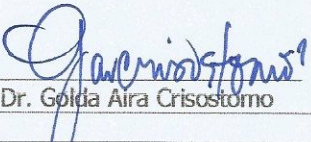


Procedure No:	ADM-PROC-LRC-0010
Procedure Title:	Requests to Conduct Research
Related Policy:	ADM-POL-LRC-0002 Commissioned Researches Policy
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Letran Research Center
"Supersedes" Notification:	
Procedure Description:	This procedure is designed to ensure that only quality and useful researches shall be produced by the Center.
Areas of Responsibility:	Letran Research Center
Procedure Details:	<p>Step 1. Any office in the Colegio who wish to request the Center to conduct of a research should write a letter of request addressed to the Rector and President.</p> <p>Step 2. The Rector and President shall approve or reject the conduct of the requested research.</p> <p>Step 3. The Research Center prepares the research proposal once they have received the approval of the Rector and President.</p> <p>Step 4. The proposal and timetable of the study are submitted to the concerned department head.</p> <p>Step 5. The conduct of the research will push through as soon as the department head approves the proposal.</p> <p>Step 6. The results of the study are forwarded to the Rector and President and concerned department head.</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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