Title:	Honorarium for Letran News Staffers and Contributors
Implementation Procedure:	ACA-PROC-PAO-0003 Processing of Honoraria for Letran News Staffers
Date of Issuance:	S.Y. 2009 to 2010
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 standardize the honoraria received by the staffers and other contributors of the Letran News.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• The following staff of the Letran News are entitled to receive honoraria                             <ul style="list-style-type: none"> <li>• Editor-in-chief</li> <li>• Appointed Article Contributors</li> <li>• Non-appointed Article Contributors.</li> </ul> </li> <li>• The amount of honoraria given to the article contributors shall be based on the length of their article.</li> <li>• <b>The honoraria of the Editor-in-chief shall be based...</b></li> <li>• All honoraria shall be processed after the issue of the Letran News has been released.</li> <li>• The release of the honoraria will be dependent on the processing period of the Financial Affairs Division.</li> </ul>
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	<hr style="width: 20%; margin-left: 0;"/> Ms. Ofelia Legaspi
Date of Approval	

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