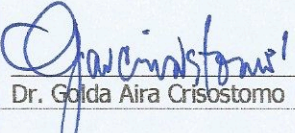


Procedure No:	ADM-PROC-LRC-0006
Procedure Title:	Paper Presentation Permission Procedure
Related Policy:	ADM-POL-LRC-0005 Paper Presentation Policies
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Letran Research Center
"Supersedes" Notification:	
Procedure Description:	This procedure aims to monitor and regulate all researches that are submitted for national or international presentation.
Areas of Responsibility:	Letran Research Center
Procedure Details:	<p>Step 1. Employees, who wish to represent and carry the name of the Colegio, to any paper presentation should submit a letter of permission to the Director of the Research Center. Attached in the letter should be a copy of the paper presentation invitation and a budget proposal. In case of the students, the professor or the concerned academic head should inform the Center.</p> <p>Step 2. The Center should evaluate whether the research and the organizing body of the presentation would be worthy for a meritorious effort.</p> <p>Step 3. Once the Center grants the permission, the applicant could submit his paper and budget proposal to the Center.</p> <p>Step 4. The Center submits the budget proposal to the Rector and President for approval.</p> <p>Step 5. The approved budget shall only be processed once the employee / student have presented a letter of acceptance from the organizing committee of the paper presentation.</p>
Procedure Approval Authority:	Director of the Research Center
References:	
Definition:	
Help Page:	Letran Research Center
Prepared by:	Planning, Funding and Development Office
Approved by:	 Dr. Golda Aira Crisostomo
Date of Approval:	

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