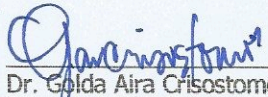


Procedure No:	ADM-PROC-LRC-0008
Procedure Title:	Procedure in Requisition of Evaluation Instruments
Related Policy:	ADM-POL-LRC-0009 Request for Evaluation Instrument Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Letran Research Center
"Supersedes" Notification:	
Procedure Description:	This procedure is designed to regulate the requisition and releasing of all requests for evaluation instruments.
Areas of Responsibility:	Letran Research Center
Procedure Details:	<p>Step 1. The student or employee who intends to request for an evaluation instrument should secure a Research Assistance Form.</p> <p>Step 2. The accomplished form should be submitted with the following information: name of the event / activity, date, time, place, name of speaker/s and objectives of the activity.</p> <p>Step 3. The Center devotes a maximum of three working days for the preparation of the instrument.</p> <p>Step 4. Releasing of requested evaluation instrument will be done by any of the Center's staff. The Center shall release only one printed copy of the evaluation instrument to the requisitioner.</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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