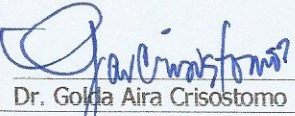


Procedure No:	ADM-PROC-LRC-0007
Procedure Title:	Processing of Publication Incentives
Related Policy:	ADM-POL-LRC-0007 Articles Publication Incentives Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Letran Research Center
"Supersedes" Notification:	
Procedure Description:	This procedure is designed to identify and regulate the releasing and processing of all Publication Incentives.
Areas of Responsibility:	Letran Research Center
Procedure Details:	<p>Step 1. The author whose article was published in an external source can claim incentive from the Colegio. The author submits the journal of his published article to the Center.</p> <p>Step 2. The Center verifies the authenticity and the classification of the journal. The classification of the journal, whether it is local, international, Institute of Scientific Information (ISI) and Non-ISI, will determine the amount of honorarium that an author will receive.</p> <p>Step 3. The Center processes the payment request for the honorarium, once all the information was verified. The release of the honorarium shall be dependent on the processing period made by the Financial Affairs Division.</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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